

CIVIL AND ENVIRONMENTAL ENGINEERING GRADUATE HANDBOOK

2011 - 2012



UNIVERSITY OF CALIFORNIA, BERKELEY

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**CIVIL AND ENVIRONMENTAL ENGINEERING
GRADUATE HANDBOOK—FALL 2011**

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WELCOME FROM THE CHAIR

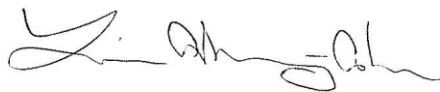
The Department of Civil and Environmental Engineering has 42 full-time faculty members and 21 staff dedicated to the education of more than 350 graduate students and 380 undergraduate students. The education in the department prepares students for leadership in the profession of civil and environmental engineering. Career opportunities are very strong because of the many pressing needs to improve and expand the infrastructure and protect the environment.

In *U.S. News & World Report's* rankings of America's Best Graduate Schools for 2010, UC Berkeley's Civil Engineering program and its Environmental Engineering were ranked #1 in the country.

The CEE laboratories for teaching and research are among the best in the nation, providing opportunities for hands-on experience for all students. The Berkeley campus is an exciting place in which to learn and seek opportunities. And in the San Francisco Bay Area, there are incomparable opportunities for students to experience exciting local civil and environmental engineering projects and participate in professional activities.

Welcome to what we hope will be an enriching and exciting education at Berkeley!

Go Bears!

A handwritten signature in black ink, appearing to read 'Lisa Alvarez-Cohen', with a stylized flourish at the end.

Lisa Alvarez-Cohen
Fred and Claire Sauer Professor of Environmental Engineering
and Chair
Civil and Environmental Engineering

ACADEMIC PROCEDURES

Degree Requirements by Program

The Department of Civil and Environmental Engineering at the University of California, Berkeley is composed of seven sub-disciplines or programs. The programs are: Civil Systems; Energy, Civil Infrastructure and Climate (ECIC); Engineering and Project Management (E&PM); Environmental Engineering (ENV); Geoengineering (GEO); Structural Engineering, Mechanics and Materials (SEMM); and Transportation Engineering (TRN). Each incoming student has been admitted into a particular program.

An overview of degree requirements and guidelines for each of the master's degrees can be found at <http://www.ce.berkeley.edu/grad/degrees/requirements>. *Be sure to review the additional requirements found on the individual program Web sites.* Requirements for the PhD degree are tailored by the specific program and will be crafted in consultation with an Academic Advisor.

The *Graduate Handbook* is meant as a quick reference only. If you need detailed information, consult with your Academic Advisor or the Graduate Student Advisor, Shelley Okimoto. If you have suggestions or corrections to this Handbook, contact the editor, Holly Halligan.

Enrollment and Registration

In the Graduate Division document, *Where to Begin* at http://www.grad.berkeley.edu/new_students/index.shtml, you will find information on how to create a CalNet ID and passphrase, enroll in courses using Tele-BEARS, get a Cal ID card, use BearFacts, find out the cost of attendance and registration fees, as well as many useful hints to get you started at Cal.

Accessing Tele-BEARS will require that you have your CalNet ID, passphrase and course control numbers (CCN). Each semester the course control numbers for classes are listed in the online Schedule of Classes at <http://schedule.berkeley.edu/>. To enroll in classes go to <https://telebears.berkeley.edu/telebears/login/login.jsp>.

Tele-BEARS timeline: Phase I begins in April and ends in July (for continuing students).
Phase II begins in July and ends in August (for new students).

You receive an appointment date to use Tele-BEARS for each phase. Once the appointment expires, you can access Tele-BEARS through the end of each phase only during Open Hours (Monday-Friday from 7:00 to 8:00 a.m. and 7:00 p.m. to Midnight). Tele-BEARS is open through the end of the third week of classes.

To be officially registered, you must enroll in at least eight units and pay the first installment of your fees. That will allow you access to the Class Pass (for transit), libraries, financial aid awards and fellowship stipends. Therefore, it is best to enroll prior to the start of each semester. A full course load consists of 12 units, which may be finalized after meeting with your Academic Advisor. Students can take additional units by signing up for CE 299 (independent research), CE 298 (group research), and/or CE 601/602 (individual study). CE 298, 601/602 units may not count towards the unit requirements for master's and doctoral degrees; CE 299 units may count but have some unit restrictions.

You will find out your Academic Advisor assignment at orientation or directly prior to orientation. Prior to or during the first week of class, you should meet with your Academic Advisor to discuss your course schedule. With the goal of serving your interests and meeting degree requirements, you and your

Academic Advisor will decide what courses you should take in the academic year. Take with you a *Graduate Student Class Schedule* form and, after the first semester, an unofficial transcript. These meetings will help you and your advisor monitor your academic progress towards the timely completion of your degree.

Most forms that you will need during your graduate studies are available at <http://www.ce.berkeley.edu/resources/forms>.

Independent Research/Study: CE 299, 601, 602

To get credit for independent research or study, conducted under the supervision of a faculty member of your choice, you should enroll in 1-12 units of CE 299 or 1-6 units of CE 601 or 602. To obtain the course control number of a CE 299/601/602 section, download a form at <http://www.ce.berkeley.edu/resources/forms/progress#graduate> or pick up a hardcopy of the form outside of Academic Affairs Office.

Fill out the Enrollment Form, obtain your faculty supervisor's signature on the form, and return the signed form to the inbox in the Academic Affairs Office. The course control numbers will be e-mailed to you within two business days.

Add/Drop and Petition to Change Class Schedule

The Graduate Division has strict deadlines for adding and dropping classes, as well as minimum GPA requirements. Complete guidelines for graduate study can be found at Graduate Division's Web site at <http://www.grad.berkeley.edu/publications/ggp/>. Download the *Guide to Graduate Policy*; it is an invaluable resource as you progress through your graduate studies.

It is possible to add/drop classes, change units in a variable course, and change your grading option through the third week of each semester using the Tele-BEARS system. Schedule changes made after the third week of classes require a *Petition to Change Class Schedule*, and fees for adding or dropping courses may apply. The petition must have the correct signatures (of student, graduate advisor, and professor of the class being added, if applicable). The original signed petition must be submitted to the Graduate Student Advisor ONE WEEK PRIOR to the last day of instruction. The *Graduate Petition to Change Class Schedule* is at <http://www.ce.berkeley.edu/resources/forms/progress#graduate> and a hardcopy of the petition is located outside the Academic Affairs Office.

It is essential that you be registered by the 15th day of classes. Penalties apply to students who do not register on time, and there are significant budget consequences to the department when you fail to register by the deadline.

A *Petition for Late Enrollment/Registration* will need to be submitted, and a \$150 Late Enrollment Fee is charged to continuing students who fail to use Tele-BEARS to enroll in at least one class by the end of the third week of classes. Students with eligible appointments, i.e., appointments of 25 percent time or greater per semester as a Graduate Student Instructor (GSI), Reader, or Graduate Student Researcher (GSR), must be registered by the end of the third week of classes or they will lose their fee remissions.

Keep in mind that being registered means enrolling for at least 12 units and paying your fees. Students who are not registered have access only to those university facilities that are open to the general public, and they may not consult with faculty about matters pertaining to their degree. International students who choose not to enroll in classes must at all times comply with visa regulations and must continue to pay for health insurance. Such students will be "administratively cancelled" and will have to petition for re-entry at least three months in advance of enrollment and pay a fee if they want to register at UC Berkeley again.

Readmission is by no means automatic. Approvals from the Academic Advisor or Program Leader, the Head Graduate Advisor, and the Dean of Graduate Division are required.

During the first three weeks of classes you should review your confirmed class schedule through BearFacts at <https://bearfacts.berkeley.edu> to make sure that you are enrolled in the classes you requested. If you are enrolled in a class that you did not request, you must drop the class; otherwise you will receive an “F” for non-attendance. If a class that you are attending does not show up, you need to add the class; otherwise you will not receive credit for the class, as your name will not appear on the final course report. *Be sure to check your schedule of classes two weeks before the end of the semester!* Mistakes are easily rectified prior to the end of the semester. Changes after the end of the semester require approvals from the department, are evaluated by the Graduate Division, and can take weeks to come to a resolution.

Minimum Grade Point Average

As a graduate student, you must maintain a grade point average of at least 3.0 or you will be placed on academic probation. If you cannot raise your cumulative GPA back to 3.0 or higher in the next semester after being put on academic probation, you are subject to dismissal from the university. To continue on in the PhD from the MS, you will need to maintain a GPA of 3.5 or higher.

Also, you need a GPA of 3.1 or higher to hold a GSR, GSI, or Reader position. You cannot hold an academic appointment (GSR, GSI or Reader), or obtain a degree, while on academic probation.

The College of Engineering requires that a PhD student taking the qualifying examination has a 3.5 or higher in the major and 3.0 or higher in the minor.

Advancement to Candidacy

In order to be conferred a degree, you must advance to candidacy by completing an *Application for Candidacy*. The master’s degree student will need to complete forms enumerating course work, and get approval by the Academic Advisor and the Head Graduate Advisor. Doctoral students will advance to candidacy after passing the qualifying examination. For details on each degree, see the relevant degree sections below.

Filing Fee Status

Filing Fee Status is in lieu of registration and is appropriate for MS and PhD students who have completed all course work and who have no need to use university facilities or to make use of faculty time other than for the final reading of their thesis, comprehensive report, or dissertation. Filing Fee status is not equivalent to registration. This status allows you to file your thesis, comprehensive report, or doctoral dissertation without having to pay registration fees. Filing Fee Status is a “one time only” option. If you do not complete the final degree requirements during your eligibility period, you must be readmitted and pay full registration fees during the semester in which you do complete your degree requirements.

Students on Filing Fee Status may not take coursework or use any university facilities not accorded the general public. Services such as Financial Aid, Student Health Insurance, and Student Union membership are not available, except by special arrangement. Students are not allowed to hold a student appointment (GSI, Reader, or GSI) and are not eligible for fellowships while on Filing Fee Status.

To apply for filing fee, complete the application found at <http://www.ce.berkeley.edu/resources/forms/progress#graduate> and have your Academic Advisor approve the application. Submit the applications to the Graduate Student Advisor no later than the first day of the

semester (one week earlier than the first day of classes). If you do not submit this application on time, you will not receive filing fee status for that semester.

Filing fee policies are located in the *Guide to Graduate Policy* at <http://www.grad.berkeley.edu/publications/ggp/>. Once your Filing Fee Status has been approved, your Campus Accounts Receivable System (CARS) account will be charged.

Degree Award Dates

Degrees are awarded only two times each year, December and May. While students may file any time during a semester, the degree award date remains the same. If a student completes the degree requirements and files in the summer, the degree will be awarded as a December degree.

Students must be registered or on approved Filing Fee status to be eligible to file for a degree. Academic Senate regulations state that in order to receive a degree in any given term, all work for the degree must be completed by the last day of the term.

If a student has fees that have not been paid by the end of a semester, the student may be “dropped from the rolls” and removed from the degree list for that semester. If this happens, the student will need to be readmitted and pay full registration fees prior to the degree being awarded (see Chapter D in the Registration section, D1.7 in the *Guide to Graduate Policy*).

Diplomas and Transcripts

Students can view and print an unofficial copy of their online transcript using BearFacts. To get an official copy of a transcript, students can make standard and rush requests using the online Transcript Request System (OTRS) at <http://registrar.berkeley.edu/Records/transcripts.html>.

Approximately four months after your graduation date, you may obtain your diploma in person at the Office of the Registrar, 120 Sproul Hall, or you may request to have it mailed to you. The diploma request form is found at <http://registrar.berkeley.edu/Records/diplomas.html>.

If requesting your diploma by mail, include your name, birth date, Social Security Number, student identification (SID), degree and date of award, and the address to which you want the diploma sent. Mailing charges are US \$12 within the United States, or US \$32 outside the United States. Checks should be made payable to the “University of California Regents.” Diplomas are mailed via UPS, and a signature will be required upon receipt. Unclaimed diplomas are retained for a period of five years only, after which they are destroyed.

Your diploma request may be mailed to the Office of the Registrar, Attention Diplomas, 120 Sproul Hall, Berkeley, CA 94720-5404.

Withdrawing from Berkeley

If you find it necessary to withdraw from the university at any time, you can either cancel your registration prior to the start of the semester on TeleBears or request that the Graduate Student Advisor withdraw you, after the semester has begun. See the policies on refunds and withdrawals at <http://registrar.berkeley.edu/Registration/canwd.html>. Also, you will need to notify, via e-mail or in writing, the Graduate Student Advisor and your Academic Advisor. Be sure to set the conditions of your readmission in writing, and get approval by your Academic Advisor, prior to your leave.

Readmission to Berkeley

To be readmitted to Berkeley, contact the Graduate Student Advisor at okimoto@ce.berkeley.edu or 643.8944 three months before the semester in which you would like to enroll. Applications are available at <http://registrar.berkeley.edu/GeneralInfo/elecforms.html>. You will need both the *Application for Readmission* and the *Statement of Legal Residence*. Your Academic Advisor or Program Leader will need to approve your admission as well as the Head Graduate Advisor. Submit your form, signed by your Academic Advisor, to the Graduate Student Advisor for the Head Graduate Advisor's approval. Your specific program may also have additional regulations to follow. Consult closely with your Academic Advisor for details.

THE MASTER'S DEGREE¹

Coursework for the Master of Science Degree (MS)

The yearlong Master of Science degree has two options. Master's students pursue Plan I or Plan II, depending on their program. Most students choose Plan II with either a comprehensive exam or report. While each program has more specific requirements (available on the Web), Graduate Division's general requirements are:

Plan I requires at least 20 semester units of upper division and graduate courses, and completion of a thesis. At least eight of the required units must be in 200 series courses in the student's major subject.

Plan II requires at least 24 semester units of upper division and graduate courses, followed by a comprehensive final examination administered by the department or a comprehensive report supervised by a faculty member. At least 12 units must be in graduate courses in the student's major subject.

Courses in the 300 series or higher do not count in the unit requirements for either Plan I or Plan II. The same course work cannot be used toward two different master's degrees.

Coursework for the Master of Engineering Degree (MEng)

The two-year Master of Engineering degree requires that the student complete at least 40 units of upper division and graduate level courses with a final report or project. Of the total units, 16-20 units must be in the student's major with at least eight units in a technical breadth (or second major) and eight units in a non-technical breadth. Additionally, four units of individual study are required to complete the report or project. Of the total units, 24 must be comprised of major and individual study units, and 12 must be graduate level courses in the major. The total number of units may not exceed 48 semester units.

Because the MEng carries a substantial course load, MEng students are required to complete the *Program of Study for Master of Engineering* form (sometimes referred to as the "yellow" or "gold" card) and have it approved by their Academic Advisors. The form is available online at <http://www.ce.berkeley.edu/resources/forms/progress#graduate>.

Master's Candidacy

During the semester in which you plan to obtain your degree, you must fill out the [*Application for Candidacy for the Master's Degree*](#) in order to get onto the Degree List.

¹ Please note that each degree has additional requirements and/or restrictions.

Candidacy applications are due no later than September 1 in the fall, and January 25 in the spring. If you do not submit this form, you will NOT graduate.

The applications are available outside of the Academic Affairs Office and online at <http://www.ce.berkeley.edu/resources/forms/progress#graduate>. MS students need to choose between the degree requirements according to Plan I or Plan II within their specific program; MEng students are required to choose Plan II. You will be required to list all the courses completed for the degree, and obtain your Academic Advisor's approval on the application (have him/her sign the top or side of the form, since there is no designated space for his/her signatures). After the application has been filled out and signed by the Academic Advisor, submit it to the inbox in the Academic Affairs Office. In March or April, you will receive a confirmation memo in the mail from the Graduate Division degrees office, stating that you have been put on the degree list. Again, if you are not on the degree list, you will not graduate.

Those in dual degree programs should check with both Graduate Student Advisors before making your final submission. You will need to submit two forms, one per degree, to the two departments and may not duplicate courses on the forms.

Students who were admitted for the MS must complete their degree requirements in a two-semester period. Students cannot extend their stay by stretching out required courses over more than two semesters unless their Academic Advisor has explicitly granted approval for the student to do so.

Scheduling a Comprehensive Exam (MS Degree)

One faculty person in each program is responsible for scheduling the comprehensive exam in conjunction with the Graduate Student Advisor. The exam is offered towards the end of the semester, April or May in the spring and November or December in the fall. (Not all programs hold exams in the fall.) Some programs post past exams on the Web to guide you in your studies. Each program coordinates its own examinations. You must sign up to take the comprehensive exam according to program's instructions. Ask the faculty member coordinating the examination for these instructions.

Filing a Thesis or Report

Plan I students are responsible for preparing the manuscript in the proper form, including formatting, pagination, margins, paper type, etc. All of the requirements are provided in the *Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*, available at <http://www.grad.berkeley.edu/degrees/pdf/disguide.pdf> and includes information on electronic filing and copyrights.

Plan II students must submit the signed title page from the comprehensive report to the Graduate Student Advisor in 750 Davis Hall by the last day of the semester. The title page must have the original signature of the supervising faculty member. A sample title page can be found on the Academic Progress Forms page at <http://www.ce.berkeley.edu/resources/forms/progress#graduate> or obtained from the Graduate Student Advisor.

Use of Human Subjects or Animal Subjects

If the research for a master's thesis or doctoral dissertation involves the use of human subjects or animal subjects, the student is required to have an approved protocol from the Committee for Protection of Human Subjects Web site at <http://cphs.berkeley.edu/> or the Animal Care and Use Committee Web site at <http://www.acuc.berkeley.edu/> prior to beginning the research.

Protocols must be approved by the Berkeley committees before students begin their research.

Students who are using human subjects in their research must complete the “*Course in the Protection of Human Subjects*” (referred to as the CITI course), which is available at <http://www.citiprogram.org>, and must print out the certificate of completion. **The certificate of completion must be submitted with the advancement form.** Graduate Division will not accept a thesis or dissertation that involves human or animal subjects without official evidence of an approved protocol from the appropriate committee.

THE DOCTORAL DEGREE

The doctorate is awarded in recognition of a student’s knowledge of a broad field of learning and for distinguished accomplishment in that field through an original contribution of significant knowledge and ideas. To be eligible to receive the doctorate, the student must complete at least two years (four semesters) of academic residence, pass a preliminary examination, pass the qualifying examination administered by a committee approved by the Administrative Committee of the Graduate Council, and submit an approved dissertation completed under the guidance of Berkeley faculty members. The dissertation must reveal high critical ability and powers of imagination and synthesis.

Coursework for Doctoral Students

Specific unit requirements for the doctorate are set by the program. Consult the individual program’s Web site. In general, doctoral study consists of substantial work in a major, and two-four courses in two minors. One minor must be outside the department, preferably outside the College of Engineering. Students who have completed relevant course work at other institutions may use specific courses for the doctoral program of study degree (especially in the minors), if they wish, but no units will be officially transferred for the doctoral degree.

PhD students must complete, in conjunction with their academic advisors, the *Tentative Program of Study for Doctoral Candidates* during their first semester of the doctoral program. The form requires that the student list the courses for the major program and the two minors. A final *Program of Study for Doctoral Candidates* will need to be submitted with the *Application for Qualifying Examination* when your course work is complete, and you are ready to take the exam. The final *Program of Study* will need approvals from your Academic Advisor, two minor advisors, and the Head Graduate Advisor. After you have your academic and minor advisors sign the form, submit it to the Graduate Student Advisor for the approval of the Head Graduate Advisor.

Forms are available at <http://www.ce.berkeley.edu/resources/forms/progress#graduate>.

Designated Emphases

A “designated emphasis” is defined as a specialization, such as a new method of inquiry or an important field of application, which is relevant to two or more existing doctoral degree programs. Students are required to complete the academic work in the area of specialization and all the requirements of the doctoral program. To add a Designated Emphasis (DE), students complete a “Change of Major or Degree Goal” petition to add the DE and submit the form to the Academic Affairs Office, 750 Davis Hall.

Students need to be admitted to a DE before taking the qualifying examination. There are three designated emphases offered for CEE students. They are:

Services Science, Management & Engineering (<http://ssme.berkeley.edu/>)

Nanoscale Science and Engineering (<http://nano.berkeley.edu/welcome/welcome.html>)

Computational Science and Engineering (<http://cse.berkeley.edu>)

Academic Residence Requirement for a Doctoral Degree

Doctoral students must register at UC Berkeley and complete a minimum of four semesters of academic residence, which is defined as payment of registration fees and enrollment in at least four units in the 100 or 200 series per required semester of academic residence. Six semesters of academic residence are required to complete both a master's and a doctoral degree. One summer session may be counted toward academic residence if it precedes or follows a regular term and if the student is registered for at least four units in the 100 or 200 series. No degrees will be awarded for work completed during summer session only.

Preliminary Examination

The preliminary examination is usually taken in the second or third semester of the doctoral program. Arrangements are made through the group's Academic Advisor in conjunction with the Academic Affairs Office. Please contact your Academic Advisor early in the semester that you are planning to take the exam. Once a list of students is gathered, a date will be set, and students will be notified.

Students are only eligible to take the preliminary examination a total of two times. If the second examination is failed, then the student may be dismissed from the program.

E&PM students take preliminary examinations at the same time the MS comprehensive is taken. They must pass with 90% or better to gain entry into the PhD program.

If you are not a doctoral student already, then you must complete a *Graduate Petition for Change of Major or Degree Goal* to add the PhD in Civil and Environmental Engineering. Forms are available online at <http://www.ce.berkeley.edu/resources/forms/progress#graduate> or with the Graduate Student Advisor. Submit the form, approved by your Academic Advisor, to the Graduate Student Advisor. It may take up to three months for the Graduate Division to approve and update your graduate status.

Qualifying Examination and Advancement to Candidacy

The intent of the qualifying examination is to ascertain the breadth of the student's comprehension of fundamental facts and principles that apply in their major fields of study and whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these fields. The examiners should satisfy themselves, by unanimous vote, that the student demonstrated sufficient content command and ability to design and produce an acceptable dissertation. The examination will ordinarily consider a number of academic points of view and the criteria by which they may be evaluated.

At least eight weeks before you expect to take your qualifying exam, you need to pick up the appropriate paperwork from Graduate Student Advisor or download it from the CEE forms page at <http://www.ce.berkeley.edu/resources/forms/progress#graduate>. You need to submit both the *Application for Qualifying Examination* and the final *Program of Study for Doctoral Candidates*. The chair of your committee cannot be your research advisor, and the outside member must be a member of the Academic Senate. In some cases a memo can be written to approve the appointment of a non-senate faculty member, but only as an inside member or co-Chair of the Qualifying Examination. The Graduate Division must approve of your committee and send you a notice of the approval prior to the examination date. Compliance with Graduate Division regulations is required. If you take the qualifying examination without approval, you may be required to take the examination over again. After you pass the qualifying examination, turn in the *Application for Candidacy for the Doctoral Degree* form as quickly as possible in order to qualify for a non-resident tuition waiver and GSR pay raises. Until the Graduate Division advances you to candidacy, you are not eligible for the tuition reduction or pay raise.

If you are a non-resident and want your non-resident tuition waived, you must file with the Graduate Division the *Advancement to Candidacy Application* and fee no later than the first day of classes for the term in which you want the tuition reduced.

Filing the Dissertation

Students are responsible for preparing the dissertation in the proper form, including formatting, pagination, margins, paper type, etc. All of the requirements, including information on electronic filing and copyrights, are provided in the *Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis* available at <http://grad.berkeley.edu/policies/guides/dissertation-filing/>.

If the research for a master's thesis or doctoral dissertation involves the use of human subjects or animal subjects, then see p. 10 of this *Handbook* for information about the necessary protocols that must be observed.

The dissertation should be filed in the Graduate Division Degrees Office in 302 Sproul Hall. The department requires a copy of the title page and signature page as well as a copy of the dissertation itself. The title and signature pages will be placed in the student file, and the dissertation will be catalogued in the Kresge Engineering Library.

FINANCING GRADUATE EDUCATION AT BERKELEY

Numerous programs, fellowships, loans, instructorships, research assistantships, subsidized housing and childcare provide ways to earn money while being a student and thereby offset the cost of graduate school. Some of the programs are merit-based and are administered through the Graduate Division Fellowships Office; others are need-based and are administered through the Financial Aid Office. The academic departments and Organized Research Units (ORUs) administer additional funding sources.

Graduate Student Instructor (GSI) and Reader Positions

If you are interested in serving as a Graduate Student Instructor or Reader for a CEE course, you need to fill out the online application at <http://www.ce.berkeley.edu/grad/employment> at the end of each semester for employment in the following semester.

Program Leaders, in conjunction with faculty, will choose GSIs and Readers from among this pool of applicants. If you are chosen as a GSI or Reader, the Academic Affairs Office will send you an offer letter via e-mail with the course name, hours, salary, etc. If you accept the offer (by return e-mail), you will need to attend a CEE Human Resources Orientation to fill out the necessary paperwork. You will not be officially hired until the Human Resources Unit processes the paperwork.

If you were promised a GSI/Reader position by a faculty member, you still must fill out the online application. In this case, you should also indicate on the application which faculty member promised you the position, and the amount of hours promised. The department will confirm your communication with the faculty member and Program Leader and process the offer letter accordingly.

Graduate Student Researcher

The following instructions apply only to the Department of Civil and Environmental Engineering. Other departments and research centers have different procedures.

You must contact a faculty member directly for any open Graduate Student Researcher (GSR) positions. Once you have an agreement with a faculty member, who will then become your research advisor, you need to complete the online form at <http://www.ce.berkeley.edu/grad/employment>.

Your research advisor should fill out the fund number, hours, and sign the form. Return the form to the Academic Affairs Office inbox. The forms will be forwarded to the Human Resources Unit for processing.

Getting Paid

If you are a Reader or a GSR working for the department (not for a grant, ERSO, etc.), you should pick up many blank timesheets when you meet with the Human Resources Assistant upon hiring. GSIs do not have to submit timesheets. If you are paid monthly, you need to submit your timesheet by the 15th of each month. If you are paid hourly, you need to submit your timesheet by the 22nd of each month. If you have any problems with your timesheet, contact Katie Jackson.

Students receiving hard copies of their checks (as opposed to direct deposit) should pick up their checks from Sang Oum in 710 Davis Hall.

Please note that GSRs earn wage increases when they have passed their preliminary examinations and when they advance to doctoral candidacy.

Fellowship Opportunities

The department receives numerous notices of fellowship opportunities. Fellowship opportunities are advertised in the online newsletter published by the Graduate Student Advisor.

Job Opportunities or Internships

CEE frequently receives notices about job opportunities or internships. These notices are posted on the CEE Web site <http://www.ce.berkeley.edu/grad/employment>. In order to access the job listing, you must log in with your CalNet ID number and passphrase. The CEE Web site is the best resource for job listings.

California Residency and Nonresident Classification

The full text for campus residency policy, what students should do once they arrive, and applicable deadlines, can be found on the Registrar's Web site at <http://registrar.berkeley.edu/Residency/legalinfo.html>. Students with residency questions should contact the Registrar's Office by e-mail at orreg@berkeley.edu or phone, 642.5990.

SERVICES WITHIN THE DEPARTMENT

Graduate Student Newsletter

The Graduate Student Advisor e-mails a graduate newsletter informing students in the department about upcoming deadlines, available fellowships, change in policies, social events, etc. It is imperative that you scan each newsletter, since it is *the only way* the department can inform students about important issues, deadlines and policy changes pertaining to their degrees. The Graduate Division does not approve exceptions based on not knowing regulations or deadlines.

E-mail is the primary mode of communication in the department, and all deadlines and department-related news and events will be communicated via e-mail. It is imperative that you check your e-mail on a regular basis and keep us updated on any changes to your e-mail address.

Calmail E-mail Account

Most Berkeley students set up a Calmail e-mail account when they arrive on campus. To set up a Calmail e-mail account, go to <https://calmail.berkeley.edu:10100/>.

CEE Computing Account and Web Directory Space

In order to use CEE's computing lab and/or have disk space to create a Web page, you will need to set up a CEE Computing Account. Go to <http://www.ce.berkeley.edu/resources/computing>.

Wireless Access

Once you have procured your CalNet ID, you will have access to Berkeley's wireless network (AIRBEARS), available in all the CEE buildings. More information on AIRBEARS can be found at <http://airbears.berkeley.edu>.

Mail Delivery at CEE

You can pick up your mail from the graduate student mailboxes on the 7th floor of Davis Hall (and in McLaughlin Hall for E&PM and TRN students). Check your mailbox frequently and *remove your mail* as mail tends to overflow quickly in the boxes. Refrain from having personal mail delivered to the department, as only campus-related mail will be delivered to your CEE mailbox. Do not put letters and packages that have postage stamps on them into the outgoing mail as UC Mail Services will not pick up this mail.

You can send mail to other campus departments via campus mail. To do so, make sure that you write the four-digit mail code of the destination on the envelope/package. See <http://mailservices.berkeley.edu/incoming/mailcodes/list> for a complete list of campus mail codes. Mail pick-up for the department occurs daily around 2:00 p.m.

Packages are received by Paul Haller in 209 Davis Hall. Always include the faculty member's name with whom you are working in the shipping address so that the package can be delivered to the correct person/project.

Laboratory Use and Safety Training

During Welcome Week, EH&S offers Laboratory Safety Training Sessions for new graduate students working with hazardous materials in laboratories. This safety training is required by the U.S. Environmental Protection Agency (EPA) for all graduate students who are new to campus laboratories this semester.

The class is entitled "Laboratory Safety for New Graduate Students and Employees," and you may sign up online at <http://hrweb.berkeley.edu/ice/home/>.

If you plan to attend one of these sessions, let Negassi Hadgu, CEE's Environmental Laboratory Assistant, know ahead of time which session you would like to attend.

Mechanical Engineering Student Machine Shop

All CEE students have regular access to the Mechanical Engineering Student Machine Shop. CEE students may use this shop for class and research projects. The Mechanical Engineering Student Machine

Shop is an educational facility that has as its goal the training of students in the principles of machining. This facility provides training for students in basic machining and joining as well as general access for project work. Use of this facility is a great opportunity for CEE students to gain hands-on shop experience in an educational facility. The facility includes basic equipment such as lathes, mills, and drills, along with more advanced tools, such as water cutting tools.

The CEE professional shop is still available for professional/research projects and those projects that are beyond the capabilities of students.

To utilize the Mechanical Engineering Student Machine Shop, you need to complete a training course. Contact Gordon Long, Student Shop, 1166 Etcheverry Hall, at gwlong@me.berkeley.edu or 642.4006.

Gordon Long and Mick Franssen handle the preliminary five hours safety training, which is broken down into four phases. After the students have successfully completed all four phases of the safety training in the Student Shop, they can contact Scott McCormick for additional training for the welding lab. The welding lab is in 32 Hesse Hall. Scott's e-mail is mccormik@me.berkeley.edu and his phone is 642.3427. This training will consist of approximately two hours of compressed gas cylinder safety training and an additional two hours of safety training at the welding bench.

The initial training is a preliminary training. Once the basic safety training is done, then a hands-on technical training continues while students proceed through their projects.

Student Office Space

CEE graduate students will receive a desk assignment in Davis and McLaughlin Halls based on availability. Central Support Services maintains a list of desk assignments. E-mail css@ce.berkeley.edu for more information about your desk assignment.

It is very important that you do not remove the black letter affixed to your desk (if there is one). This letter is used to identify which student is assigned to which desk. Do not move to another desk without informing Central Support Services at css@ce.berkeley.edu as they need to keep an accurate record of desk assignments.

McLaughlin Hall Desk Assignments

E&PM student desk assignments in McLaughlin Hall are made after students have been chosen as GSRs on projects with faculty. Once GSR assignments are completed, students are assigned desks based upon which faculty member they are working with and what desks are available. Once the GSRs have been given desk assignments, other students are assigned desks on a first come, first served basis. Students who wish a desk assignment in McLaughlin Hall should sign up in 109 McLaughlin Hall at the start of the semester. The E&PM faculty's priority order in assigning desks in 407 McLaughlin is as follows: 1. GSRs, PhD candidates; 2. GSRs who passed the Comp Exam (or Prelim in the SYS program); 3. Other GSRs; 4. PhD candidates and Visiting Scholars; 5. PhD students who passed the Comp Exam; and 6. Other research students.

Access to Davis and McLaughlin Halls (Keys and Codes)

Office keys/codes will be issued through the Davis Hall Building Coordinator, Paul Haller, in 209 Davis Hall. For card key activation, Paul will file the SID number from the Cal ID card with the Campus Police. The card will be activated in five business days. Should the card not open the door after being activated, contact Paul. Card keys remain active while the student is an active student in the department. The card and punch code access will be deactivated during the summer following the student's graduation date unless special arrangements have been made. There is \$30 deposit required for the metal keys used

to access the building entrances and laboratories in McLaughlin and O'Brien Halls. Keys should be returned to 209 Davis Hall before you leave the campus. Key deposits will be refunded at this time.

Scheduling a Classroom or Conference Room

Often students need a place to hold meetings, take an exam, or schedule a review session for a class. If you need a room that holds up to 12 people, you should reserve one of the conference rooms in Davis Hall. If you need a room with a capacity of more than 12 people, you will need to request a one-time use of a classroom.

There are three conference rooms in Davis that can be reserved for meetings, exams, practicing for exams, etc. These rooms are: 539 Davis, 615 Davis, and 786 Davis.

Central Support Services handles conference room reservations. Send your reservation request to css@ce.berkeley.edu. Be sure to include beginning *and end times* for your reservation. Reserving a conference room is done on a first come, first served basis. It is always best to reserve a room as early as you can, as these rooms can be in demand.

Reservations for a one-time use of a classroom are handled by Jenna Tower in the Academic Affairs Office, 750 Davis Hall.

Reserving Audio-Visual Equipment

Students can check out departmental audio-visual equipment. Equipment includes LCD projectors, slide projectors, overhead projectors, and one portable screen. CEE does not have laptop computers to lend to students. In order to check out a piece of equipment, you should reserve it ahead of time by contacting css@ce.berkeley.edu and/or by talking to the front desk receptionist in 760 Davis Hall.

Check Requests, Purchase Orders, and Travel Reimbursements

Check Requests

If your professor approves an out-of-pocket expenditure that relates to your project with him/her and will be paid by the department, you must fill out a Check Request Form in order to be reimbursed. See <http://www.ce.berkeley.edu/resources/forms/purchasing>. The professor who authorized you to pay for the item or service must sign and indicate on the form what account this will be charged to. (The full chart string is required.) Keep your original receipts as all original receipts need to accompany the form. The completed Check Request Form should be submitted to Central Support Services at css@ce.berkeley.edu. You will receive your reimbursement in approximately two weeks.

Purchase Order Requests

If your professor requests you to order an item through an outside vendor, you must fill out a *Purchase Order Request Form*. See <http://www.ce.berkeley.edu/resources/forms/purchasing>. The professor authorizing the purchase must indicate on the form what account this will be charged to. (The full chart string is required.) The completed Purchase Order Form then should be submitted to Central Support Services at css@ce.berkeley.edu. The Purchase Order will be entered into the BFS accounting system at which point it will be sent directly to the vendor. The turnaround time could be 10 business days.

Entertainment Check Requests

An Entertainment Check Request Form is to be completed for reimbursement for out-of-pocket expenditures for any food/beverage expenses. See <http://www.ce.berkeley.edu/resources/forms/purchasing>. Save all original receipts. Submit the completed form and receipts to Central Support Services at css@ce.berkeley.edu. You will receive your reimbursement check in approximately two weeks.

The reimbursement request *must* include the following information:

Type of event and description
Number of participants
Date of the event
Names of those attending
Account number to charge (chart string)
The host's signature
The original receipts

Travel Reimbursements

If you need to be reimbursed for travel to an event or conference that has been authorized by a faculty member, you need to fill out a *Travel Expense Claim Form*. See <http://www.ce.berkeley.edu/resources/forms/purchasing>. Save all original receipts. The *Travel Expense Claim Form* can be processed only when the form has been filled out in full, original receipts and the travel itinerary have been provided, and the form contains both the traveler's and the authorizing faculty member's signature. Note that some restrictions apply to car rental insurance, daily food allowance, etc. and that these restrictions may affect your reimbursement. The form should be submitted to Central Support Services at css@ce.berkeley.edu. It takes two weeks to receive a reimbursement. Failure to complete and sign forms will result in a delay of your reimbursement.

SERVICES OUTSIDE THE DEPARTMENT

Cal Photo ID Card

The Cal Photo ID card is the student identification card at Berkeley, and it is the primary means of identification on campus. It is important to obtain one as soon as possible. To obtain your Cal Photo ID Card, you need to bring your 1) Tele-BEARS letter or Letter of Acceptance, 2) your Student Identification Number, and 3) a valid photo ID (driver's license, state ID card, or passport) to 110 Cesar Chavez Center, Lower Sproul Plaza. While you wait, your photo will be taken and an ID card created using a computerized photo identification system. The Photo ID Office is open Monday-Friday, 9:00 a.m.-5:00 p.m. Directions and further information can be found at <http://calphotoid.berkeley.edu>.

CalNet ID, CalNet Passphrase and Policies for Use

You will need a CalNet ID to access campus online systems. A CalNet ID is created by combining your Student Identification Number with a 4-digit PIN. Your Student Identification Number and PIN (a.k.a. CalNet PIN) can be found in the upper right corner of your *Taking the Next Step* form in your admission packet. To set up your CalNet ID, go to <https://net-auth.berkeley.edu/cgi-bin/krbcpw?NewStudent>.

Next, you will need to create a passphrase (similar to a password, only with a few more restrictions) to accompany the ID number. Complete information on the CalNet ID passphrase can be found at <https://calnet.berkeley.edu>.

You may be held responsible if inappropriate activities are conducted under the authority of your CalNet ID by another person with whom you have intentionally shared your CalNet passphrase. Users must abide by applicable policies governing the use of Berkeley Campus computers and the network. See Campus IT policies at <http://technology.berkeley.edu/policy/>. Campus online services that are accessed using CalNet may have additional conditions for use. CalNet users are required to familiarize themselves with and comply with these conditions.

To change your CalNet passphrase, go to <https://net-auth.berkeley.edu/cgi-bin/krbcpw>.

If you forget your passphrase, contact:

User and Account Services
Information Systems and Technology
2195 Hearst Avenue, Room 111
Phone: 510.642.7355
Fax: 510.643.3114
E-mail: accounts@berkeley.edu
Monday-Friday: 10:00 a.m. to 4:00 p.m.

Kresge Engineering Library

The services and collection of the Kresge Engineering Library support the research and teaching programs of the [College of Engineering](#). The collection includes over 240,000 volumes (a small fraction of the vast collection of references available campus-wide) in all areas of engineering, except for chemical engineering. These research materials include the following areas: bioengineering, civil engineering, computer science, electrical engineering, environmental engineering, industrial engineering, materials science, mechanical engineering, mineral engineering, naval architecture, offshore engineering, operations research, and nuclear engineering.

See <http://www.lib.berkeley.edu/instruct/> to get acquainted with the vast resources of the Library.

Your Cal Photo ID serves as your library card at both the Doe and Moffitt libraries as well as at subject specialty libraries. It also allows you to use the library of any other campus in the UC system, as well as interlibrary borrowing. See <http://www.lib.berkeley.edu/ILS/ibs.html>. You are eligible for free borrowing privileges from the Stanford University Libraries and the University of Texas, Austin, through the Research Library Cooperative Program (RLCP). For more information, visit the Library Service Desk, Level A, Gardner Stacks, in the Doe Library.

Graduate Students with Disabilities

The campus offers many different resources for graduate students with disabilities. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department's academic standards and requirements. The *Disabled Students Program* at <http://dsp.berkeley.edu/>, 642.0518 serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations. *Disabled Access Services* at <http://access.berkeley.edu>, 643.6473 or 643.6456 can usually assist with accommodations to extra-curricular events. Most physical access issues are addressed in the *Campus Access Guide*, at <http://acads.chance.berkeley.edu/CAG/>. Finally, problems with accommodations may be reported to the campus *Disability Resolution Officer*, at <http://acads.chance.berkeley.edu/ada.shtml>, or 642.2795.

Student Health Coverage

All registered students who have paid their health insurance fees may use the University Health Services (UHS). University health insurance (SHIP) is included as part of the registration fees. Additionally, moderate fees can be charged for certain services and any pharmaceutical needs.

SHIP coverage is year-round and worldwide and includes coverage for medical, dental, and mental health services. Registration for fall semester includes coverage from August 15, 2007, to January 14, 2008. Spring semester registration provides coverage from January 15, 2008, to August 14, 2008. You may opt

out of SHIP only when you have proof of sufficient independent coverage. See <http://www.uhs.berkeley.edu/> for more information on health care services and medical coverage.

Change of Address or E-mail

If you have changed your local, permanent, billing address, e-mail, or phone number, you need to enter the changes on BearFacts at <http://bearfacts.berkeley.edu/> or we may not be able to get in touch with you.

Transportation Passes

Registered students (those enrolled in at least once course and who paid tuition and fees) may get a Class Pass, which will enable them to ride free of charge on AC Transit bus lines, including the Transbay lines to San Francisco and the U-Line from Fremont BART to Stanford, and BearTransit campus shuttle buses.

CIVIL AND ENVIRONMENTAL ENGINEERING DEPARTMENTAL POLICY ON ACADEMIC DISHONESTY

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question. This includes, but is not limited to:

- Providing answers to or receiving answers from others for any academic assignment without the instructor's knowledge and express approval;
- Using notes, information, calculators, or other electronic devices or programs during exams or for assignments for which the items have been expressly or implicitly prohibited;
- Improperly obtaining or using improperly obtained information about an exam or assignment in advance of its availability to other students, or assisting others in doing so;
- Putting one's name on another student's exam or assignment, or placing another student's name on one's exam or assignment;
- Altering previously graded work for purpose of seeking a revised grade; or
- Collaborating with others on an assignment, such as sharing information or discussing the assignment, without the authorization of the instructor.

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source in the submission of formal or informal academic assignments. This includes, but is not limited to:

- Copying from the writings or works of others into one's academic assignment without proper attribution, or submitting such work as if it were one's own;
- Paraphrasing the characteristic or original phraseology, metaphor, or other creative, artistic or literary device of another without proper attribution;
- Using the views or insights of another without proper attribution; or
- Copying, paraphrasing or otherwise using the research data, results, codes, formulae, or algorithms of another without proper attribution.

A student involved in an incident of cheating or plagiarism will be notified by the instructor, and the following policy will apply:

- The instructor may take actions such as:
 - o require repetition of the subject work,
 - o assign an 'F' grade or a 'zero' grade to the subject work,
 - o for serious offenses, assign an 'F' grade for the course.
- The recommended action for cheating on examinations or term papers is 1(c).

- The instructor must inform the student and the Department Chair in writing of the incident, the action taken, if any, and the student's right to appeal to the Chair of the Department Grievance Committee or to the Director of the Office of Student Conduct.
- The instructor must retain copies of any written evidence or observation notes.
- The Department Chair must inform the Director of the Office of Student Conduct of the incident, the student's name, and the action taken by the instructor.
- The Office of Student Conduct may choose to conduct a formal hearing on the incident and to assess a penalty for misconduct.
- The Department will recommend that students involved in a second incident of cheating be dismissed from the University.

UC BERKELEY POLICY ON ACCOMMODATION OF RESEARCH DOCTORAL GRADUATE STUDENT PARENTS

Academic departments try to be as generous as possible in accommodating student parents and UCB has established minimum standards of accommodation. Research doctoral students who are undergoing childbirth or coping with other serious parenting demands must be granted additional time to meet established deadlines for passing preliminary and/or qualifying examinations and completing their dissertations.

Eligibility. A research doctoral student requesting parental accommodations must have substantial parenting responsibilities such as childbirth, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

Parental Accommodation and the Dean's Normative Time Fellowship. A student eligible for the Dean's Normative Time Fellowship (DNTE) who has been granted a time extension for parental accommodation is entitled to a credit in the normative time calculation. Credit for up to two semesters of parental leave before advancement to candidacy will be granted provided that either 1) the student formally withdraws for that purpose, or 2) the student intends to register to undertake a modified schedule *and* applies for parental leave status before or at the start of the proposed semester of leave. The Head Graduate Advisor of the student choosing the second option should send a memorandum with this request to the Graduate Division (and submitted to the Student Services Degrees Unit, 318 Sproul Hall). Retroactive requests will not be considered.

Childbirth Accommodation. In addition to being eligible for extensions of time under the Parental Accommodations provision, research doctoral students who are women anticipating childbirth and are supported by graduate student instructor (GSI) and/or research (GSR) appointments will be excused from regular duties for a period of six weeks without loss of financial support (a longer period may be granted in the case of exceptional medical circumstances experienced by the mother or child before or after birth). They may choose to continue to work in some modified capacity during this six-week period but are not be required to do so. This accommodation is also available to the parent, female or male, who is providing primary care for a newly-adopted child.

Women research doctoral students supported by university fellowships will experience no change in their funding arrangements during the six-week childbearing leave. Those supported by fellowships external to UC must adhere to the rules of the granting agency in regard to leaves from work.

Applying for continued support through the Childbirth Accommodation Fund. The student must complete

the *Petition to Request Parental Accommodation*, secure the endorsement of the academic unit's Head Graduate Advisor, and, if applicable, secure verification by the student's Principal Investigator that the granting agency does not allow fellowship benefits for childbirth accommodation. The completed petition should be forwarded by the Graduate Student Affairs Officer to the Graduate Division (Student Services Degrees Unit, 318 Sproul Hall) for final approval.

The full policy is at http://www.grad.berkeley.edu/policies/memo_doctoral_parent.shtml.

List of Student Forms

All forms are available online at <http://www.ce.berkeley.edu/resources/forms/progress#graduate>.

List of Sample Forms

- General
 - o CE 299
 - o Graduate Student Class Schedule
 - o Graduate Petition to Change Class Schedule
 - o Graduate Petition for Change of Major or Degree Goal
(must have major field adviser signature at top)
 - o Petition to Substitute a Major Core Course
- MS/MEng
 - o CE 601
 - o Application for Candidacy for the Master's Degree
(must have major field adviser signature at top)
 - o Program of Study for Master of Engineering
- PhD
 - o CE 602
 - o Tentative Program of Study for Doctoral Candidates [blue card]
 - o Program of Study for Doctoral Candidates [white card]
 - o Application for Qualifying Examination
 - o Application for Candidacy for the Doctoral Degree
(must have major field adviser signature at top)
 - o Filing Fee Application

CEE STAFF (by Unit)

NAME	OFFICE (DAVIS)	PHONE (AREA CODE 510)	E-MAIL
ACADEMIC AFFAIRS OFFICE			
Okimoto, Shelley Graduate Assistant	750	643.8944	okimoto@ce.berkeley.edu
Chamberlain, Joan Undergraduate Assistant, Class Scheduling	750	643.1713	joan@ce.berkeley.edu
Jenna Tower Textbooks, Admissions	750	643.6640	aao@ce.berkeley.edu or tower@ce.berkeley.edu
ACCOUNTING			
Korbel, Dee Finances, Budget, Purchasing	759	642.3262	korbel@ce.berkeley.edu
BUILDING COORDINATOR			
Paul Haller Facilities, Security, Keys	209	642.1276	haller@ce.berkeley.edu
CHAIR SUPPORT/OUTREACH			
Halligan, Holly Chair's assistant, Pubs. Coordinator, Events	760	643.0005	halligan@ce.berkeley.edu
COMPUTER SUPPORT			
Alexander, Chris Database and Web applications	305	643.1175	alexander@ce.berkeley.edu
Beil, Noah (<i>supervisor</i>) Computing systems management	305	642.2023	beil@ce.berkeley.edu
Lee, Yoon Desktop & Computer Lab Support	305	643.2293	yoonlee@ce.berkeley.edu
DEPARTMENT MANAGER			
Lilly, Sharon Staff Manager, Facilities	761	642.8924	lilly@ce.berkeley.edu
HR /ADMINISTRATIVE			
Takahashi, Lyniel Academic Personnel, Dept. Manager back-up	765	643.8738	takahashi@ce.berkeley.edu
Flinker, Julia Academic Personnel	762	642.1762	flinker@ce.berkeley.edu
Jackson, Katie Student appts., Visiting Scholars	710	642-3416	jackson@ce.berkeley.edu
Oum, Sang Purchasing, Reimbursement, Copiers, Mail	710	642-3162	css@ce.berkeley.edu or soum@ce.berkeley.edu
LABORATORY SUPPORT			
Carr, Joel (<i>supervisor</i>) Instructional Demonstration	337	642.4309	carr@ce.berkeley.edu
Hadgu, Negassi Environmental Labs, Chemicals	335	643.5401	hadgu@ce.berkeley.edu
Stepanov, Lev Concrete Labs	335	642.5523	stepanov@ce.berkeley.edu
Phil Wong Electrical Engineer	231	642.1380	wong@ce.berkeley.edu
Riemer, Michael GeoEngr Labs, Space FDX	451	642.7457	riemer@ce.berkeley.edu
MACHINE SHOP			
Higginbotham, Jeff Machine Shop Manager	219	642.3266	higgin@ce.berkeley.edu
Cataleta, Matt Machinist	215A	643.6944	cataleta@ce.berkeley.edu