

Back To Campus: Re-Orientation



Welcome and
Welcome Back!

Civil and Environmental
Engineering
Graduate Program





Staff



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First Name

Last Name

Select

Staff x

Faculty, research associates or staff.

Apply Filter

<https://cee.engineering.ucdavis.edu/directory>



Rufa Pazyuk

Main contact person for: Undergraduate and Graduate Students.

Desk Space, TA/Reader offer letters, general support when Lauren is out. Also sends out Announcement Emails which have great information.

Rachel LeBrett

Main contact person for: Undergraduate Students.

She might help with PTAs for undergraduate classes or if you are concerned about an undergraduate student.

Lauren Worrell

Main contact person for: Graduate Students.

Hopefully you already know that!



Open Monday – Thursday from 9am-12pm and 1pm-4pm.
Friday the office will be available online only. Below are some resources that can assist:

- Please begin all requests via email to cee-office@ucdavis.edu, if possible. This applies to all room reservations such as TA office hours scheduling, club meetings, key pick up, copies of exams, etc. **Please plan ahead and allow 24 hours for response.**
- Please be prepared to show your Daily Symptom Survey to enter the office
- The business office staff will prepare keys in advance and room availability can be checked on [COWS](#) prior to submitting your request via email.
- Keys can be picked up 1 week in advance and homework box keys will be checked out for the quarter.



- Packages are now held at **COE Receiving** (1014 Ghausi Hall). Please ensure packages are picked up within 2 business days and before all holiday weekends. In some exceptions packages may be brought to the office and you will be notified by email.
- Almost all forms are now available online through the COE intranet and should be submitted electronically through Prepurchasing or AggieTravel (more on this later)
- Please return all keys to the black drop box outside of the office, even if the office is open.
- GSR/TA offer letters can continue to be returned electronically
- Looking for additional help? Check out [Department Resources](#).



- A new system called AggieAccess is rolling out and utilizes a phone app to provide access to buildings.
 - Bainer and Kemper are already switched over for exterior access. Please return all Bainer exterior door keys.
 - Ghausi has not converted over and uses the old white keycard system but will be joining at some point this academic year, be on the look out for updates.
- For AggieAccess questions and access, please contact cee-access@ucdavis.edu
- To get a white keycard, please get one from the CEE main office, Ghausi 2001. Activation information on next slide.

Keycard Access to Ghausi



For all new students with a non-activated keycard for Ghausi, please submit a form at <https://tiny.cc/ghausi-access>

For students who need their Ghausi access modified, please email cee-access@ucdavis.edu



Reuben Castelino, CEE IT
Room: 3031 Ghausi Hall
Contact Info:
coeithelp@ucdavis.edu



- For software:
 - e5.onthehub.com - COE specific general
 - ucdavis.onthehub.com - UC Davis campus-wide general
 - software.engr.ucdavis.edu - COE specific research
 - software.ucdavis.edu - UC Davis campus-wide research
 - cloud.ucdavis.edu - campus-provided solutions
 - If you're not sure, ask! UC Davis often provides discounted pricing for software
- Lab Info
 - 3032 and 3034 Ghausi
 - A list of software and other labs in COE are available at labs.engr.ucdavis.edu
- kb.ucdavis.edu



- **Don't download illegal content**
 - Simply keeping illegal content to a computer connected to the UCD network is a violation of the UCD acceptable use policy
 - This includes screen scraping journal articles
 - We are required to notify SJA and potentially suspend network access. More serious legal consequences are possible depending on the violation. Please don't.
- **Don't mix research and personal**
 - Computing resources are available, please ask if you're not sure
 - Your advisor can provide resources and I can help when necessary
 - Licensing is complicated and you can be held liable for violations, please ask for advice to be safe!



Who Are We?

Fatima Garcia – ftmgarcia@ucdavis.edu

Supports Boulanger, Forrest, Green, Herman, Kayhanian, Kleeman, Lund, Martinez, Miller, Niemeier, Schladow, Young, Zhang, GGSS

Kristin Mendoza-Fabiani – kemendozafabiani@ucdavis.edu

Supports Barbato, Bischel, Bronner, Chai, DeJong, Fan, Jeremic, Kendall, Kutter, Morales, Sukumar, Younis, Ziotopoulou, ERC

Stephanie Farver – srfarver@ucdavis.edu

Supports Bolander, Bombardelli, Cappa, Cheng, Jaller, Kanvinde, Kavvas, Kinyua, Kunnath, Leverenz, Oldroyd, Pena, Rashid

Nena Herrera – nherrera@ucdavis.edu

Supports Dafalias, Darby, Loge, Sperling, Student Teams



Purchasing

All purchases should be placed through PrePurchasing (OPP). Tutorials and commonly used forms can be found at the [COE Intranet Resources Page](#). Please also refer to the [CEE Department Resources Page](#) for Frequently Asked Questions related to ordering items/services.

- If you need access to a Faculty workgroup in PrePurchasing, please contact the appropriate finance team member.
- Once an order has been requested in PrePurchasing, please use the notes feature to request status updates and communicate directly with the person working on your order.
- Items in PrePurchasing must be received. Once you have received an order, please complete this step in PrePurchasing using the "Receive Items" button.
- Please include the account number when submitting your order to avoid delays



Reimbursements

Reimbursements including Travel Reimbursements are now processed through PrePurchasing (OPP) too.

- When submitting your order you must attach the appropriate reimbursement form found on the COE Intranet Resources Page.
- The system will now record PI and Account Manager approval so no need to secure those signatures on the reimbursement forms.
- You will communicate directly with the reimbursement processor through notes in PrePurchasing.
- You may be required to submit your final reimbursement report in AggieTravel (processor will notify you).
- All travel reimbursement requests must be submitted within 60 days of the trip or event end date. Please allow sufficient time for the PrePurchasing team to process your request to meet this deadline.



GSR Appointments

Graduate Student Researcher appointments are coordinated through the Finance Team. If you have questions/concerns regarding your GSR offer letter or salary payments, please contact the Finance Team member associated with your faculty member.



Dr. John Harvey, Pavement Research Center (UCPRC)

- The administrative contact person is David Miller (davmiller@ucdavis.edu)
- You should have received a welcome email from David with instructions regarding the required online safety trainings, on-site orientation, time sheet processes
- For UCPRC supply orders, please send all requests via email to Dr. David Jones (djjones@ucdavis.edu) and copy David Miller.
- All out of pocket expenses including travel require pre-approval from either Dr. Harvey or Dr. Jones. Work with David Miller on submitting reimbursement requests.



Jessica Hazard
3029 Ghausi Hall
jmhazard@ucdavis.edu

Department Safety Coordinator/Lab Manager



Safety: Work with PI and lab users to achieve full compliance with all government and university policies, rules, and regulations relevant to safety and liability. Schedule and complete all required safety inspections.

Contact for safety hazard concerns, incidents and injuries.

Provide site-specific safety orientations for Ghausi and Bainer labs (including student clubs). General safety training for new graduate students.

****Contact me 1 week prior to lab access/site-specific training****

Train and assist researchers on correct hazardous waste management and chemical storage.

Department Safety Coordinator: Primary DSC for the department. Safety liaison with Campus Ready, EH&S, Fire Department and the College of Engineering.

Maintains Injury & Illness Prevention Program (IIPP) and Emergency Action Plan (EAP) documents.

Department Safety Coordinator/Lab Manager



Environmental Lab Manager: Maintain, troubleshoot and manage shared equipment and laboratory space including MQ water systems, autoclaves, constant temperature rooms, and other ***shared*** equipment.

Provide on-going supervision, support and expertise to help keep the lab environment productive and safe.

Teaching Lab: Assist TAs in environmental laboratory-based course instructions (140A). Conduct test runs of planned experiments with TAs and provide any necessary training on procedures.

NOTE: I assist with keycards/keys/AggieAccess, but I am not the main contact for building access. Please contact cee-access@ucdavis.edu

FALL HOURS: M-Th 9-11am and 1-4pm. F, by appointment only. I am an employee-student who works in the environmental labs. If you need assistance outside of standard work hours, please email me.

Texting/calling is for emergencies only.



SOCIETY OF WATER AND ENVIRONMENTAL GRADUATE STUDENTS (SWEGS)

- Fall Welcome Events:
 - 9/29 5-7 pm: Farmer's Market Meet-Up
 - Meet in Central Park, look for balloons and SWEGS sign!
 - 10/8 4-6 pm: Bike Party around Campus
 - Meet in front (on North Quad) of Memorial Union. Must sign [HHDC pledge](#) and bring a helmet to ride. Receive a free front & back bike light!
- SWEGS is looking to fill the following positions: Vice President, Seminar Coordinator, and Webmaster. Stay tuned for the Fall slate.



GEOTECHNICAL GRADUATE STUDENT SOCIETY (GGSS)

Members

- 40+ Graduate Students
- 10 Faculty Members
- Post-Doctoral Scholars
- Visiting Scholars



Facilities and research groups

- Center for Geotechnical Modeling (CGM)
- Advanced Transportation Infrastructure Reach Group (ATIRC)
- Center for Bio-mediated and Bio-inspired Geotechnics (CBBG)
- Soil Interactions Laboratory (SIL)
- Granular Materials Lab (GML)
- Computational Geomechanics Research Group

<https://cee.engr.ucdavis.edu/ggss/>



GGSS ACTIVITIES

SEMINARS



SOCIAL GATHERINGS



FIELD TRIPS



OUTREACH



Upcoming events

- **GGSS welcome seminar**
Thursday, 09/23 at 12 p.m.
Location: Ghausi Hall, room TBD
- **Welcome dinner**
Thursday, 09/23 at 6 p.m.
Location: de Vere's Irish Pub (Davis)
- **Outreach, Guidotti High School**
Friday, 11/05 at 1 p.m.
Location: CGM

ROUND TABLE & CONFERENCES



Questions?

Feel free to reach out to our
wonderful staff!

We are looking forward to
seeing you all on campus!