



Civil, Architectural and Environmental Engineering

Welcome to the Graduate Program in CAEE at UT Austin!

We are pleased that you will be joining us this Spring 2012 semester. We hope the information presented here will assist you in your transition to The University of Texas at Austin.

As Graduate Coordinator I will assist you during your initial check-in, advising/ registration; graduation; and when/if you have any questions, or problems concerning departmental or graduate school policies. Advising and registration steps for the spring semester can be found on pages 2 and 4-6 of this document.

Regards,

Kathy Rose
Graduate Coordinator

DEPARTMENT CONTACTS

GRADUATE ADVISERS:

Howard M. Liljestrand CE & ARE
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ECJ 8.206 512/471-4604

Mary Jo Kirisits EWRE Only
kirisits@mail.utexas.edu
ECJ 8.216 512/232-7120

GRADUATE COORDINATOR:

Kathy Rose
krose@mail.utexas.edu
ECJ 4.200 512/232-1702

ITS ORIENTATION AND SECURITY TRAINING

Learn about Information Technology Services at UT Austin, including how to set up a university e-mail account. <http://www.utexas.edu/its/students/>

POLICIES AND RULES

Please review departmental policies containing rules, regulations, and options for our various degree programs at:

<http://www.caee.utexas.edu/graduate-students/graduate-degree-courses.html>

NOTE: If you have any questions about Graduate School and/or department policies, please ask Kathy Rose, or one of the Graduate Advisors for assistance. Please do not ask the faculty or other students as they often are not aware of recent policy/rule changes.

OFFICIAL ID CARD

Any student who has been officially admitted to the University may obtain an ID card. ID cards are required when students arrive on campus. Please bring a photo ID (driver's license, passport, or another government-issued ID card). A \$10 fee will be charged for each ID card and must be paid within thirty days at the cashiers in MAI 8, or on the Web by going to the "What Do I Owe?" section of UT Direct.

The UT ID Center is located in the Flawn Academic Center (FAC 102) and is open 8:30-5:00pm, Monday through Friday. Request an ID card with **High Assurance EID**. With this High Assurance EID, you'll be able to register online, pay online, get a Tuition Loan online, see your grades online, etc.

INTERNATIONAL STUDENTS ONLY

The International Student Orientation program for new spring students will be held on **Friday, January 6** from 9:30 am to 2:30 pm. Call 512/471-1211 for more information or go to

<http://www.utexas.edu/international/iss/students/new/orientation.shtml>

All international graduate students who would like to be considered for a Teaching Assistant position must pass a short Oral English Proficiency Assessment Exam administered by the Texas Intensive English Program.

See <http://www.utexas.edu/international/iss/students/new/ita.shtml> for more information. This exam must be taken on January 6, 9 or 10. You must also complete the International Teaching Assistant Communication Workshop. This workshop will be offered online.

If you would like more information on English Certification, please contact **Elaine Watts** in the Department of Civil, Architectural and Environmental Engineering.

Email: ewatts@mail.utexas.edu Phone: 512/471-4921

GENERAL INFORMATION

Transportation/Housing

Many apartments throughout Austin are conveniently located on City and/or University bus routes. When making your decision regarding housing, you may want to take bus information into account. Bus and metrorail service is free for UT students after you receive your ID card.

<http://www.utexas.edu/parking/transportation/shuttle/index.html>

If you are flying into Austin you can take Capitol Metro's Route 100 Airport Flyer to campus for \$1.00. The bus stops on campus at Speedway and Dean Keeton (26th St.) one block from our department.

http://www.capmetro.org/riding/current_schedules/MAPS/RT100_SB.PDF



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ADVISING AND REGISTRATION STEPS FOR NEW STUDENTS

Registration for new spring students takes place on **January 10**. Advising by a CAEE faculty member is required of all students before registering. Registration is completed through the Registrar's Website.

1. View your **Registration Information Sheet (RIS)** online at: <http://www.utexas.edu/student/registrar/registration/>
Look under *Check Your RIS*. You will need a valid UTEID and password to access your RIS (see Official ID Card info). It might be helpful if you watch the video instructions before trying to access your RIS.
2. **See Kathy in ECJ 4.200** for advising and registration materials. You will be given a yellow/orange advising card at that time. See a faculty member in your area for advising. Your advising card must be signed by a faculty member.
3. **Return advising card** to Kathy in ECJ 4.200. Your advising bar will be lifted at this time. Kathy must have your signed card before your advising bar is removed. You will also have your photo taken for departmental files.
4. **Access the ROSE registration website** during your time to register. **Pay bill** or **confirm attendance** by the deadline stated in the Course Schedule. Failure to pay your fee bill (either in full or a portion) will result in the cancellation of your registration. You will then have to re-register and possibly pay a \$25-\$200 late fee.

If your tuition and fees are supposed to be paid for you, you should probably contact your area assistant to find out how this will be handled. In some instances it may be necessary for you to pay a portion of your fee bill and then be reimbursed later. **IMPORTANT NOTE:** There is a one-time refundable **\$10 General Property deposit** (this is NOT the ID card fee) that **ALL** new students are charged. This fee is NOT covered by your financial aid offer – you must pay this fee yourself by the payment deadline or your registration will be cancelled. Funded International students will also have a small fee for insurance coverage (about \$85-95) to cover the period before your GRA/TA appointment begins.

6. **Non-Texas residents (U.S. and International)** who will be employed for 20 hours/week as a GRA or TA must **complete a Resident Tuition Entitlement form** in order to receive in-state tuition. The spouse of an employed non-resident student is also eligible to receive in-state tuition; a form is also available for this purpose. These forms are found online at: <http://www.utexas.edu/business/accounting/sar/> and must be submitted every semester you are employed. Look under the Exemptions, Waivers and Third Party Billing heading for a link to the online form.

AREA STAFF CONTACTS

CEPM:

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EWRE /OCEAN /BEE:

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STRUCTURAL ENGINEERING, MECHANICS, and MATERIALS:

Teresa Santi

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TRANSPORTATION:

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ECJ 6.800 512/232-6272



THE UNIVERSITY OF TEXAS AT AUSTIN

Civil, Architectural and Environmental Engineering

WEB SITES OF INTEREST

Civil, Architectural and Environmental Engineering (CAEE) Department

<http://www.caee.utexas.edu>

Information about the department, faculty, staff, students, facilities

<http://www.caee.utexas.edu/itss/>

CAEE department computer lab information and policy

The University of Texas at Austin

<http://www.utexas.edu/>

The main site for UT Austin

<http://www.utexas.edu/computer/email>

Establish an e-mail account prior to arriving in Austin

<http://www.utexas.edu/student/registrar/schedules>

Fall course schedule available here

http://www.utexas.edu/hr/student/new_student_employee_checklist.html

New student employee checklist

<http://sites.google.com/site/utexasgecouncil/>

Graduate Engineering Council (GEC) website.

<http://www.utgraduatestudentassembly.org/>

Graduate Student Assembly (GSA) website. Get involved!

<http://uts.cc.utexas.edu/cgi-bin/cgiwrap/gec/housing/housing.cgi?loc>

The Graduate Engineering Council survey of off campus housing. Current graduate students rate housing. May be helpful in choosing an apartment.

<http://www.utstudent.com/>

Apartments on UT Austin shuttle bus routes

<http://www.utexas.edu/international/iss/housing/>

Housing information for international students

Austin, Texas

http://www.ci.austin.tx.us/library/ea_index.htm

<http://www.austin360.com/>

<http://www.austin.citysearch.com>

<http://www.habitathunters.com>

<http://www.forrent.com>

<http://www.apartmentguide.com>

<http://www.apartmentratings.com>

<http://statesman.com>

Information on housing, restaurants, music, arts, recreation, weather, government, etc.

Texas

<http://www.traveltex.com/>

Texas travel information

<http://www.state.tx.us/>

Texas state government information



ECJ - Home of CAEE
Department offices are in
room 4.200



Main Building - "The Tower"
Home of the Graduate School
in suite 101 (2nd floor)



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IMPORTANT DATES TO REMEMBER for SPRING 2012

10 January	Registration for new and readmitted students
11 January	Registration for continuing students not yet registered
12-13 January	Add/drop period
16 January	Martin Luther King Day – Holiday
17 January	Classes begin (Tuesday)
20 January	Spring tuition payment/confirmation deadline Pay or confirm fee bill by 5 pm or registration will be canceled LAST DAY to register and pay tuition without the approval of the graduate dean LAST DAY graduate students can add/drop via the web
1 February	LAST DAY to add a class LAST DAY to drop a class for a refund Payment for ADDED classes due
12-17 March	SPRING BREAK
22 March	LAST DAY to apply to graduate in May
26 March	LAST DAY to change registration in a class to or from credit/no credit
11-20 April	Academic advising for continuing students for summer and fall 2012 semesters
16-27 April	Registration for the summer and fall semesters
4 May	Last class day LAST DAY to submit thesis, report, or dissertation for May graduation
9-15 May	Spring semester final examinations
18-19 May	Commencement ceremonies



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REGISTRATION WEBSITES

Registration Information Sheet (RIS)

<https://utdirect.utexas.edu/registrar/ris.WBX>

Resident Tuition Waivers by Reason of Employment

<https://utdirect.utexas.edu/acct/fb/waivers/index.WBX>

Online Registration

<http://registrar.utexas.edu/students/registration/index.html>

My Tuition Bill

Pay or confirm tuition online.

The phrase "Your registration is complete" will appear when you have paid/confirmed your fee bill.

https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

**ALL GRADUATE STUDENTS ARE RESPONSIBLE FOR THEIR OWN
REGISTRATION, PAYMENT and/or CONFIRMATION OF ATTENDANCE**



New Graduate Student Advising and Registration Steps for Spring 2012

