WELCOME TO THE UNIVERSITY OF MICHIGAN!

ELECTRICAL & COMPUTER ENGINEERING PhD PROGRAMS NEW STUDENT CHECKLIST

BEFORE ARRIVING ON CAMPUS:

- Create a U-M uniqname and establish basic computer access: http://itcs.umich.edu/uniqname
- Select your classes, EECS Course Info page: http://www.eecs.umich.edu/eecs/academics/courses.html
- Register for Fall classes using Wolverine Access: https://wolverineaccess.umich.edu/f/u24l1s13/normal/render.up. Additional registration information: http://ro.umich.edu/schedule
- Locate housing. We highly recommend that you secure housing prior to arriving on campus: http://www.housing.umich.edu

AFTER ARRIVING ON CAMPUS:

- Obtain an MCard—your official University of Michigan Identification card. On North campus, go to the Registrar's Office, Room B430, lower level Pierpont Commons (only open 12:30 – 5:00 PM Monday – Friday). Bring a photo ID. On Central Campus, go to the MCard Center, 100 SAB (Student Activities Bldg).
- International Students: Visit the INTERNATIONAL CENTER at 515 E. Jefferson on Central Campus for SEVIS Check-in: http://www.umich.edu/~icenter/intlstudents/new_index.html
- You MUST ATTEND one of the following mandatory PhD Introduction Sessions:
  1. Friday August 28, 2015: 11:30 am – 12:30 pm in 3316 EECS
  2. Monday August 31, 2015: 10:00 am – 11:00 am in 3316 EECS
  3. Thursday September 3, 2015: 10:00 am -11:00 am in 1008 EECS
- Meet with an Academic Advisor and a Research Advisor to complete your Plan of Study. Consult the EE MS Degree Requirements to have a rough draft version of the Plan of Study prepared for your meeting. Return the Plan of Study to Steven for your student file. (This document will likely change as you progress through the program.)
- Sign up for a CAEN Computer Account at the College of Engineering (CoE) New Student Orientation. Refer to: http://www.engin.umich.edu/caen/accounts/access.html if you do not attend the CoE Orientation
- ORIENTATION SESSIONS (3), attendance is mandatory:
  1. New Graduate Student Welcome/Orientation: Thursday September 3, 2015: 11:00 AM in 1200 EECS; lunch and socializing after in EECS Atrium, no registration
  2. College of Engineering New Graduate Student Welcome: Wednesday September 2, 2015 1:00 PM – 4:30 PM, please register at: http://grad.engin.umich.edu/gradwelcome
  3. Rackham New Graduate Student Fall Welcome & Information Fair: Friday September 4, 2015 9:30 AM – 12 noon (continental breakfast at 8:45 AM) please register at: https://secure.rackham.umich.edu/new_students/reg-fall.php

Registration notes
It is strongly recommended you take no more than three classes during the Fall semester. You may make changes (drop/add) to your course selection after you arrive and have met with your academic advisor. You will receive advisor information when you check in with Steven Pejuan, the EE PhD Coordinator OR Rachel Antoun, the EE:S PhD Coordinator

You must register for at least one class before the first day of class to avoid paying a late fee.
Sign up for EE grad email group. You MUST SUBSCRIBE to this email group.

To subscribe:
1. Send en email to: eseg-request@eecs.umich.edu
2. Type: SUBSCRIBE in the subject line.
3. Hit Send – leave the body blank, don’t type a message

This is the primary EE graduate student email group. It is MANDATORY you subscribe to this email group. Failure to subscribe and/or subsequently read EE Students emails may result in missing deadlines and information that may have an impact on degree progress, applying for GSI positions, Qual exams, etc.

Attend all classes the first day the lecture meets. If you are on the waitlist for a class, this is when you will receive information about the override to register for the class. After you attend the class and sign the override sheet, you must still register for the class on Wolverine Access.

Check your course registration information on Wolverine Access. Be sure the courses showing on your class list on Wolverine Access are the classes you are attending.

Meet with if you received:
Fellowship: Steven Pejuan 3403 EECS or Rachel Antoun 3404 EECS
GSRA: Your faculty advisor and his/her lab administrator
GSI: Anne Rhoades, 3300 EECS or 3709 BBB

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**MISCELLANEOUS:**

- Keep your personal information (address, phone number) up to date on Wolverine Access.
- For information concerning changes in course elections, late registration, Fee adjustment, withdrawal, financial holds, etc., please see the Office of the Registrar
  [http://www.umich.edu/~regoff/](http://www.umich.edu/~regoff/).
- Always be sure to check the EECS Departmental deadlines.  
  [http://www.eecs.umich.edu/eecs/graduate/ee/ee_current.html](http://www.eecs.umich.edu/eecs/graduate/ee/ee_current.html)
- All EE graduate students have a mail folder for university mail only in 2321 EECS in filing cabinets in the hall. Check it periodically. Do not use the department address as your current address.

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Useful websites:
Wolverine Access: [https://wolverineaccess.umich.edu/f/u2411s13/normal/render.up](https://wolverineaccess.umich.edu/f/u2411s13/normal/render.up)
Rackham New Student Info: [http://www.rackham.umich.edu/current_students](http://www.rackham.umich.edu/current_students)
Additional information for international students: [http://www.rackham.umich.edu/current-students/life-at-michigan/international-students](http://www.rackham.umich.edu/current-students/life-at-michigan/international-students)

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**Fall 2015 Drop Deadlines:**
- 9/28/15 -- Last Day to drop a course without a “W” (9/21/15 is last day for 1st 7 week session courses)
- 9/29/14 through 10/19 /14 – you may drop a course and receive a "W." This requires a signature from instructor and advisor.
- Beginning 10/20/14 – Drops approved only for exceptional circumstances. This requires signatures from instructor, advisor and Graduate Chair