



USEFUL INFORMATION FOR NEW STUDENTS

THINGS YOU MUST DO VERY SOON

REGISTER FOR AN ELECTIVE

You have already been registered for your core classes, and a copy of your class schedule is included in this packet. Should you need to make any changes in your schedule, please talk with Dr. Chen prior to doing so. The following link will tell you how to access UDSIS so that you can register and it will give you the beginning dates to register and the last date to change or add courses without a fee or withdraw from a course without academic penalty at <http://www.udel.edu/registrar/onlinereg.html>.

PAY HEALTH SERVICE FEE AND STUDENT CENTER FEE

All students are required to pay a Student Health Service fee each semester, which entitles the student to use the facilities at Laurel Hall. You are also required to pay a Student Center fee. Both of these fees are University requirements that apply to all UD students. International students are also required to pay for a mandatory health insurance fee. These fees must be paid at the Cashier's Desk in the Student Services Building on Lovett Avenue. If you have not already paid these fees please do so now.

Also, if you have not signed up and paid for your health insurance please contract the Graduate Office immediately. They are located in 234 Hullahen Hall, 831-2129.

ATTEND SAFETY SHORT COURSE

The traditional 6-hour ChE Laboratory Safety Short Course in January will introduce all 1st year ChE graduate students, Visiting Scholars and Post-Doctoral Fellows to safe operating procedures for our laboratories. The time and date for our class will be announced in November.

THINGS YOU SHOULD DO VERY SOON

OBTAIN YOUR I.D. CARD

If you have not already done so you will need to get your picture taken for a student identification card in the Student Services building on Lovett Ave. (next to Pearson Hall), 8:30 a.m.–4:30 p.m. Monday–Friday. There is no cost for the first card, but if you lose it there is a \$15 charge for a replacement. The I.D. card is required to use most of the University facilities (e.g., library, gym, bus system, etc.). You must present a driver's license, military id or passport as proof of identity.

OBTAIN A PARKING STICKER

As a graduate research assistant, you are eligible to buy a gold or lower priority permit. All the parking lots near Colburn Lab are gold lots, so we suggest you obtain a gold permit unless you don't mind the inconvenience of parking relatively far away.

To obtain a parking permit, students may register online at www.udel.edu/permits. You have the option to have the cost of the parking permit deducted automatically from your paycheck in installments.

Or you may take your car registration and student I.D. to the Public Safety Office at 413 Academy Street and enough cash or a check to cover the cost of the permit: gold permit - \$285/year. Hours are 8:00 a.m.–5:00 p.m. M–F. Note: Be sure to tell them that you are a Research Assistant on contract in the Department of Chemical Engineering. If there is a problem, have them call Katie Shearer-Tweedy, Department of Chemical Engineering, ext. 2061.

OFFICE ASSIGNMENT & KEYS

Keys to your office and the building are in your packets. Additional keys may be requested through the ChE web site at <https://www.che.udel.edu/forms/keyform.html>.

HAVE YOUR DEPARTMENTAL PHOTOGRAPH TAKEN

Please see George Whitmyre, Room 335 Colburn Lab to have your photograph taken for the departmental picture board when this session is over. You must sign a photo release waiver (included in your packet) and turn it in at the time of your picture. If you do not wish to have your picture taken please see me for special release permission. For safety reason we encourage all employee pictures to be posted so that we all become familiar with who should be in our building and who might be a stranger.

GENERAL INFORMATION

PAYCHECKS

Paycheck direct deposit is mandatory. Using your Udel Net ID and password, you can view your pay stub on the web at <http://www.udel.edu/HRSystemsAdmin/>

- click on the Web Views link to the left;
- type in your Udel NET ID (this is your email username, e.g. jsmith) & password (it's the same as your email password);
- under Self-Service Views, click on Pay Stub View

If you do not receive an electronic pay stub on payday, please contact Katie Shearer-Tweedy (238 Colburn). Any problems or questions you may have concerning your paycheck or payroll issues should be directed to Katie.

MAIL

Mail is delivered to the Main Office (235) once a day; around 11:00 a.m. Outgoing mail can be left in one of three bins: Stamped personal mail, campus (interdepartmental) mail, and unstamped mail. Each graduate student is assigned a mailbox, which can be accessed from room 235.

Our mailing address is:

Name
Department of Chemical Engineering
Room # Colburn Laboratory
150 Academy Street
University of Delaware
Newark, Delaware 19716-3110

COPY MACHINE

The Xerox copy machine is located in Room 161. Please see our Accountant in Room 269 to get your copier access code. Do not give out this access code to anyone. Your exterior door key will unlock the copier room.

DEPARTMENTAL SEMINARS

External speakers will present seminars on Fridays (usually at 10:00 a.m.). All faculty and students are encouraged to attend. Check the ChE website (www.che.udel.edu) for speakers, seminar titles, abstracts, dates and times. In addition, reminders are sent via electronic mail the day prior to each seminar.

E-MAIL ACCOUNT

You all should have set up your email accounts by this time. If you have not please see Susan Brook in Room 335 for your initial password.

LAB SUPPLIES

Once you have an advisor, you will have research funds to purchase lab supplies. Common laboratory supplies such as tubing, fittings, tools, and catalogues are stocked in the Chemistry storeroom (Brown Lab). Depending upon who your advisor is, please see either Maria Taylor (Room 237B) or Kris Farmer (Room 269) regarding the procedure for making these types of purchases.

PURCHASING FOR RESEARCH/LAB AND OTHER RELATED ITEM

The Departmental business web site (<http://www.che.udel.edu/bizhome.html>) will direct you to the necessary purchasing procedures, ranging from buying a lab notebook to securing reimbursements for travel to a conference that you attended. In an effort to support your purchasing questions and concerns, we have developed a comprehensive web page to handle these issues. Further, our business office staff (Kim Correll, Lucille Wilson, Maria Taylor, Jack Pollock, Kris Farmer) are here to assist you in completing these accounting tasks whenever necessary. In January, we will schedule a time to meet as a group and review the specifics of the accounting and purchasing procedures in which you will be involved during your matriculation through our graduate program. You will be assigned to a research group in November and will likely do very little purchasing until the Winter Session, at which time we will arm you with all the necessary information related to purchasing for Chemical Engineering.

MACHINE SHOP

You may choose either to fabricate parts and equipment yourself, or to have one of the experienced machinists perform the work to your specifications.

If you choose to do the work yourself, you would do so in the College of Engineering's student shop in 104 Spencer Lab. There, Steve Beard will instruct and assist you in completing the project in a safe and workmanlike manner.

The College R&D shop in 004 Colburn will fabricate machine parts for funded research projects. Dave Cowgill (*pronounced KOH-gul*) or Al Lance will review your design plans and assist you in selecting the best route to proceed according to your needs, abilities, and time constraints. It is best to visit the shop in your early design stages to benefit from their experience.

If you decide to have the shop staff work on your equipment, obtain a cost estimate and fill out a "Request for Services" form. Have this signed by the account code administrator and return it to the shop.

BOOKSTORE

The bookstore is located on Academy Street next to the Perkins Student Center. Textbooks are ordered by the instructors, and can be found in the basement of the bookstore arranged by course number. However, you are not required to purchase your textbooks from this location. There are also several other textbook vendors in the area including two on Main street. Please attend your first class before you get your textbook/s so the instructor can give you any necessary information you need prior to purchase.

LOUNGE

The first floor lounge is specifically for graduate students. This is used as a place to eat lunch, hold small informal meetings, or just get away from the office or lab. The Colburn Club owns the refrigerator, microwave, and coffee maker, so please use these appliances, but be considerate and follow all posted instructions.

UNIVERSITY SPORTING EVENTS

Tickets are free to full-time (9 credits) graduate students with a valid university ID and may be obtained on the Monday prior to games from the ticket offices of the Trabant or Perkins Student Centers, or at the Bob Carpenter Sports Center (known as "The Bob") on South College Avenue, next to the Delaware Field House.

COLBURN CLUB

The Colburn Club is the Chemical Engineering graduate student organization. Every graduate student is automatically a member and there are no dues. Meetings are held whenever necessary during the school year, with elections in early November.

The major function of the Colburn Club is to serve as a liaison between the students and the faculty. Additional functions include planning social events (e.g., fall and spring picnics, and end of year party) and helping new graduate students adjust to the department.

If you have any questions or problems, please contact any of the current members of the Colburn Club Executive Committee:

1st Year Representatives

John Bedenbaugh and Mike Salciccioli

2nd Year Representatives

Elizabeth D'Addio and Bill Lonergan

3rd Year Representatives

Jason McMullan (President) and Rachael Lewus (Vice President)

4th Year Representatives

Justin Federici and Carissa Young Graduate

Student Senate Representative

Alan Stottlemyer (Voting) and Stuart Collins

At Large Representatives

Becky Brummitt and Nate Hould

Environmental Coordinator

Kathy Phillips

A FEW DATES TO REMEMBER:

Tues.	August 28	Classes begin (8 A.M.)
Mon.	September 3	Labor Day – University Closed
Tues.	September 11	Last day for FREE drop/add
Sat.	September 15	Department Picnic
Thurs.	November 15	Registration begins for Spring 08 semester

YOU WILL REGISTER YOURSELF THIS TIME (ONLINE)