

## Front Office

**School of Computing Director:** Ross Whitaker  
**School of Computing Associate Director:** Mike Kirby

**Director of Graduate Studies:** Sneha Kasera  
**Director of Admissions:** John Regehr

**Director of Undergraduate Studies:** Jim de St. Germain

### Student Services

Student Services assists with everything that pertains to the administration of student affairs, including admissions, academic programs, tuition waivers, keys, scholarships and travel for both students and faculty. They support both graduates and undergraduate students.

**Ann Carlstrom:** *Graduate Advisor*  
**Vicki Jackson:** Undergraduate Advisor – including *CES and BS/MS students*  
**Leslie LeFevre:** *Administrative assistant (front desk)*  
**Kelly Olson:** *Program Coordinator, Undergraduate*

### Faculty Services

Faculty services assists with payroll, stipends, purchasing, travel, Grants and proposals.

**Karen Feinauer:** *Administrative Manager*  
**Maya Frost:** *Accountant*  
**Tanis Garcia:** *Grants and Contracts*  
**Sara Mathis:** *Budget Analysis*  
**Chethika Wijayawardhana:** *Senior Accountant, Payroll*

### Media Services

External relations staff assist with alumni and industry relations, organize events and seminars, faculty recruiting and RPT procedures.

**Chris Coleman:** *Communications, multimedia & public relations*

## Specifics on Getting Started

### U Card

You can get your University ID at 200 Union Building. They are open Monday through Thursday from 8:00 am until 6:00 pm, and Friday from 8:00 am to 5:00 pm. Be prepared to present both photo identification and your student or employee number. You may pick up your card (two

weeks prior to the start of the semester). You will use this card at the library and it can be coded to open certain doors in the School of Computing. You can also “deposit” money onto it to use in vending machines around campus.

### **Computer Account**

You should have a computer account in CS if you followed the directions in the welcome letter you received. If you have not received a PDF with your account information and password, a sheet has been printed out for you and can be acquired at the front desk. If you have not requested an account follow these directions: In order to create a computer account for you in the School of Computing, you will need to send email to [support@cs.utah.edu](mailto:support@cs.utah.edu) with the subject heading "Account request".

You will need to provide three things in the request:

- 1) Your name.
- 2) Your University ID Number (uNID).
- 3) Three possible choices for your username, in order of preference.

Usernames in the School of Computing are between three (3) and eight (8) characters in length and cannot contain any punctuation marks or special characters. You are asked to provide three choices, in order of preference, to facilitate us in the event that any of the requested usernames have already been used.

Your email will create a support ticket. Any further correspondence over your account creation should be handled through the assigned ticket. Simply replying to the ticket email will do this. Accounts are usually created in batches on Fridays, so do not expect an instant reply.

### **Copying**

Once you have your email account, send an email ([frontdesk@cs.utah.edu](mailto:frontdesk@cs.utah.edu)) and they will reply with your copy code. You will be personally billed for your copies on this number. As a TA, you may need a second number for course-related copying, check with the professor.

### **Payroll**

Payday is on the 7<sup>th</sup> and 22<sup>nd</sup> of each month. Direct deposit is required by the University. You can obtain direct deposit by logging into CIS and filling out the information for your routing and account number.

### **Keys**

Fill out the form at the front desk and turn it in there, and pay a \$20 fee which will be refunded when the key is returned. If you require after hours access into the building you have to request a Prox card from the U-card office. Once obtained you email Karen Feinauer with your name and ID number and it will be processed.

## **Mail**

**Please arrange for your mail to be sent to your home address here in Salt Lake City.** Should students received mail at the department you will be emailed to pick it up at the front desk.

## **Graduate Student Lounge (3429 MEB)**

The lounge has been outfitted with a microwave, fridge, for School of Computing graduate students only. Keep it tidy.

## **Undergraduate Lounge (3477 MEB)**

The lounge has been outfitted with a microwave and fridge. Please keep it tidy.

## **Tuition Waivers**

Read the tuition waiver policy carefully. It is your responsibility to stay in compliance. It is posted at the following URL: <http://www.gradschool.utah.edu/tbp/guidelines.php>

## **Web Pages**

Follow the instructions in the graduate-info page:

[http://support.cs.utah.edu/index.php?option=com\\_content&view=article&id=29&Itemid=55](http://support.cs.utah.edu/index.php?option=com_content&view=article&id=29&Itemid=55)

6/8/2015