RECREATIONAL ACTIVITIES
The Department of Recreational Sports offers a wide range of activities for students, faculty, staff and their families. Recreational Sports Members are now using the Mcard to gain access to facilities. Opportunities are available for participation in Intramural and Club sports, personal exercise, swimming and the Outdoor Adventures Program.

Outdoor Adventures (OA)
UM Outdoor Adventures is an Outdoor Education Program at the University of Michigan. It is a component of the Department of Recreational Sports and offers recreational and instructional opportunities focusing on outdoor activities. Each year hundreds of people come to OA as participants on trips, to learn new skills in clinics, and to rent outdoor equipment. Trip Leaders and Clinic Instructors are knowledgeable and experienced in the subjects they teach. The Outdoor Adventures office is located in the North Campus Recreation Building.

Parental Accommodation Policy
Please see here for more information: https://www.rackham.umich.edu/current-students/policies/parental-accommodation-policy

FACILITIES & RESOURCES

Mail

Environmental
Environmental and Water Resources Engineering
Room, 179 EWRE
1351 Beal Ave
The University of Michigan
Ann Arbor, MI 48109-2125

Civil
The University of Michigan, Department of Civil and Environmental Engineering,
2105 G. G. Brown Building
2350 Hayward
Ann Arbor, MI 48109-2125

Mailboxes for Environmental graduate students are located in EWRE Graduate Student Lounge, room 173 EWRE, and for Civil graduate students in the copy room, 2105 GGB.

Photocopying
The department copiers are for Faculty, Staff, and GSIs only. Students can obtain copies from the Art and Architecture Copy Center or the Duderstadt Center.
Office Space
Very limited office space is available to fellowship students, GSRAs, PhD, and Master’s students. GSI office space is located in room 153 EWRE. Please ask your advisor to contact Ariane Smith (brariane@umich.edu) to request office space for you if you fall into one of these categories and were not assigned an office upon arrival. Maintaining office space is the responsibility of the individuals assigned to that office. Please do not leave open food containers, empty pop cans, and trash lying around as this will attract pests. There are university funded cleaning personnel who vacuum and empty the trash and recycle containers once a week. All excess garbage—and ALL food—should be disposed of in the corridor waste receptacles.

Building Maintenance
Building maintenance issues (flooding, pest control, climate control, etc.) during normal business hours can be reported directly to Building Maintenance at 7-2059 or inform any staff personnel of the problem and they will call for you. Building maintenance issues after normal business hours should be reported directly to Building Maintenance at 7-2059 or the Department of Public Safety (DPS) at 3-1131 or 3-8391. If it is an emergency, please dial 911 to report the situation. Please do not assume that the problem has been reported by someone else. It is better to have the problem reported multiple times than not reported at all.

Keys
A key request form is needed to obtain keys for your office and the labs. Forms will only be given for access to rooms the student directly needs. Key forms must be taken to the Key Office on main campus, 525 Church Street, Room 1103; (734) 764-3481. Key request forms may be obtained from Ariane Smith, 2166 GGB. A deposit must be made in cash at the Key Office. Office desk and file cabinet keys can also be obtained from Ariane Smith.

Computer facilities
The Computer Aided Engineering Network (CAEN) has computer labs located around North Campus. http://www.engin.umich.edu/caen/computers/index.html. A valid Student ID card gains access to these facilities. You need a CAEN account to use CAEN-supported lab machines and receive storage space on the AFS file servers. Most new and/or incoming College of Engineering students receive their CAEN account during orientation. However, if you are a currently enrolled College of Engineering student and have not yet received your CAEN account, you must visit the CAEN Hotline. Computer facilities can also be found in 2517 GG Brown.

Building Access
The entry doors to GGB, Dow, EWRE and EECS remain unlocked during normal business hours. Building entrance doors of these buildings will be locked between 10:00 p.m. and 7:00 a.m., M-F and 24 hours on Saturdays, Sundays, and U-M holidays. Entry during these times will be via card readers using your M-Card. Signs are posted on all entry doors to GGB, Dow and EECS with information about entering these buildings while the card reader is operational and telephone numbers to call if problems arise. Expired M-Cards as well as those that are worn out by normal wear and tear may be turned in for a free replacement. This can be done at the Entrée Plus/M-Card Office in B430 Pierpont Commons as well as other locations on campus.
**Department Media Info**

Please join us by following us on social media and also retweeting information. Here are a few ways you can stay in touch with what’s happening at CEE.

1) Follow us on Twitter ([https://twitter.com/UMCEEFA](https://twitter.com/UMCEEFA))

2) Follow us on Facebook ([https://www.facebook.com/UMCEEFA](https://www.facebook.com/UMCEEFA))

3) For any news items to post, please contact Katherine Johnson at kamjohns@umich.edu or cee-marketing@umich.edu

4) You can connect with alumni by joining the LinkedIn group:

**Computing Resources**

1) As a College of Engineering (CoE) student you got a CAEN account. CAEN is the computing group dedicated to the CoE. There are many valuable resources that can be found through CAEN that will allow your classroom and research experience to go smoother. More info on CAEN account found here: ([https://caen.engin.umich.edu/accounts/overview](https://caen.engin.umich.edu/accounts/overview))

2) You will have 24 hour access to CAEN labs. The CAEN labs are stocked with powerful machines with many popular software titles that you will use as you continue on in your research. ([https://caen.engin.umich.edu/computers/overview](https://caen.engin.umich.edu/computers/overview))

3) As a CoE student you get printing allocation from both CAEN and ITS. You will also be able to print your personal machines to lab printers. More information can be found on the this website: ([https://caen.engin.umich.edu/printing/overview](https://caen.engin.umich.edu/printing/overview))

4) U of M uses the full Google suite for email, calendaring and other collaborating resources. Google is a powerful tool for collaboration and this relatively new resource will help you in working with your class, or research groups. ([https://google.umich.edu/](https://google.umich.edu/))

5) You can use one of the three wireless networks here to connect your personal devices. Information on our wireless networks can be found here: ([https://www.itcom.itd.umich.edu/wireless/](https://www.itcom.itd.umich.edu/wireless/))

6) Use Google sites ([https://google.umich.edu/google-sites](https://google.umich.edu/google-sites)), to setup your personal website or you can also use your umich webspace to create a site ([https://services.it.umich.edu/hosting-website-services](https://services.it.umich.edu/hosting-website-services)).

7) If you were out of town, you may leave a vacation notice, by using your Mcommunity away message tool. More information re: this can be found here: ([https://www.itcs.umich.edu/itcsdocs/s4380/awaymessage](https://www.itcs.umich.edu/itcsdocs/s4380/awaymessage)). Please do not use the google away message, because it causes conflicts with our system.
**CEE IT Assistance**
If you need any computing assistance with department owned research machines or your personal computing account, please contact cee-it@umich.edu.

**Lab Information**
Safety training will be required before working in the labs. For information, please visit this website.

To request machining/fabrication from the shop technicians, the following procedure must now be followed:

1) You will need to supply a drawing with dimensions (in inches). These drawing should be clear so that the required parts can be manufactured from them. They should be machine drawings consisting of a minimum of two views, but in most cases three views are necessary. The quantity and material required should also be clearly defined on the drawing.

2) A short code and the project that the short code belongs to will be required.

3) A time frame in writing for your work to be. Be aware that it takes time to look over drawings and to order materials and receive them, as well as the actual work to complete the parts. A good rule is to bring the job to the shop two weeks before needed to be sure it can be completed on time. Also, other projects that are in process can have a major effect on when your project may get started and completed.

4) Your contact info. This should consist of your name, email address and phone number.

5) The contact info for your advisor will also be needed. This will also consist of their name, email address and phone number.

The drawings and all other information will be kept in the shop records.

**Purchasing within CEE**
At times you may need to order supplies if you are on sponsored research in the department. Information on how to do that can be found here: http://cee.umich.edu/sites/default/files/PurchasingwithinCEE.pdf

**Outgoing Shipping Options**
There are several options for out-going packages available to the CEE community.

1. GG Brown Loading Dock located off Beal Ave.
2. UPS Drop Box located across from the CEE main office
3. UPS On-Call pickup - scheduled when the labels are printed
4. UPS Store located at 3588 Plymouth Rd (Busch's shopping center)

If you have questions about UPS shipping, please see Sherry Brueger (sbrueger@umich.edu) or via a group email: CEE-AdminTeam@umich.edu.