

I GRAINGER ENGINEERING

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GRADUATE
STUDENT
HANDBOOK
2020 - 2021

Master of Engineering in

PLASMA ENGINEERING

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Master of Engineering in Plasma Engineering

The Master of Engineering in Plasma Engineering degree from University of Illinois is a non-thesis, 32 credit hour program that provides an in depth education in plasma processing, plasma technology and plasma science. This master's degree in Plasma Engineering is specifically designed for students looking to enter industry upon graduation. The detailed curriculum, real-world experience, and laboratory experiences provided by this program equip graduates with the knowledge to utilize, understand and innovate plasma-related applications delivering highly marketable skills that are in demand by employers across various industries.

This degree is housed in the Department of Nuclear, Plasma & Radiological Engineering (NPRE) <http://npre.illinois.edu/>.

Plasma Engineering Program Contact Information

Each program has a Director of Graduate Studies and a graduate coordinator for graduate students to contact with questions about program requirements, degree milestones, program policies and procedures, degree progress, and much more. In addition, students who have concerns regarding their faculty advisor or performance in a particular course should contact us for guidance.

- Professor Daniel Andruczyk (andruczy@illinois.edu), Program Director
- Amy McCullough (amccul2@illinois.edu), Program Coordinator
- Kimberly Sgarbossa (ksgarb17@illinois.edu), Academic Advisor

Admissions Process

Applicants must hold either a bachelor's or master's degree in engineering, physics, or related field. In addition, applicants must have at least a 3.0 or higher in their last two years of undergraduate study.

The application deadline for the fall term is May 1. Domestic students and University of Illinois Urbana-Champaign may apply up until July 1. The application deadline for the spring term is November 1. Domestic students and University of Illinois Urbana-Champaign may apply up until December 1. The application deadline for the summer term is May 1 for all applicants.

All parts of the application, including the application fee, must be received by the application deadline. Late applications may not be accepted. In addition, incomplete applications will be subject to denial. All admissions decisions will be communicated via email to the email address provided in the application.

1. Complete the university's Online Application <http://www.grad.illinois.edu/admissions/apply>.
2. Pay the application fee – \$70 for US citizens and permanent residents and \$90 for international students. Application fee must be paid using a credit card through the online application and is non-refundable.
3. Submit unofficial transcripts for all completed university coursework with the Online Application. Official transcripts will be required upon admission and acceptance to the program and sent to The Grainger College of Engineering Plasma Engineering Graduate Program, 403 A-2 Engineering Hall, 1308 West Green Street, Urbana, Illinois 61801. Electronic transcripts should be sent to Amy McCullough at amccul2@illinois.edu.
4. Submission of 3 Letters of Recommendation. Individuals writing letters of recommendation on your behalf should submit their letters through the online application system.



5. Statement of Purpose. This is a part of the online application form. This statement should include your goals and background as it relates to Plasma Engineering. It is good to include any past work history, your interests, and reason for pursuing a graduate degree in Plasma Engineering. Generally, a statement of purpose is between one and two pages.
6. Resume. This is a part of the online application form. Your resume should address your education, job experience, remarkable achievements, organizations, awards, and leadership experiences.
7. All applicants whose native language is not English are required to submit the results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) as evidence of English proficiency. Official scores are required to be submitted directly from TOEFL/ETS or IELTS. For more information, please visit <https://grad.illinois.edu/admissions/instructions/04c>. Please note: TOEFL or IELTS scores must be less than two years old from the first day of class at the proposed term of entry in order to be valid. International students may check to see if they are exempt from this requirement based on their country of citizenship: <https://grad.illinois.edu/admissions/apply/exemptcountries>.
8. Check your status of your application materials <https://my.npre.illinois.edu/gradstat/login.asp> to ensure all materials have been submitted.

Application Evaluation Process

Admission into the Master of Engineering in Plasma Engineering Program is subject to the evaluations given by a committee of faculty members. Qualified applicants will have their application reviewed based on the following criteria.

- Competitive GPA based on the last two years of their undergraduate degree.
- Display of a solid technical background to show the applicant is ready for graduate level coursework in this field.
- Demonstration of strong communication skills through written application materials, letters of recommendations, and TOEFL scores (for international students only).
- Strong letters of recommendations that highlight applicant's leadership and communication skills as well as academic ability.
- Informative "Statement of Purpose" and "Resume" that explains applicant's background, experiences, education and career goals, leadership, and attractions to field of Plasma Engineering.
- Complete application, which means all application materials have to reach the program by the application deadline.

Admission Decisions

- The Admissions Committee carefully reviews and evaluates all applicants.
- All admission decisions will be communicated via email to the email address provided in applicant's application. Additional certification or documentation may be required from applicants who are recommended for admission in order to process the admission recommendation with the Graduate College Admission Office.
- Applicants who are recommended for admission will need to submit an official final transcript (which shows completion of all courses and degree awarded) upon final review by the Graduate College Admission Office.

Limited Status

A student who does not meet one or more of the Graduate College or Program's admission requirements may be approved for admission with "Limited Status". Some of the most common reasons for limited status are

- course deficiencies, as determined by the program,



- low undergraduate GPA (below a 3.0),
- no comparable bachelor's degree, or
- a lack of demonstrated English language proficiencies.

Students admitted with limited status must address deficiencies usually within the first semester in the program in order to continue.

English Deficiency (for international students only)

International students who have English deficiency may be placed on "Limited Status" by the Graduate College at the time of admissions. International students who are on limited status are required to take the ESL Placement Test (EPT) when they arrive on campus. The Department of Linguistics administers the test. The results of the exam will determine whether the student will be required to enroll in English as a Second Language (ESL) course(s), which may reduce the number of academic courses for that given term. Enrollment in an ESL course can only take place after the results are received. Students must meet all conditions, which include passing all ESL coursework, of their limited status within the first year of their graduate studies. Students are required to complete these requirements in order to earn a degree from Illinois Urbana-Champaign. Please note that online students cannot be admitted on "Limited Status" for English deficiency.

Check out the EPT Test policy <https://linguistics.illinois.edu/languages/english-placement-test-ept> for more information and the test schedule <https://linguistics.illinois.edu/languages/english-placement-test/ept-information-and-registration-graduate-students-visiting> to learn about the testing dates. Visit the ESL Courses website <https://linguistics.illinois.edu/languages/english-second-language> to learn more of the courses offered.



Degree Requirements

The Master of Engineering in Plasma Engineering degree requires students to complete 32 semester credit hours of graduate coursework, consisting of courses in areas listed below:

Degree Requirements	Hours
<ul style="list-style-type: none"> • NPRE 421: Plasma and Fusion Science (3 credit hours) • NPRE 423: Plasma Laboratory (2 credit hours) • NPRE 429: Plasma Engineering (3 credit hours) • NPRE 527: Plasma Technology of Gaseous Electronics (4 credit hours) 	16
In addition, must complete one of the following courses:	
<ul style="list-style-type: none"> • NPRE 481: Writing on Technology and Security (4 credit hours) • ENG 573: Capstone Project (4 credit hours) • NPRE 523: Plasma Waves (4 credit hours) • NPRE 526: Plasma-Material Interactions(4 credit hours) 	
Elective Courses to be selected with approval of an advisor in areas relevant to Plasma Engineering such as material science, semiconductor process, plasma medicine, and energy systems.	12
Professional Development Courses from approved list	4
Total Hours	32

Other Requirements and Conditions (may overlap):

- A minimum of 20 credit hours must be taken from the University of Illinois Urbana-Champaign campus.
- Minimum of 12 hours of the 500-level courses required for the degree, with a minimum of 8 500-level credit hours in NPRE.
- No courses used to fulfill any degree requirement may be taken using the "Credit/No Credit" option.
- The minimum program GPA is 3.0.



Professional Development (Practicum, Project, or Coursework)

Students must complete a minimum 4 credit hours from the list below:

- NPRE 597: Independent Study (project-based with advisor approval)
- ENG 572: Professional Practicum (external internship)
- ENG 573: Capstone Project (additional 4 hours of a large project if not completed in core requirement)
- TE 450: Startups: Incorporation, Funding, Contracts, and Intellectual Property
- TE 460: Entrepreneurship for Engineers
- TE 461: Technology Entrepreneurship
- TE 466: High-Tech Venture Marketing
- TE 565: Technology Innovation and Strategy
- TE 566: Finance for Engineering Management
- TE 567: Venture Funded Startups
- Other advisor-approved business-oriented or leadership courses

Tuition and Fees

The Master of Engineering in Plasma Engineering is a self-funded program where students are responsible for paying their tuition and fees. Students in this program are not eligible for Board of Trustee (BOT) tuition-waiver-generating assistantships at the University of Illinois.

Tuition for the 2020-2021 academic year for the Master of Engineering in Plasma Engineering follows the Graduate and Professional Tuition rate for Grainger Engineering & Engineering Related on the [Office of the Registrar website](#). Tuition by credit range for part-time students can be found [here](#), following the Grad Engineering & Engineering Related rate. Tuition does not include books, living expenses, and University of Illinois fees, i.e. health insurance and facilities fees. For more information, visit the [Office of the Registrar website](#).

Graduate Student's Responsibility

Full-time graduate students within the Plasma Engineering program are given three semesters to complete all degree requirements. Part-time graduate students, who are identified at the time of admission, are given up to five years to complete all degree requirements. In addition, they are responsible for complying with the regulations of the Graduate College, The Grainger College of Engineering, the NPRE department, and the Plasma Engineering program. Students who have questions about their degree progress should contact Amy McCullough at amccul2@illinois.edu, or Kimberly Sgarbossa at ksgarb17@illinois.edu. Students should refer to the Graduate College Handbook <http://www.grad.illinois.edu/gradhandbook>, regarding the Graduate College policies, the The Grainger College of Engineering Graduate Student Handbook <http://engineering.illinois.edu/academics/graduate/> regarding Engineering's policies, and Plasma Engineering Student Handbook regarding the program's policies and procedures. All graduate programs within the university must follow the Graduate College policies and procedures as a minimum. The colleges within the university may implement higher standards for their graduate students as well as the departments. Therefore, it is very important for students to be aware of the program's policies, NPRE policies, in addition to Grainger Engineering, and the Graduate College.



When to Visit the Program Coordinator

Students should see Amy McCullough (amccul2@illinois.edu) or Kimberly Sgarbossa (ksgarb17@illinois.edu) for all academic matters, including but not limited to the ones listed below.

- Academic progress
- Graduate petitions
- Degree time extensions
- Degree audits
- I-20 extensions or changes
- Curricular Practical Training (CPT) or Optional Practical Training (OPT) (for international students only)
- Submitting forms

A useful publication regarding academic matters for graduate students is the Graduate College Handbook <http://www.grad.illinois.edu/gradhandbook>.

Graduate Student Annual Evaluation Process

All graduate students enrolled in a degree-seeking program that is more than a one-year program must have an annual evaluation by their program. Students in the Plasma Engineering Program complete their self-evaluation first, which occurs every February, which is then used by the program to complete their evaluation. Students who fail to complete the self-evaluation by the deadline will have an advising hold placed on their record. Students will receive program feedback on their academic progress electronically by the last week of March. Students who have questions about their academic performance should contact Professor Daniel Andruczyk at andruczy@illinois.edu to set up an appointment.

Students who do not receive satisfactory reviews on their evaluation will meet with Professor Daniel Andruczyk to develop an academic plan to help assist them to get back on track to successfully complete the program requirements.

Registration

Registration for the spring term begins in late October and early April for the summer and fall terms. The Office of the Registrar website www.registrar.illinois.edu is where students can find their earliest registration time. Graduate students begin registering after several other student groups (e.g., graduating seniors, honors students, band, and other groups that have first priority registration times). The Banner application system (also known as "UI Integrate Self-Service") is used for registration and for any modifications to course schedules through the 10th day of instruction. Students can also print an unofficial transcript and add their name to the appropriate graduation list through this system.

Important Notice: All Plasma Engineering students must be **REGISTERED** for fall and spring term by the 10th day of classes. Failure to do so may result in late fees, loss of valid visa status for international students, and an unapproved leave of absence. All graduate students, except those on an approved leave of absence, should be registered for fall and spring term until they graduate.



All Plasma Engineering graduate students must be registered for a minimum of 12 graduate credit hours in the fall and spring semester. The maximum credit hours students can register for during fall and spring term is 20 credit hours. For the summer term, it is 12 credit hours. Any overloads require a Program and Graduate College petition to be submitted for approval. Students are not required to register for summer term unless they are on CPT that continues into summer term. Students who have less than 12 hours to complete the degree program only need to register for the number of hours required to graduate. However, students with undergraduate loans in deferment are strongly encouraged to consult with the Office of Student Financial Aid regarding whether or not their enrollment constitutes full-time status for the purpose of keeping their loans from going into repayment. International students will need to complete a reduced course load form and have it approved to be below full-time status.

Withdrawing

Students should consult with Amy McCullough (amccul2@illinois.edu) or Kimberly Sgarbossa (ksgarb17@illinois.edu) to discuss any consequences of withdrawing from the university prior to completing this process. The Banner application system will not allow students to drop all courses, as this constitutes a withdrawal. Students must complete the Withdrawal-Cancellation form https://registrar.illinois.edu/wp-content/uploads/2018/06/Withdrawal_Form.pdf to do a complete withdrawal from the semester. International students must have approval from the Office of International Student and Scholar Services (ISSS) to withdraw.

Credit/No-Credit

Electing credit/no-credit registration allows students to enroll in a course for a simple pass/fail grade, rather than the conventional letter grade. If a C- or higher is earned, the grade that is entered on the transcript is "S" (satisfactory). **The Plasma Engineering Program does not allow credit/no-credit to count towards program degree requirements.**

Minimum Grade Requirement for Graduate Coursework

The Plasma Engineering Program's minimum grade requirement for graduate coursework taken towards the program degree requirements is a C- (minus) or higher.

Summer Registration

Students are not required to register during the summer. International students must register during the summer if it's their first semester, last semester, or they are completing Curricular Practical Training (CPT). To learn more, visit ISSS website on registration policies www.iss.illinois.edu/students/f1j1/.

In addition, summer registration does affect a student's ability to use campus services. If a student does not register for summer term or registers for less than 3 hours, this affects the following benefits.

- Student Health Insurance (see the "Student Health Insurance" section of handbook for more information).
- McKinley Health Center will require students to pay a fee to use McKinley, which is done through the McKinley Business Office <http://www.mckinley.illinois.edu/fees/service-fees>.
- Campus Recreation Facilities www.campusrec.illinois.edu/member-services/member-eligibility will require students to pay a fee to use their facilities.
- Additional taxes will be charged to the student if they are working on campus.



Graduate Programs Grading System

The grading system at the University of Illinois is listed below. The chart outlines the points associated with a course grade, which is used in the computation of grade point averages for the semester and overall GPA.

A+	4.00	C-	1.67
A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	.67
B	3.00	F	0.00
B-	2.67	F by Rule	0.00
C+	2.33	ABS	0.00
C	2.00		

Probation (GPA)

A minimum 3.0 grade point average (GPA), corresponding to a grade of B, must be maintained to remain in this program. Students whose GPA falls below 3.0 will receive a warning letter from the Graduate College stating that unless the GPA is raised to 3.0 after the subsequent semester, they will not be permitted to continue in the program. All courses taken while at University of Illinois as a graduate student affect the graduate GPA.

Graduate College Petitions

To request exceptions to the Graduate College policies or deadlines, students are required to complete a Graduate Student Request form <http://www.grad.illinois.edu/gsas/gradpetition>. Below are some examples of when students would request an exception:

- Transfer of credit
- A time extension
- A curriculum change

Students should complete the online petition at the link above after seeking advice from Amy McCullough, Kimberly Sgarbossa, or Professor Daniel Andruczyk. Petitions are sent to the Graduate College by the program for final review. The student and the program are notified via email of the Graduate College’s final decision on the petition. Petitions can take up to 3 weeks once it is received by the Graduate College. It is also important to note that just because the program has approved the exception does not mean that it will automatically be approved by the Graduate College.

Plasma Engineering Program Petitions

To request substitutions to the Degree Requirements, or exceptions to the Program policies or deadlines, students are required to complete a Petition Form located here: <https://forms.illinois.edu/sec/6067860>

Below are some examples of when students would request an exception:

- Complete an alternate course that is not on the approved list
- Transfer coursework from outside institutions
- Transfer coursework from another University of Illinois at Urbana-Champaign Graduate Program



Students should complete the online petition at the link above after seeking advice from Amy McCullough, Kimberly Sgarbossa, or Professor Daniel Andruczyk. Students will be notified via email of the Program's decision.

Code of Conduct Policy

NPRE and Grainger Engineering require all students to act in a professional manner, which includes all written and verbal communications, with any faculty, staff, student, outside vendors, or research partners. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preferences are permitted. In addition, students are held accountable to the University of Illinois' Code of Student Conduct <http://studentcode.illinois.edu/>. Violations of these policies may result in disciplinary action, which may include dismissal from the university.

Students who are accused of a violation have 8 days to appeal to NPRE's Grievance Committee. Failure to appeal within this time frame or if appeal is denied, charges will stand and disciplinary action will be enforced.

Student Ethics

NPRE and Grainger Engineering are strict about enforcing student ethics and will not tolerate cheating within a course or plagiarism on course related papers or published papers. NPRE and the College use section 1-402 <https://studentcode.illinois.edu/article1/part4/1-402/> of the Student Code to define cheating/plagiarism. It is the student's responsibility to read through this section carefully. Students who are accused of such a violation may face some or all of the consequences below:

1. Receive a grade of zero on the assignment or exam.
2. Receive a failing grade for the course.
3. Dismissal from their program.

All cases are documented within the student's program file as well as documented at Grainger Engineering and the Graduate College. A student who is accused of such a violation has 8 days to respond to the professor in writing (usually via email). In the meantime, the professor will alert their program of the accused violation. If the violation still holds after discussing the accusation with the professor, the student has the right to appeal to Grainger Engineering within 15 days of notification. To learn about and how to file an appeal, students should contact either Amy McCullough, Kimberly Sgarbossa, or Professor Daniel Andruczyk. If the student does not appeal, the matter shall be closed and one or all of the above consequences will be applied. Students who receive penalties 2 or 3 above will not be allowed to drop the course. Students with repeated violations may result in automatic dismissal from the program.

Grievance and Policy Procedural Appeals

The faculty, staff, and students within NPRE and other departments within Grainger Engineering are a diverse group and from time to time conflicts or problems can arise. Most of these conflicts or problems that arise can be resolved informally between the two parties. However, there may be times that these conflicts cannot be resolved. In these cases, students can either elect to file a formal grievance with Professor Daniel Andruczyk or file one directly with the Graduate College. Consult the Graduate College's <http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict> process for more information.



International Student CPT & OPT Process

All international graduate students must follow the rules and regulations as outlined by the Office of International Student and Scholar Services (ISSS). This includes I-20 extensions, request for Curricular Practical Training (CPT) or Optional Practical Training (OPT), employment during the academic year, registration, etc. Students should work with Amy McCullough or Kimberly Sgarbossa to complete the necessary paperwork. If an international student violates any of the policies or regulations, he/she may be asked to leave the country.

Curricular Practical Training (CPT)

CPT is for international graduate students who:

- Are on an F-1 visa,
- Have completed one year of academic coursework, and
- For whom temporary off-campus employment during the course of their university enrollment is directly related to their major field of study and an integral or important part of their program of study.

Part-time CPT is 20 hours a week or less, while full-time CPT is more than 20 hours per week. Students on CPT must be registered in ENG 510 and must receive approval prior to registration.

Students must follow Grainger Engineering's CPT-ENG 510 Course Policy as outlined on the College's website: <https://grainger.illinois.edu/academics/graduate/cpt>

For more information on rules and regulations, visit the ISSS website:

<http://www.iss.illinois.edu/students/employment/f1cpt.html>

Occupational Practical Training (OPT)

International students who are ready to graduate with their degree may apply for Optional Practical Training, which allows international students to work in the U.S. up to one year after graduation. To apply, students must attend one of ISSS's workshops or meet with one of their advisors. Students must meet the following to be eligible for OPT.

- Completed their degree.
- Have completed at least two semesters at the University of Illinois Urbana-Champaign campus.
- Have current F-1 status.
- Complied with all registration requirements for previous CPT(s).
- Have a valid passport.

For more information and to attend a workshop, visit OPT Requirements and Application Process website

<http://iss.illinois.edu/students/employment/f1opt.html>.

Graduation Process & Convocation

Students who are ready to confer their degree must place their name on the degree conferral list using the UI Integrate Self-Service before the deadline for that term. This alerts our office of the student's plan to graduate within that semester. Students who fail to add their name by the deadline will have to wait until the next semester to graduate.

In addition, all graduate students are invited to participate in The Grainger College of Engineering and University convocations upon completion of their graduate degree. It is important that students sign up before the deadlines.



To learn more and sign up, visit The Grainger College of Engineering Convocation website <http://engineering.illinois.edu/graduation> and the University's Convocation website <http://commencement.illinois.edu>.

Reminder: Plasma Engineering students who wish to participate in the May Commencement but are not completing until end of summer term must have 8 hours or less to complete in the summer term. Please note that that student's name will not appear in the printed commencement program.

Student Directory Information

Graduate students are added to the university directory. Students who wish to include their personal webpage should visit the Technology Services at Illinois (TSI) Electronic Directory Editor <http://illinois.edu/ds/search> to enter their personal homepage URL in the WWW field. Graduate students may opt to withhold their home address and phone number from the University Student/Staff Directory. To suppress this information and learn more about the university directory system, visit the Technology Services website <https://techservices.illinois.edu/>. For additional information, contact Technology Services Helpdesk (consult@illinois.edu) or call 333-7500.

Disability Services

Students who have a medically documented disability may obtain disability-related academic adjustments and/or auxiliary aids through the Disability Resource and Educational Services (DRES). Students are responsible to contact their course instructors and provide them with their letter from DRES to receive academic adjustments. To contact DRES, visit www.disability.illinois.edu, visit their office on 1207 S. Oak Street in Champaign, call them at 333-4603, or email them at disability@illinois.edu.

Student Health Insurance

All graduate students at the University of Illinois Urbana-Champaign are required to carry health insurance coverage. This health insurance coverage is a means to assist with costs of health care whenever one needs medical attention through medical facilities that is not McKinley Health Center on campus. To learn more about the health insurance offered to students through the university, please visit www.uhcsr.com/illinois. International students should visit the ISSS website www.iss.illinois.edu/publications/guides/healthcare_guide.html for help on establishing health insurance.

The Health Service Fee that graduate students pay in the tuition and fees each semester allows them to use the McKinley Health Center for office visits with doctors, nurse practitioners, mental health therapists and health educators, as well as most x-rays and laboratory tests at no additional out-of-pocket expense. However, this fee does not pay for any care received outside the McKinley Health Center, immunizations required by the law prior to entrance to the university, travel immunizations, referrals, etc. To learn more about the coverage of the Health Service Fee, please visit McKinley's website <http://www.mckinley.illinois.edu/fees/service-fees>.

Health Care and Wellness is an excellent website for student to visit to get answers to their health and wellness related questions <http://www.grad.illinois.edu/current/health>.

Summer Health Coverage

It is very important for graduate students who are not registered during the summer term to ensure they do have health coverage from mid May to mid August. When a student is not enrolled in the summer, their health insurance and access to McKinley is not active.



Counseling Services

All students at University of Illinois Urbana-Champaign have access to the Counseling Center to assist them to reach a balanced Illinois experience. Their services range from various counseling services, educational programming initiatives, training programs, outreach and consultation activities, and self-help materials. The staff members have extensive training and experience with assisting graduate students. In addition, visits with a counselor are confidential and are not shared with student's program or faculty advisor. To learn more about their services, visit www.counselingcenter.illinois.edu or call (217) 333-3704.

Career Services

The Grainger College of Engineering Career Services

The Grainger College of Engineering Career Services offers a variety of services to help prepare graduate students for the job market. They offer assistance with identifying internships, resume writing, mock interviews, employment searches and much more. To learn about all the services available, either visit <http://ecs.engineering.illinois.edu> or stop by their office at Suite 3270 in the Digital Computer Laboratory (DCL). In addition, the University Career Center www.careercenter.illinois.edu holds various events and workshops.

Graduate College Career Development Services

Another resource for graduate students to take advantage of for career development is the Graduate College Career Development Services, which fosters personal growth and professional development for graduate students. Their office assists students with exploring careers, applying for jobs, faculty hiring, interviewing, negotiating offers, and much more. To learn more about their services and the seminars that are held throughout the year, visit www.grad.illinois.edu/careerdevelopment.

Engineering IT Support, EWS Labs & Printers

Engineering IT provides all departments and graduate students in Grainger Engineering with basic and advanced IT services necessary to support the educational and research missions of the college. To learn more about the support services for graduate students, visit <https://it.engineering.illinois.edu/services-support-students>. If students need technical support, they can submit a helpdesk ticket by emailing engrit-help@illinois.edu. It is important that students outline their problem in the email and include their contact information.

Email

Technology Services provides graduate students with Exchange accounts for email, calendar services, task lists and digital voicemail <https://techservices.illinois.edu/services/email>. Students are responsible for checking their University Illinois.edu email account on a regular basis. The University, faculty, and staff will frequently send important information and deadlines via email and students are responsible for this information.

Computer Resources

The Grainger College of Engineering maintains Engineering Workstations (EWS) laboratories that have computer facilities. Please visit <http://it.engineering.illinois.edu/ews> for locations and support.



Printers

Graduate students are able to use the EWS lab and the Grainger Library computer lab printers. Students sign in with their NetID and password when using the EWS and library computers, which will automatically charge a student's account for each page that is printed from the computer. Students **should not** share their NetID and password with other students and should log off the computer when done.

General Information

Student Contact Information

Please keep contact information current in UI-Integrate Self-Service. In addition, keep Amy McCullough (amccul2@illinois.edu) and Kimberly Sgarbossa (ksgarb17@illinois.edu) informed of contact information changes.

Safety

Be careful in all you do. In an extreme emergency help may be obtained by dialing 911. The Division of Research Safety is a resource on safety information and support. They can be contacted on their non-emergency number at 333-2755. For information view their web page at <http://www.drs.illinois.edu/>.

Laboratory Safety

Students are expected to observe safe-working conditions at all times. Special hazards related to lasers, high voltages, etc. are encountered in laboratories. Persons entering labs should first consult one of the staff or students working in the area. A notice concerning precautions in using lasers and other potentially hazardous conditions is posted and is to be read by anyone using the lab. Students should familiarize themselves with all equipment and materials with which they work and recognize and avoid hazardous situations. If any doubt exists, students should consult the faculty member in charge of the lab, or their research advisor. It is always important to understand safe operating procedures prior to working in a lab.

Security

Security in any building is an issue at any time. Do not leave valuables and easily stolen portable items (cameras, laptops, backpacks) where they are accessible or unattended. Always make sure that building outside doors are locked during off-business hours. Never block a door open or defeat the door locking systems.



Important and Helpful Websites

- Campus Police <http://www.police.illinois.edu/>
- Campus Registered Student Organizations <https://union.illinois.edu/get-involved/office-of-registered-organizations>
- Campus Recreation (ARC) <http://campusrec.illinois.edu/facilities/arc>
- Campus Technology Services <https://techservices.illinois.edu/>
- Code of Policies and Regulations Applying to All Students <http://studentcode.illinois.edu/>
- Counseling Center <https://counselingcenter.illinois.edu/>
- Course Catalog/Course Offerings <http://catalog.illinois.edu/courses-of-instruction/>
- COVID-19 Information from Illinois <https://covid19.illinois.edu/>
- COVID-19 Information from International Student and Scholar Services (ISSS) <https://iss.illinois.edu/updates/coronavirus.html>
- COVID-19 Updates from the Graduate College <https://grad.illinois.edu/covid-19-updates>
- Disability Resource and Educational Services (DRES) <http://www.disability.illinois.edu/>
- Engineering Administration Directory <https://grainger.illinois.edu/about/directory/administration>
- Engineering Career Services <http://ecs.engineering.illinois.edu/>
- Engineering Convocation <http://engineering.illinois.edu/graduation>
- Engineering GEDI Student Organization <https://publish.illinois.edu/gedi-uiuc>
- Engineering Grad SWE Organization <http://societyofwomenengineers.illinois.edu/about-gradswe>
- Engineering Graduate Programs <http://engineering.illinois.edu/academics/graduate>
- Engineering IT Shared Services <http://it.engineering.illinois.edu/services-support-students>
- Engineering NSBE Student Organization <https://students.grainger.illinois.edu/nsbe/home/>
- Engineering Online Programs www.engineering.illinois.edu/online
- Engineering SHPE Student Organization <http://www.shpe-uiuc.org/>
- English Placement Test (EPT) <http://www.linguistics.illinois.edu/students/placement>
- Getting Started-Graduate College Quick Guide <http://www.grad.illinois.edu/quick-guide>
- Graduate College <http://www.grad.illinois.edu/>
- Graduate College Career Services www.grad.illinois.edu/careerdevelopment
- Graduate College Handbook <http://www.grad.illinois.edu/gradhandbook>
- Graduate Programs Catalog <http://catalog.illinois.edu/graduate/>
- Graduate Student Petitions and Instructions <http://www.grad.illinois.edu/gsas/gradpetition>
- Grainger Engineering Library <http://search.grainger.illinois.edu/top>
- Grievance Policies <http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>



- Housing Information <http://www.housing.illinois.edu/>
- Illinois' Code of Student Conduct <http://studentcode.illinois.edu/>
- International Student and Scholar Services (ISSS) <http://www.iss.illinois.edu/>
- Krannert Center for the Performing Arts <https://krannertcenter.com/>
- McKinley Health Center <http://www.mckinley.illinois.edu/>
- Office of Admissions and Records <http://registrar.illinois.edu/>
- Office of Minority Student Affairs <http://www.omsa.illinois.edu/>
- Office of Student Conflict Resolution <http://www.osja.illinois.edu/>
- Office of Student Financial Aid <http://osfa.illinois.edu/>
- Office of Student Health Insurance <http://si.illinois.edu/>
- Office of the Registrar <http://www.registrar.illinois.edu/>
- Office of the Vice Chancellor for Diversity, Equity & Inclusion <http://diversity.illinois.edu/>
- University of Illinois <http://www.illinois.edu/>
- University of Illinois Career Center <http://www.careercenter.illinois.edu/>
- University of Illinois Convocation <http://commencement.illinois.edu/>



Master of Engineering in Plasma Engineering Quick Reference Guide

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Frequently Contacted Departments Quick Reference Guide

Department	Email Address	Phone Number
Counseling Center	http://www.counselingcenter.illinois.edu/	333-3704
Financial Services – Cashier Office	usfscohelp@uillinois.edu	333-1280
Graduate College	grad@illinois.edu	333-0035
Graduate Student Academic Services	gradacserv@illinois.edu	333-2364
International Student & Scholar Services	isss@illinois.edu	333-1303
Office of Admission & Records	https://registrar.illinois.edu/contact-us/	333-0210
Student Health Insurance	insure@illinois.edu	333-0165
University Police Department	police@illinois.edu	333-1216 (911 for emergencies)