

Civil & Environmental Engineering

2008-2009

Graduate Student Handbook

This handbook is intended as a reference guide and is not intended to be comprehensive in its content, but an overview of some important department, Graduate School, and university policies and procedures. Students are encouraged to refer to the UW Student Guide (<http://www.washington.edu/students/>) for additional information and resources.

We are pleased you have chosen to join us for your graduate studies and hope you find this handbook helpful as you embark on your academic career in the department.

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GRADUATE PROGRAM ADMINISTRATION

The graduate program is administered by the Graduate Program Coordinator (GPC) and the Graduate Program Assistant (GPA). A faculty member is appointed by the department Chair to serve as the GPC. Currently, the department GPC is Professor Michael Brett. The department GPA is Lorna Latal.

MASTER'S DEGREE PROGRAM PLAN

The Master's Degree Program Plan and Degree Audit form is required to be completed and submitted to the Advising Office (201 More Hall) prior to the end of your first quarter in the graduate program. The Program Plan form is available in the Advising Office or on the department website. You should arrange to meet with your faculty advisor early during your first quarter to go over your Program Plan and plan out your courses for the year. If changes occur to your plan during the year, an updated Program Plan will be required prior to graduation. *It is your responsibility to be sure you are meeting the degree requirements listed on page two of the Program Plan for your area.* Be sure to keep a copy of your Program Plan for your reference. Any questions regarding the degree requirements should be addressed to Lorna Latal, Graduate Advisor, (ceginfo@u.washington.edu).

Those students completing pre-reqs for the MSE degree also need to complete the Documentation of Satisfaction of Prerequisites for the MSE Degree form (available in the Advising Office, or on the department website) prior to graduation.

PhD PROGRAM PLAN

Students admitted to the PhD program need to submit a completed PhD Program Plan to the Advising Office prior to the end of your first year in the PhD program. You should arrange to meet with your faculty advisor during your first quarter in the program to plan out your courses for the year. Please see the department website for degree requirements and procedures.

FACULTY ADVISOR

All incoming graduate students are assigned a temporary faculty advisor. It is acceptable to change your advisor later, just be sure to notify the Graduate Advisor, and have your new advisor sign off on your Program Plan. If you are working on a research project as a Research Assistant, your advisor will be the faculty member you will be working with.

CONTINUATION FROM MASTER'S TO PhD DEGREE

After earning a master's degree in the department, if a student wishes to continue on to the PhD program, a completed Transfer from Master's to Doctoral Study Documentation Form must be submitted to the Advising Office, 201 More Hall, prior to the end of the first quarter following completion of the Master's degree. The form is available from the Advising Office, 201 More Hall.

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GRADUATE STUDENT CONTINUATION POLICY

To maintain status in the program, graduate students must make satisfactory progress toward their degree which includes maintaining a minimum cumulative GPA of 3.0 for graduation and demonstration of progress toward their degree, and meeting Graduate School time-to-degree requirements (listed below). An annual review will be conducted by the Advising Office and if the student's progress is other than satisfactory, one of the following actions will be taken:

1st quarter - Warning. The student will receive a warning letter via email and postal mail (with cc to faculty advisor and department GPC). A copy of the letter will be placed in the student's academic file in the department.

2nd quarter - Probation. The student will receive a probation letter (with cc to faculty advisor and department GPC). A copy of the letter will be placed in the student's academic file in the department. The student will be expected to work with their faculty advisor to arrive at a plan to address low scholarship or other progress issues. A written plan needs to be submitted to the Graduate Advising Office, 201 More Hall, by the 2nd week of the next quarter.

3rd quarter - Final Probation. If the student's GPA remains below the Graduate School 3.0 minimum, and the student has failed to meet other requirements as stated in the probation letter, (i.e. failed to meet with their faculty advisor, or failed to turn in the written plan to the Advising Office) the student will be placed on final probation. The student will receive a final probation letter (with cc to faculty advisor and department GPC). A copy of the letter will be placed in the student's academic file in the department.

4th quarter - Drop. If the student's GPA remains below 3.0 for the 4th quarter, the department will notify the Graduate School that the student will be dropped from the graduate program, unless other extenuating circumstances exist. Students are strongly encouraged to maintain regular communication with their faculty advisor or to contact the Graduate Program Coordinator or the Advising Office if there are extenuating circumstances (personal, health issues, etc.). The department is eager to assist students to succeed in the program.

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MAINTAINING GRADUATE STUDENT STATUS

To maintain graduate status, a student must be enrolled on a full-time or part-time basis, or on official On-Leave status, from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. (Summer quarter On-Leave enrollment is automatic for all graduate students who were either registered or officially On-Leave during the prior Spring Quarter.)

Failure to maintain graduate student status requires submission of the online application to the Graduate School (and payment of \$50 application fee).

FULL-TIME ENROLLMENT

Full-time quarterly enrollment for graduate students is 10 credits. Students holding an RA or TA appointment must be enrolled for a minimum of 10 credits per quarter (with the exception of summer quarter, which is 2 credits). Note: International students should check with the ISS office regarding enrollment requirements for international students.

ON-LEAVE STATUS

A student may not go On-leave if they are registered on the first day of the quarter. If you are registered, you must withdraw from all classes before the first day of the quarter in which you plan to apply for On-leave status.

A student may request up to four (4) quarters of on-leave status with their faculty advisor's permission. To apply for On-leave status at the end of the on-leave period, it is necessary to complete another On-Leave Petition and pay the \$35 fee again. Permission for On-Leave status in excess of four (4) quarters must be approved by their faculty advisor and the department Graduate Program Coordinator.

A Petition for On-Leave Status form may be obtained from the Advising Office, 201 More Hall, or the Registrar's Office, 225 Schmitz Hall. Approval must be obtained by the Graduate Program Coordinator. The signed form then needs to be submitted to the Registrar's Office along with a \$35 nonrefundable fee (payment in cash or check). The deadline to submit the On-Leave Petition is the fifth day of the quarter.

GRADUATE SCHOOL TIME-TO-DEGREE REQUIREMENTS

Master's degree: Must complete all degree requirements within six years, which includes quarters spent On-leave.

PhD degree: Completion of all work for the doctoral degree within ten years, which includes quarters spent On-Leave or out of status as well as applicable work from the master's degree if used to substitute for 30 credits of enrollment.

FINAL QUARTER REGISTRATION

Student must maintain registration as a full or part-time graduate student at the university for the quarter the master's thesis defense takes place, the master's degree is conferred, the General or Final doctoral exam takes place, or doctoral degree is conferred. The \$250 Late Fee may apply in some circumstances, allowing graduation without being registered. If you have questions regarding the Late Fee, please contact the CEE Advising Office.

ACADEMIC GRIEVANCE PROCEDURE

Please refer to Graduate School Memorandum #33: www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm

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QUARTER SYSTEM

The University of Washington is on the quarter system. Most students attend three ten-week quarters. The department rarely offers any graduate level classes during the summer.

GRADING POLICY FOR GRADUATE STUDENTS

If a student gets a grade below 2.7 in a single graduate level course, those credits will not count toward their degree. If they take that course again and get a score above 2.7, the credits will count from the one with a grade above 2.7, and the two grades are averaged for the cumulative GPA.

Repeating a course

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

TUITION RATES (FOR ON-CAMPUS STUDENTS)

Tuition rates (7-18 credits) for the 2008-2009 academic year per quarter are as follows for Autumn, Winter & Spring:

Resident: \$3,349

Nonresident: \$7,507

When you register for courses at the University of Washington, you are obligated to pay the associated tuition and related fees for those classes unless you officially [drop your classes](#) by the end of the first week of the quarter. You are billed tuition based on the number of credit hours that you are registered for at the beginning of the quarter.

You will be charged a \$25 Late Fee if you do not register before the 1st day of the quarter. Please be sure you are familiar with the registration deadlines to avoid late fees.

RESIDENCY

The tuition rate you are charged depends on your residency status. In July 2005, the University of Washington Regents approved an operating fee waiver, effective Autumn Quarter 2005, for nonresident graduate and professional students. This is an annual waiver of the differential between resident and nonresident tuition.

The waiver is for graduate and professional students who have lived in the state for at least one year (except students whose visa status precludes them from establishing permanent residency) and who have applied for resident status but failed to overcome the presumption they are residing in Washington primarily for educational purposes (i.e., did not work for 30 hours a week while taking over 6 credits a quarter).

When applying for the waiver, students must submit a completed Residence Questionnaire, (available from the Residence Classification Office, 264 Schmitz, or online at: <http://depts.washington.edu/registra/forms/UoW1819.pdf>).

DEGREE VERIFICATION

Degree verification is available through the following website: . Names of students who have restricted the Release of Directory Information in MyUW cannot be verified through this system.

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FERPA and the Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student education records. If a student has authorized “release of directory information,” certain information (such as name, major, and email address) is available on the online UW Directory and may be shared with others (such as potential employers, etc.).

If a student has NOT authorized release of directory information, we may not release **any** information about that student. When asked, we are advised to reply ***“I have no information about that individual.”*** We will require written permission from you to release any information about you.

This applies to any third party inquiring about students, including parents, employers, friends, and alumni. Students who have *not* authorized release of directory information will not appear on the UW Directory, and the online UW Degree Validation service will also return a null search for those individuals. You can change your “directory release” status via MyUW. For more information on FERPA and release of directory information, see www.washington.edu/students/reg/ferpa.html.

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ASSISTANTSHIPS AND FELLOWSHIPS

Financial aid is administered in the form of Teaching and Research Assistantships and Fellowships. The department makes every effort to award assistantships to as many students as possible.

Teaching and research assistantships receive a monthly salary (see below) and tuition waiver. The student is responsible for student fees of approximately \$230/quarter. Assistantship appointments also include paid health insurance in the Student Appointee Health Plan. The University pays on-half coverage for a student's dependents.

UW Executive Order 28 defines the procedures for TA/RA appointments and grievances.

The standard quarterly graduate appointment is at 50% FTE (Full Time Equivalency), with an average of 20 hours per week, for at least five out of six quarterly pay periods. Annual appointments normally begin September 16 and end June 15. Graduate appointments do not provide for paid vacation or sick leave.

Monthly Salary Rates (as of July 1, 2008)

Teaching and Research Assistant (Master's and Pre-Quals) = **\$1,753**

Teaching and Research Assistant I (Post-Quals) = **\$1,810**

Pre-Doc Teaching and Research Assistant II (Post-General Exam) = **\$1,868**

Pay Dates

Pay dates are semi-monthly, on the 10th and 25th of each month.

Research Assistantships

All new Research Assistants are expected to attend the RA Workshop in September. RA's are also expected to attend the Laboratory Safety Seminar offered through Environmental Health & Safety.

Teaching Assistants

Teaching assistants are expected to attend the TA Conference at the beginning of the academic year in which they hold their first TA appointment at UW.

International Teaching Assistants

New international TA's are required to attend the TA Conference Workshops for International students and to participate in the activities of the International TA Program throughout their first year as a TA. See Graduate School memorandum #15 for requirements for International TA's (<http://www.grad.washington.edu/Acad/gsmemos/gsmemo15.htm>).

Graduate Appointments with teaching duties may be assigned to non-U.S. citizens, provided they meet English language proficiency requirements and participate fully in the International Teaching Assistant Program at the Center for Instructional Development and Research (CIDR). Teaching duties are defined as interactions with students over instructional issues such as holding office hours, tutoring, conducting labs, leading discussions, commenting on studio work, lecturing, etc.

Teaching Evaluations

A Teaching Assistant Evaluation form will be completed for all TA's and submitted to the Graduate School during their first two quarters working as a TA. Your supervisor will complete their section and provide the TA to add their comments. The completed form will then need to be submitted to the Graduate Advising Office by the end of the quarter.

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Requirements for TA/RA's and Fellowship Recipients

Graduate appointees must make satisfactory progress toward their degree and perform satisfactorily in the duties of their appointment. Students with assistantships and fellowships must maintain full-time registration (10 credits for Autumn, Winter, Spring and 2 credits for Summer quarter). As in other quarters of the academic year, graduate students who are On-leave or are not registered during Summer quarter are not eligible to hold graduate student service appointments during Summer quarter. As in other quarters, failure to meet the registration requirements as set forth above may be grounds for withdrawal of a graduate student's appointment.

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U.S. POSTAL MAIL AND SHIPMENTS

Incoming mail & shipments - University Mailing Services delivers incoming mail once a day, (usually by 10:00AM), to the Main Office in More Hall. Mail is then distributed to faculty, staff and student mailboxes, typically before noon. Graduate student mailboxes are located in More 101, (with the exception of Dennis Lettenmaier's group, which are located in Wilcox). Please check your mailbox regularly. Also, please remember that mailboxes are not secure. If you have a package delivered that is too large for your mailbox, you will receive notification to pick it up in the Main Office. Please do so at your earliest convenience, as space to store packages in the Main Office is limited.

Outgoing mail - Mailing Services picks up the outgoing mail at the same time the incoming mail is dropped off (usually by 10:00 AM).

Shipments - The department has a contract with Fed-Ex. To ship something via Fed-Ex, bring your package with the following information to the reception desk in the Main Office by 3:00PM in order to be shipped that day: Name of company or agency, contact person, complete delivery address (must be a street address – not PO Box), recipients phone number, budget number, package dimensions and weight, and contents. Additional information may be required for international shipments.

To have something mailed or shipped to the department, please use the appropriate address below.

The mailing address by postal mail is:

<Your Name>
University of Washington
Civil & Environmental Engineering
Box 352700
Seattle, WA 98195-2700

To have a shipment delivered (i.e. Fed EX, UPS, etc), use the following address:

<Your Name>
University of Washington
Civil & Environmental Engineering
201 More Hall
Seattle, WA 98195

Campus mail - The department mailbox number is 352700. To send something via inter-office mail to another location, the recipient's name and box number is required. The outgoing campus mail bin is located on top of the mailbox cabinet located in the Main Office.

UW EMAIL

All correspondence from the department will be sent to your UW email account. It is important that you check your account regularly, or have it forwarded to an account you do use. Important graduate student information will be sent only to your UW email account.

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TELEPHONES

To place an on-campus call - Campus telephone prefixes are 543, 685, 616, and 221. To place a call from an on-campus phone to another on-campus phone, dial the last five digits of the phone number you are calling. For example, to call 206.543.2391, you would dial 3-2391.

To place a local call outside the UW - dial 9 + area code + seven-digit telephone number.

To place a long distance call - An authorization code is required to make a long distance call. If you are an RA or TA and need to make an official business long distance call from a campus phone, contact your faculty advisor for the authorization code. To make a long distance call with an authorization code, dial 77 + 1 + area code + seven-digit telephone number. When you hear a “beep”, enter the authorization code. *Note: Your advisor will receive a record of all calls made using the authorization code, be sure calls are only for official business.*

FAXES

The department has a fax machine located in More 206 for official university business only. Instructions for sending a fax are located near the fax machine. An authorization code is required to send a long distance fax. If you are sending a long distance fax, see your faculty advisor to obtain the authorization code. If you are expecting a fax, please ask the sender to be sure your name is on it. If a fax arrives for you, you will be notified to pick it up in the Main Office. If you are expecting a fax and you have not been notified, check at the reception desk in the Main Office.

COPIERS

A copy code is required to use the department copiers (located in More 206). Department copiers are restricted to CEE faculty, staff and RA's & TA's. RA's & TA's can obtain their copy code at the Reception Desk in the Main Office. Copiers are also available in the HUB on the first floor by the ATMs and the ASUW Office (.15 per copy) and the Engineering Library (.12 per copy).

A copy card can be purchased for \$5, \$10, or \$20 at the Ticket Office at the HUB. You can recharge your copy card at any HUB or library copy machine or at the Copy Services Department in the basement of the Communications Building (room B-045).

PRINTERS

A printer is located in the computer lab in the basement of More Hall. This printer requires a copy card.

SUPPLIES

Graduate students are expected to procure their own materials to be used for their personal education. This includes: textbooks, writing utensils, paper, photocopying, and printing (as needed for thesis/dissertation preparation) etc. However, graduate students who hold an RA or TA appointment may have related expenses that should be charged to a budget. As an RA, such charges might include supplies purchased for use in the lab, long-distance telephone calls when ordering lab supplies and research-related travel. Please obtain the budget number for approved expenses from your faculty advisor. TA's may need to make copies or obtain certain materials to prepare for class. Please contact the Main Office for a copier code or for supplies needed for class.

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COMPUTING

Microsoft Campus Agreement Program - The Microsoft Campus Agreement (MSCA) is an annual licensing program which provides the latest versions of Windows operating system and desktop productivity applications to higher education institutions. Department of Civil and Environmental Engineering has participated in MSCA program since July 2003 and is one of the few departments which extends this opportunity to its students as well as faculty and staff. Students can take advantage of this program by filling out the "Licensing Agreement Form" available online at: http://www.ce.washington.edu/resources/computing/MSCA_UWCCE.pdf and contacting the departmental computing office (help@ce.washington.edu).

The products available for students are the following:

Windows XP Professional (Upgrade Only)

MS Office Professional 2003 for Windows and MAC OS (Full License)

Computer Labs

The department has two computer labs available for student use, More 001 and More 320. The total number of desktop computers located in the More 001 computer lab is 75 machines. Software is updated quarterly. Any computing questions should be directed to help@ce.washington.edu. The support team will respond as soon as possible. For access to the computer lab, bring your Husky card to Nicholas Burmeister, More 011.

TRAVEL REIMBURSEMENT

If you have a travel expenses that have been approved by your faculty advisor or the department, please pick up a Travel Reimbursement Request form in the Main Office. Return the completed form to the reception desk in the Main Office with all receipts for processing.

The Graduate School offers a limited number of Graduate Student Travel Awards each year to pay airfare for a student traveling to a conference to present a paper. An Email notification will be sent out when the department is taking nominations for the awards. You must be nominated by your faculty advisor to apply for a travel award. Awards are up to \$300 for domestic travel, and \$500 for international.

BUILDING HOURS

Monday - Friday: 6:00AM – 11:00PM

Saturday & Sunday: 8:00AM – 6:00PM

A Building Permit is required to be in the building after hours. Occasionally, campus security may ask to see your Building Permit if you are in the building after hours. If you do not have your Building Permit, you will be asked to leave. If you have not received a Building Permit, please contact the Graduate Advisor, 201 More Hall.

GRADUATE STUDENT DESK ASSIGNMENTS

Graduate student desks are assigned to students receiving departmental funding in the form of a RA or TA assistantship and fellowship recipients. If you have not been offered departmental funding and would like to have a desk, please contact the Graduate Advising Office (ceginfo@u.washington.edu) to be placed on the waitlist. Desks will be assigned to unfunded students on a space available basis. ASCE also has lockers available for rent on the first floor. Please contact the ASCE president for more information. The ASCE lounge is located on the 3rd floor of More Hall.

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DESK KEYS

Keys to Graduate Student desks can be obtained at the Reception Desk in More Hall between 1:00 – 4:00 PM. A \$20 one-time refundable key deposit is required (payment in cash or check).

SMOKING

The city of Seattle banned smoking within 50 feet of building doors and windows. The University adopted a complete smoking ban on campus for all buildings and outside areas, however, there are a few designated outside smoking locations. To find a designated smoking location, go to: <http://www.ehs.washington.edu/psosmoking/index.shtm>.

BICYCLES

The University and department promote the use of bicycles as alternative transportation. State code prohibits parking bicycles anywhere inside state buildings. Bikes inside pose a hazard in emergencies and during bad weather they bring in considerable dirt and water. Bikes found parked in CEE buildings will be immediately removed for safety reasons. Locks will be cut if necessary. Repeat offenders will have their bikes impounded by UW Police. Bike racks are located in several areas around the buildings and bike lockers are available, but there are delays in getting assignment to a locker. Bike locker assignments are made by UW Commuter Services.

Skateboards and folded push scooters can be brought into buildings, but once inside they may not be ridden. This allowance does not include electric or gas powered scooters.

MOTORCYCLES AND MOTOR SCOOTERS

Just like cars, UW charges for parking motorcycles and motor scooters on campus. The day and monthly permit cost are considerable less than a car permit. Check with UW Parking Services for rates. Parking Services provide separate parking areas for two wheel motor vehicles. Motorcycles and motor scooters parked outside of designated parking areas are subject to ticketing. At no time is it appropriate to park a motorized vehicle in the bicycle parking area or inside department buildings.

PETS

State law prohibits having pets in state buildings, with the exception of service animals. Occasional, one time exceptions, may be made for emergencies. Contact Jack Herndon (jherndon@u.washington.edu) if you need approval.

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RECYCLING

The University is working to increase the amount of material recycled and divert hazardous waste from going in the landfill. There are numerous paper recycle collection sites around the building. Do not put paper food containers in the paper collection bags. Cardboard boxes should be flattened and left next to the paper collection location.

Compost - CEE is working with the University to separate and collect compostable waste. This includes food items, coffee grounds, used paper items like pizza boxes, paper coffee cups, paper plates, paper napkins. CEE has a compost collection bin available for use at student events where food is served. Food services at the UW changed to using disposable utensils made from compostable plastics. UW has placed green compost collection bins in food services areas around campus.

Paper - Paper recycling collection bins are located on most floors of CEE buildings. Green “bagits” are located in all CEE buildings for paper collection along with “toters” (wheeled rolling carts). All paper, whether it is white paper, newspaper, softcover books and journals, or mixed paper, goes into the green bagits. Paper can also be placed directly into one of the mixed paper toters, such as when emptying your desktide Personal Recycle Bin or when items are heavy (for journals or softcover books etc.).

Please ensure that the following items are **not** put into bagits or toters: large metal fasteners, paper clips, rubber bands, 3-ring binders, string, overhead transparencies, shrink wrap, or any other recyclables or trash.

If you have a large amount of paper to recycle, a bulk bin can be delivered to your office. Contact Jack Herndon (jherndon@u.washington.edu) for a bulk paper recycling bin.

Cardboard – Do not store unused cardboard boxes in any rooms, as this is a fire hazard. Cardboard boxes need to be emptied of contents, flattened, and left next to the paper collection bins for pickup by the custodial staff. Larger amounts of flattened cardboard boxes can go directly in the cardboard recycling bin located outside of Wilcox.

Cans/Bottles - There are glass, metal, and plastic bottle recycle bins located with the paper recycling bins. Containers used for chemical or hazardous material storage are not allowed in recycling bins.

Plastic - Clean plastic film and bubble wrap used in shipping are recycled. There are several plastic film/bubble wrap collection sites in More Hall and Wilcox. The plastic film pickup bin is located in the parking lot next to Wilcox Hall. This plastic recycling does not include shaped Styrofoam blocks. Those go in the trash at this time. Plastic peanuts used in shipping and packaging are also recycled.

Wood - Scrap wood is collected in a wood bin in back of More Hall. Clean, unwanted shipping pallets are stacked for recycling in the paved area between More Hall and Roberts Hall.

Metal - Scrap metal is placed in a steel collection bin behind More Hall.

Concrete - Scrap concrete from teaching and research work is collected in a metal dumpster in back of More Hall. This bin is only for concrete and brick waste, not garbage or recycling. The concrete disposal company will not pick up the bin if there is trash in it.

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SECURITY

Building Security - Closing and locking ground level windows when rooms are unoccupied will lessen the chance of a break-in. UW Police and custodial staff are responsible for locking doors, but not for closing or locking windows. In the recent past computers and projectors were taken from CEE space when a window was left open during a holiday break.

Theft Prevention - Security for your personal items is your responsibility. We recommend keeping all valuables out of sight, locked in your desk, or in an ASCE locker.

Suspicious Person - If you think a person is acting suspiciously do not confront them. Your personal safety is most important. Contact the Administrator, Gene Hutchinson (616-1667), Jack Herndon, Facility Manager (543-2547) or the Front Desk (543-2391), or if you are concerned for your safety, call the Police directly by dialing 911 from any phone. The UW Police non-emergency number is 543-9331.

SAFETY

Fire Alarm/Building Evacuation - When the fire alarm sounds, evacuate the building immediately. Lock and close doors behind you as you leave to secure your area. Move out of the building via the closest safe route. Floor wardens and your teachers will direct you to the appropriate exit. Stay in the assembly areas away from the building. Do not re-enter the building until the fire department or police have cleared the building for use.

Extension Cords - Use of extension cords for powering equipment long term is a fire hazard and as such is prohibited by the UW. Use of a power strip with a built in circuit breaker is permissible. The department generally has a stock of power strips for use in our facilities.

Circuit Breaker Panels - Electrical circuit breaker panels are located in office and work areas around the building. Piling material in front of the panels or otherwise blocking access to the breaker panels is a violation of fire safety code. Keep the area in front of breaker panels cleared.

Emergency Exits - All emergency exit doorways and passages must be kept clear of unsecured material and equipment. A clear unobstructed path must be available in hallways and stairwells at all times. Storage of material in hallways is restricted to cabinets which are secured to the wall and wall mounted racks with front lips to retain the contents. Fire doors on stairwells must never be propped open with wedges. Most stairwell doors have a magnetic catch and are tied in with the alarm system to close when the fire alarm is triggered.

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HAZARDOUS WASTE

The Environmental Health and Safety (EH&S) department is in charge of disposing of all hazardous material. Contact Jack Herndon (jherndon@u.washington.edu) if you have questions.

Batteries - A battery collection bin is located in the second floor hallway of More Hall and the first floor of Wilcox near the elevator. Batteries of all types are also collected for disposal in the basement hallway outside of the Machine Shop (More 037). They are sorted by type in marked cans.

CDs - CD disks and cases can be recycled using the collection bins in the second floor hallway of More Hall and in the first floor of Wilcox near the elevator.

Light Bulbs - Fluorescent bulbs contain mercury. They are not disposed of in the trash. They are collected and requests placed with Physical Plant for collection. Contact Jack Herndon (jherndon@u.washington.edu) for disposal of Fluorescent bulbs.

Other Hazardous Waste - Under no conditions should chemicals, paints, solvents, cleaners or any other hazardous waste be put down drains or in trash cans. These are collected and disposed of through EH&S. Contact Jack Herndon (jherndon@u.washington.edu) for disposal of hazardous waste.

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UNIVERSITY RESOURCES

UW Career Center

134 Mary Gates Hall
Box 352810
Seattle, WA 98195-2810
Phone: (206) 543-0535
Fax: (206) 616-4863

The UW Career Center offers numerous resources to graduate students. Schedule an appointment with a professional career counselor or stop in for a brief walk-in appointment. Be sure to check our calendar for a full schedule of career workshops and events or check out HuskyJobs, our online job board for exciting opportunities.

Student Counseling Center

401 Schmitz Hall
Phone: (206) 543-1240

The Counseling Center is a mental health resource where currently-enrolled students can receive assistance with adjustment issues, depression, anxiety, relationship concerns, and a variety of other challenges. The Counseling Center is staffed by psychologists and mental health counselors who provide developmentally-based counseling, assessment, and crisis intervention services.

The Counseling Center hours:
8 a.m. to 5 p.m., Monday, Wednesday, Thursday and Friday
9:30 a.m. to 5 p.m. on Tuesday.

GPSS (Graduate and Professional Student Senate)

HUB 300
Phone: (206) 543-8576

GPSS Cares is the one stop resource for all campus needs. If you find yourself in a situation and do not know where to turn for assistance, go to GPSS Resources (<http://www.gpss.washington.edu/resources/>) for a complete list of contacts and locations.

FIUTS (Foundation for International Understanding Through Students), is a community non-profit organization which was established on the University of Washington campus in 1948. The founders' mission was to enhance international understanding and promote cultural exchanges between UW internationals and Americans. FIUTS has become a place to meet people from around the world or from around the corner who come together to establish links of friendship and communication. For more information, go to: <http://www.fiuts.washington.edu/about/index.htm>

GO-MAP

G-I Communications Bldg.
tel.: 206.543.9016

GO-MAP, a division of The University of Washington Graduate School, is committed to serving the needs of students of color and those from other underrepresented groups, while simultaneously providing opportunities for all students to learn and develop through experiences rich in cultural, ethnic, and racial diversity.

UNIVERSITY RESOURCES (Continued)

UW Women's Center

Cunningham Hall
P.O.Box 351380
Seattle, WA 98195
Email: womens@u.washington.edu
Phone: 206.685.1090

The University of Washington Women's Center is a vital place where women and men partner to build a culture of gender equity campus-wide, locally and globally.

Associated Students of the University of Washington (ASUW)

HUB 104C
Phone: (206) 543-1780
Email: asuw@u.washington.edu

The ASUW is the student government on campus and its purpose is to benefit students by providing services for students, advocating student concerns and providing employment and volunteer opportunities for students. In addition, the ASUW reserves funds each year for allocation to student organizations for their programs.

**Civil & Environmental Engineering
University of Washington
201 More Hall, Box 352700
206-543-2574
ceinfo@u.washington.edu
www.ce.washington.edu**