

**Master of Science
Civil and Environmental Engineering
Student Handbook**

2016-2017
September 2016

Also available online

<http://www.mccormick.northwestern.edu/civil-environmental/current-students/forms-documents.html>

Name: _____

Program: M.S. in _____

Campus Address: _____

Phone: _____

E-mail: _____

Faculty Adviser: _____ Office/Email: _____

*******Important Notice to All Advisees*******

Please bring the following information with you when you meet with your adviser:

- *your career goal*
- *your academic plan - 3 or 4 quarters M.S. program*
- *your interest in thesis or non-thesis (some program does not have this option)*
- *questions you want to ask - academic or professional*

Academic Time Table

based on a 3-quarter program

What	When	How
Academic adviser assignment	CEE Orientation	Assigned by area coordinators
Plan for fall quarter courses	CEE Orientation break out sessions	Meet with your adviser, discuss course selection, adviser approve plan
Learn GSTS and CAESAR	CEE Orientation	Read MS CEE Student Handbook
Fall Registration	NU Orientation week till the end of first week of class	Fall course selection must be inputted to GSTS and approved by adviser in GSTS before registration hold is removed. Once registration hold is removed, students are ready to register via CAESAR
Job/internship search	As soon as you can	Register with McCormick Office of Career Development (MCD) adviser, register with McCormick Connect http://www.mccormick.northwestern.edu/career-development/mccormickconnect.html . Networking with profession, alumni, etc.
	Fall quarter	Attend professional seminar available in the department. See announcements on presentation on job search resources, resume writing, etc. in CEE.
		Prepare resume and practice interview
		Start looking for jobs or internships
	October	Participate in CEE Fall Career Fair
January	Participate in CEE Winter Career Fair	
Curriculum Plan	By October 31	Submit curriculum plan for the entire degree program to GSTS (upload your plan in pdf). Plan must be signed by academic adviser.
Winter quarter advising	Start at about the 5 th week of fall quarter	Make an appointment to meet your adviser to discuss courses you plan to take in the winter quarter.
Winter quarter registration	Start at about 9 th week of fall quarter	Have your course selection approved by your adviser.
Spring quarter advising	Start at about the 5 th week of winter quarter	Make an appointment to meet your adviser to discuss courses you plan to take in the spring quarter.
Spring quarter advising	Start at about 8 th week of winter quarter	Have your course selection approved by your adviser.
Spring graduation		
AFD	early spring quarter	Submit Application for a Degree form via CAESAR
Degree completion	late spring quarter	Form signed by at least two faculty adviser due at TGS. Check with Academic Coordinator

Important Dates

Academic Year 2016-2017

Event	Date
CEE Orientation	9/13/2016
TGS Graduate Student Orientation	9/14/2016
Fall Registration	9/15/2016 – 9/26/2016
Fall quarter 2016 classes begin	9/20/2016
Society of Women Engineers Career Fair	10/20/2016
Last day to drop a class for Fall	10/28/2016
CEE Fall Career Fair	10/29/2016
Submit curriculum plan for the entire degree program , approved by your adviser, to GSTS (upload your plan in pdf).	10/31/2016
Application for a Degree via CAESAR for fall 2016 graduation	11/4/2016
Winter Registration begins	11/16/2016
Thanksgiving vacation	6 pm 11/23/2016 – 11/27/2016
Fall quarter classes end	12/3/2016
Fall quarter final exam	12/5 – 12/10/2016
M.S. completion form due to TGS for fall 2016 graduation	12/9/2016
Winter break	12/10/2016 – 1/2/2017
McCormick MS/PhD Recognition and Hooding Ceremony	12/10/2016
Winter quarter 2017 classes begin	1/3/2017
Last day to add or change a course	1/9/2017
Martin Luther King Day observance (no classes)	1/16/2017
CEE Winter Career Fair	1/21/2017
Tech Expo Engineering Career Fair (McCormick Career Development Office)	January 2017
Application for a Degree via CAESAR for winter 2017 graduation	2/3/2017
Last day to drop a class for Winter	2/10/2017
Spring registration begins	2/20/2017
M.S. completion form due to TGS for winter 2017 graduation	3/10/2017
Winter classes end	3/11/2017
Winter quarter final exam	3/13 – 3/18/2017
Spring break	3/18 – 3/26/2017
Spring quarter classes begin	3/27/2017
Last Day to add or change a course	3/31/2017
Summer registration begins	4/10/2017
Application for a Degree via CAESAR for spring 2017 graduation	4/14/2017
Last day to drop a class for Spring	5/5/2017
M.S. completion form due to TGS for spring 2017 graduation	5/12/2017
Fall 2017 registration begins	5/15/2017
Memorial Day observance (no classes)	5/29/2017
Spring classes end	6/3/2017
Spring quarter final exam	6/5 – 6/10/2017

Event	Date
CEE Graduation Reception for graduates and families – by invitation August 2016 to June 2017 graduates	6/15/2017
Commencement	6/16/2017
McCormick M.S. Convocation	6/16/2017
Summer classes begin	6/19/2017
Independence Day observance (no classes)	7/4/2017
Application for a Degree via CAESAR for summer 2017 graduation	7/14/2017
M.S. completion form due to TGS for summer 2017 graduation	8/11/2017

Students with Student Visas:

If you plan to graduate in Fall 2017 or beyond, please make sure you maintain full time student status. Below are the ways you can maintain full time student status.

1. If you are completing a thesis (CivEnv 590), an independent study (CivEnv 499), or a required paper (MS TRN students only), you need to register for TGS 512 in each academic quarter (except the summer term) until you complete the work.
2. If you still have course(s) to take, but less than 3 courses, to meet the degree requirements, you need to complete a reduced course load form from International Office. You are only permitted to register with a reduced load if that is the last quarter before graduation.
3. Please check Registrar Office website <http://www.registrar.northwestern.edu/calendars/index.html> on deadline to submit AFD and degree completion form.

Preface

This handbook is intended to provide you with a comprehensive guide to the Master of Science degree in Civil and Environmental Engineering (CEE) programs granted by The Graduate School (TGS) at Northwestern University. We hope this handbook will enhance your experience at Northwestern.

This handbook is prepared as a handy reference guide to the degree requirements, programs, policies, and procedures of the Department and The Graduate School. An Academic Time Table on page 3 and Important Dates starting on page 4 are provided to guide you through various milestones during a 3-quarter (9 – 12 months) program. We hope that you will find the information you need for both planning and understanding your M.S. education.

The Department would also like to emphasize the importance of social and ethical implications of an engineer's work in the betterment of the society. Through student professional organizations, departmental seminars, and many ethnics groups, you can interact with world renown researchers and engineers, and experience diverse cultures. You can also interact with professionals in the Greater Chicago area through meetings hosted by various professional groups. We hope you will take full advantage of the opportunities presented to you during your stay with us.

We hope you find this handbook a useful resource for your M.S. study. We wish you much success and welcome your suggestions for improvement of the handbook.

Kimberly Gray, Ph.D.

Professor and Chair

Civil and Environmental Engineering

Responsibility for Meeting Degree Requirements

Ultimately, students are responsible for understanding the degree requirements for their specialty area and for planning their course of study accordingly. The Department, Assistant Dean of Graduate Study of McCormick School of Engineering and Applied Sciences, The Graduate School, and the International Office are valuable resources for academic and visa information. Faculty advisers assigned to you will assist you in course selection. However, they are not responsible for ensuring that you meet all the degree requirements including grade point average (GPA) requirement or U.S. Citizenship and Immigration Services requirement. Those are the responsibilities of the student.

Table of Contents

Academic Time Table	3
Important Dates	4
Preface	6
Responsibility for Meeting Degree Requirements	7
Introduction	9
Missions	
Northwestern University	10
The Graduate School	10
Department of Civil and Environmental Engineering	10
Student and Professional Organizations	11
Internship and Career Development	12
Academic Integrity and Engineering Ethics	13
Downloading Computer Software	14
Safety Training – Laboratory	15
Academic Advising	
Academic Adviser	16
Curriculum Plan	16
Monitoring Progress	17
Satisfactory Progress	17
Degree Requirements	
Full Time Enrollment	18
Part Time Enrollment	18
Independent Study	18
Application for a Degree (AFD)	19
Degree Completion Form	19
Environmental Engineering and Sciences (EES) Curriculum Plan	21
Geotechnical Engineering (GEO) Curriculum Plan	22
Structural Engineering (STR) Curriculum Plan	23
Transportation System Analysis and Planning (TRN) Curriculum Plan	24
Curriculum Planning Form	27
Revised Curriculum Planning Form	28
Change of Adviser Form	29
Independent Study Form	30
Instructions for Using GSTS	32
Department of Civil and Environmental Engineering Faculty	37
Contacts for Frequently Asked Questions	38

Introduction

Welcome to the Department of Civil and Environmental Engineering (CEE), McCormick School of Engineering and Applied Science at Northwestern University. The faculty, staff, and students at CEE look forward to interact with you so that you can enjoy the maximum learning, social, and cultural experience Northwestern University can offer you. This handbook is part of our effort to help you achieve this goal from the academic aspect. In addition to academic requirements, this handbook includes an academic time table (based on a 3-quarter to 12-month program) of some milestones such as completion of curriculum plan, advising and registration, internship or permanent position, Application for a Degree (AFD), and degree completion. We hope you will **thoroughly read this handbook at least once** to see the types of information included here. We also hope that you will refer to it whenever you have an academic related question. Of course, our faculty members are available to address any issue you may have. Please feel free to contact them.

A new edition of the handbook is published annually to coincide with each academic year. Revisions will be made as needed each quarter. The modification will be denoted by vertical lines at the left hand margins for easy referencing. First revision is denoted by single vertical line. Second revision is denoted by double vertical lines. Third revision is denoted by double vertical lines with one being a heavy thickness line. Revision number and dates are shown on the cover page. The handbook and all the forms listed in this handbook are also available online <http://www.mccormick.northwestern.edu/civil-environmental/current-students/forms-documents.html>. All updated versions within an academic year is available ONLINE ONLY.

To assist us in the continuing effort to improve this document, please send your suggestions and comments to Professor Karen Chou, Assistant Chair & Clinical Professor at karen-chou@northwestern.edu.

Missions

Northwestern University

Northwestern is committed to excellent teaching, innovative research, and the personal and intellectual growth of its students in a diverse academic community.

The Graduate School

The mission of The Graduate School (TGS) of Northwestern University is (extracted from TGS Strategic Plan 2013-2018):

- *To collaborate with its partner schools at Northwestern to guide and sustain an institutional culture that facilitates excellence in teaching and mentoring, innovation and rigor in research, and the personal and intellectual growth of its diverse student and postdoctoral fellow populations*
- *To be an advocate for graduate students and for the critical role of graduate education at Northwestern*
- *To foster practice and train scholars, thought leaders, and professionals that reflect and respond to the increasing diversity of the U.S. within a rapidly globalizing world*
- *To address the unique cultural, scientific, and intellectual challenges and opportunities of the academy and our society in the 21st century*

Department of Civil and Environmental Engineering

We empower our students to gain technical, design, and management skills needed for leadership. We emphasize fundamental principles and design methods that apply to many career paths. We conduct research that advances our ability to:

1. *Plan, design, construct, and operate society's infrastructure*
2. *Design and control behavior of materials*
3. *Sustain natural and engineered environmental systems*

We achieve this through basic and applied projects in which students and faculty work together in cutting-edge facilities.

The above mission statements can be found on the websites:

University – <http://www.northwestern.edu/provost/about/index.html>

The Graduate School – <http://www.tgs.northwestern.edu/documents/about/tgs-strategic-plan.pdf>

Department – <http://www.mccormick.northwestern.edu/civil-environmental/about/mission-vision-statement.html>

Student and Professional Organizations

Student and professional organizations provide networking opportunity and seminars on the state of the art research and design in the civil and environmental engineering profession. The Department of Civil and Environmental Engineering is home to the Student Chapter of American Society of Civil Engineers (NU ASCE). Professional organizations of all branches of civil and environmental engineering have local section in Chicago area which hosts monthly meetings. You are encouraged to attend some of these meetings to interact and network with the engineering profession. Following is a list of organizations you may consider participating.



Northwestern University American Society of Civil Engineers Founded in 1852, the American Society of Civil Engineers represents more than 140,000 members of the civil engineering profession worldwide and is America's oldest national engineering society. ASCE's mission is to provide essential value to our members and partners, advance civil engineering, and serve the public good.

The Mission of NUASCE is *to create a more informed and involved Civil Engineering community by providing opportunities to apply and further refine technical skills, increasing student and faculty interactions, and preparing students to enter the professional engineering industry.* Through NUASCE you will have the opportunity to meet other students with similar interests, network with professionals, and participate in exciting design competitions such as concrete canoe and steel bridge. Most importantly, the student chapter prides itself on creating a strong community of engineers, and they would love for you to join!!! Graduate students are welcome and encouraged to join. For more information, visit their website:

<http://asce.mccormick.northwestern.edu>.

Northwestern Society of Environmental Engineers (NSEE) – a student organization opened to both undergraduate and graduate students interested in Environmental Engineering. For additional information, please contact Loren Ayala (LorenAyala2013@u.northwestern.edu).

Other student organizations:

Civil and Environmental Engineering Graduate Association (CEEGA) – see Prof. David Corr, faculty adviser.

McCormick Graduate Leadership Council (MGLC) Founded in 2006, the MGLC fosters community among all McCormick graduate students. <http://mglc.mccormick.northwestern.edu/>

Graduate Student Association (NUGSA) at Northwestern enhances graduate students' experiences in and out of the classroom and strives to create resources and programs to improve the quality of students' lives. <https://nugsa.wordpress.com/>

Graduate Leadership and Advocacy Council (GLAC) is the voice of graduate students in academic and administrative matters at Northwestern University and a forum for graduate student leaders. <http://www.tgs.northwestern.edu/campus-life/student-groups/student-associations.html>

Chicago Area Professional Organizations



Illinois Section American Society of Civil Engineers represents Civil Engineers in Northern Illinois. The Section has five technical groups and the Younger Member Group (YMG). The technical groups are Environmental and Water Resources Institute (EWRI), Geo Institute (GEO), Structural Engineering Institute (SEI), Transportation and Development Institute (T&DI), and Urban Planning and Development (UBD). All groups hold monthly lunch or dinner meeting. YMG usually hosts social event for younger engineers of all disciplines to network and they also sponsor a number of outreach events to pre-college students. For more information, visit <http://www.isasce.org/>.

American Academy of Environmental Engineers and Scientists <http://www.aees.org/>

American Chemical Society: <http://www.acs.org>

American Concrete Institute (ACI) <https://www.concrete.org/>

American Geophysical Union: <http://sites.agu.org>

American Institute of Steel Construction (AISC) <http://www.aisc.org/>

American Society for Microbiology: <http://www.asm.org>

Association of Environmental Engineering and Science Professors: <http://www.aeesp.org>

Institute of Transportation Engineers (ITE) <http://www.ite.org/>

Structural Engineers Association of Illinois (SEAOI) advances and advocates excellence in structural engineering and to aid in safeguarding the public. <https://www.seaoi.org/>

Transportation Research Board (TRB) <http://www.trb.org/AboutTRB/AboutTRB.aspx>

Water Environment Federation <http://www.wef.org>

Internship and Career Development

Civil and Environmental Engineering Career Fair

Through the joint effort of NUASCE and NSEE (formerly EnvEUS), the inaugural **CEE Career Fair** was held in 2013. Since 2004, the Career Fair is organized by the CEE Department. CEE Career Fair focuses on firms that hire civil and environmental engineering graduates for internships and for full time engineering positions. The number of participating companies has gone from six in 2013 to 24 in 2016. Starting in the 2016-2017 academic year, the Department expands the Career Fair to have a Fall and Winter Career Fairs. **The Fall Career Fair is held in October while the Winter one is held in January.** Watch for the announcement of the event and call for registration and submission of resumes. The Department also maintains a web page <http://www.mccormick.northwestern.edu/civil-environmental/career-opportunities/career-fair.html> where internships and graduate engineer positions are posted when the information is sent to the Department. We suggest you check on the site periodically to see what is being posted.

McCormick Office of Career Development (MCD)

MCD <http://www.mccormick.northwestern.edu/career-development/index.html> provides career preparation and employment assistance through a variety of work-integrated learning programs including co-op engineering education, internships, research experience, and service learning. Register with **McCormickConnect** (<http://www.mccormick.northwestern.edu/career-development/mccormickconnect.html>) to receive information on job postings, resume submissions, interview schedules, career events, or meet with a MCD adviser. MCD is located in Room 2.350 in Ford Building.

Northwestern Career Advancement (NCA)

The mission of Northwestern Career Advancement is to foster excellence in career development, preparation, and professional opportunities for undergraduate and graduate students and alumni by providing comprehensive services and programming and by promoting strong partnerships with employers, academic departments, and the university community.

<http://www.northwestern.edu/careers/>

Academic Integrity and Engineering Ethics

Academic Integrity

Northwestern University and the CEE Department expect their students to hold high standard of academic honesty. Behaviors such as cheating on exam, plagiarism, using unauthorized materials for your work are not tolerated. Northwestern Provost Office issues a document **Academic Integrity: A Basic Guide** (<http://www.northwestern.edu/provost/docs/academic-integrity-basic-guide.pdf>) which is a central resource of policies governing academic integrity for all students and faculty at Northwestern. There are four main sections of the Guide:

- Principles regarding academic integrity
- Eight Cardinal Rules of academic Integrity
- Counseling and contacts
- How to avoid plagiarism

The Northwestern University *Student Handbook and Code of Conduct*

(<http://www.northwestern.edu/student-conduct/shared-assets/studenthandbook.pdf>) describes the expectations for behavior and conduct in the Northwestern community and outlines the procedures to be followed when these expectations are not met. Additional resources on academic integrity can be found in The Graduate School web site <http://www.tgs.northwestern.edu/about/policies/academic-integrity.html>.

We strongly encourage you to familiarize yourself with all these documents. Failure on your part to understand the Academic Integrity Policy will not relieve you from that responsibility.

Engineering Ethics

As civil and environmental engineers, our primary responsibility is to serve the public through all the infrastructure systems we design and maintain. Hence, practicing engineering ethics is extremely important to our career and the public. The public entrusted us to provide a functional infrastructure system and to protect our environment. To guide us with our professional integrity are the Codes of

Ethics from the National Society of Professional Engineers (NSPE) and the American Society of Civil Engineers (ASCE). Many states require an ethics exam as part of the Register Professional Engineer (PE) application and require continuing education in ethics as part of the renewal of PE. Below are the ASCE Code of Ethics Canons. They are very similar to the ones provided by NSPE. You can find the complete Code of Ethics at NSPE website <https://www.nspe.org/resources/ethics/code-ethics> .

ASCE Code of Ethics (<http://www.asce.org/code-of-ethics/>)

- Canon 1. Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
- Canon 2. Engineers shall perform services only in areas of their competence.
- Canon 3. Engineers shall issue public statements only in an objective and truthful manner.
- Canon 4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
- Canon 5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
- Canon 6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession and shall act with zero-tolerance for bribery, fraud, and corruption.
- Canon 7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

Downloading Computer Software & File Sharing

It is incumbent on any person who uses Northwestern University resources, such as computers and associated networks, to ensure that they are not using illegal software. Downloading and using software that was obtained illegally is against University policy. Obtaining software legally means that either you personally, or your adviser through NU, has paid for the correct number of copies of the software for the number of computers you have installed the software on.

It is also against University policy to illegally download copyrighted material, such as movies, videos, mp3's, scientific papers, magazine articles, etc. **Any person who has violated this policy is subject to the disciplinary action determined by the University.**

There are many alternatives to using illegally obtained software. The University provides a limited number of software titles available for students on the IT website at <http://www.it.northwestern.edu>, located under the "Students" tab. Also, many software titles are available either free, or at a reduced cost, for educational purposes. In addition, there are many free alternatives to standard software titles, such as Open Office, that can be used freely and are very robust.

Any questions or concerns about this matter should be directed to your adviser or Department of Civil and Environmental Engineering technical support staff.

Safety Training – Laboratory

Northwestern University and the Department of Civil and Environmental Engineering take the safety of every member in the community very seriously. In that spirit, Northwestern University and CEE require students to take special care while working in the university laboratories. Everyone who works in any laboratories under the supervision of CEE **MUST** follow the Lab Safety Requirements outlined below.

- a. If you plan to use any lab for course project or research, you must contact the lab coordinator: Dave Ventre if you plan to use any of the civil engineering lab; or contact Richard Warta if you plan to use any of the environmental engineering lab. The lab coordinator will also explain the lab rules of etiquette and cleanup. Then, the LC will add you to the lab roster.
- b. All lab workers must be on the official Office for Research Safety (ORS) lab roster in order to conduct any experiments or project in the lab.
- c. Lab Safety Training and preparation are required by ORS and CEE **before he or she can begin any lab work**. The required training can be taken on-line.
- d. Once you are on the roster, you will receive email notification from Northwestern Safety Information System (NSIS), the automated training web site. The email will provide links to take the on-line ORS training. They can be taken from any NU computer, or off campus (requires VPN).
- e. The lab coordinator will be notified when you have successfully completed the ORS training.
- f. In addition, you **MUST** take the CEE on-line training, <http://www.mccormick.northwestern.edu/civil-environmental/research/lab-safety.html>. Read the Safety Guide, then take the Safety Quiz. Submit the quiz as an attached file (pdf, doc, txt, etc) to Dave Ventre at d-ventre@northwestern.edu.
- g. You may be required to have addition training, such as welding safety, depending on the specific machinery or equipment you will use.
- h. Once you have successfully complete the CEE safety quiz, ORS training, and any additional safety training, the lab coordinator will give you your lab access code and you can begin lab work.
- i. Please note that our labs and workshops contain certain specialty machines and tools that require individual, hands-on training to operate safely. This includes MTS machines, the Hobart mixers, saws, grinders, drills, hand tools, welding equipment and others. Most are kept locked. **Using any such machines without proper training and lab coordinator approval is strictly forbidden.**
- j. Anyone working in a lab without the required training, failing to follow lab safety and hygiene rules, or operating equipment without proper training and authorization, will have their lab access and privileges suspended.
- k. Under no circumstances should there be only one person is the lab during weekends, holidays, and non-normal operating hours: 8:30 am to 5:00 pm Monday through Friday.

Academic Advising

You are among the elite groups of students in the Northwestern community. It is our goal for you to have an enjoyable and productive learning experience during your time with us. To achieve this goal, the Department has developed an Advising Policy for the M.S. programs described below to assist you with curriculum planning and progress towards your M.S. degree.

The Department is using the GSTS (Graduate Students Tracking System) to monitor all the M.S. students, academic plan, academic progress, and advising. You will have a 24/7 access to your unofficial academic record (the only official academic record is the transcript issued by the Registrar Office), study plan, curriculum plan. The url of GSTS is <https://gsts.northwestern.edu/site/login>. You can login with your netid and password.

While all the advising communication can be done online through GSTS, **it is not the intent of GSTS**. You are **STRONGLY** recommended to meet with your adviser as often as you wish and certainly no less than once a quarter. Your adviser is your primary resource for academic and professional advices. As experts in their fields, you should take full advantage of the opportunity to interact with your advisers.

1. Academic Adviser

Each M.S. student is assigned a faculty adviser in the student's area of study during the new student orientation in the fall quarter. The four major areas of M.S. program are: Environmental Engineering and Science (EES), Geotechnical (GEO), Structural Engineering (STR), and Transportation Systems Analysis and Planning (TRN). Each B.S. student interested in the BS/MS program must include the signature of his/her M.S. faculty-adviser-to-be in the application to BS/MS program. This faculty will become the BS/MS student's faculty adviser upon acceptance to the program.

A student may change his/her faculty adviser at any time. However, the **new faculty adviser must be a full time faculty member of the Department of Civil and Environmental Engineering in the area of the student's study**. A change of adviser form, signed by the current adviser and adviser-to-be, must be submitted to the M.S. coordinator through the Academic Coordinator in CEE office.

2. Curriculum Plan

Each M.S. student must complete a curriculum plan by the end of October in the academic year that the student first enrolled in his/her M.S. program. The curriculum plan must follow the guidelines of one of the four M.S. programs that are described on the CEE website (<http://www.mccormick.northwestern.edu/civil-environmental/graduate/index.html>). One copy of the curriculum plan along with the adviser's original signature must be uploaded to GSTS (<https://gsts.northwestern.edu/document/index>. From your homepage in GSTS, click the **Documents** tab, click the **upload document** tab, from the **type** pull down menu, click **plan of study: courses planned**, choose your signed curriculum plan and upload it) **by the end of October** to prevent a registration hold for the winter quarter. Students with a registration hold will not be allowed to register for any courses until the hold is removed.

Students may revise their curriculum plan at any time prior to the student's graduation with the M.S. degree. The revised curriculum plan form must be signed by the student's academic adviser and uploaded to the **GSTS document** page under **plan of study: courses planned**. The most current curriculum plan in the student's file will be used for M.S. degree audit when the student submits the AFD (Application for a Degree) form to The Graduate School.

3. Monitoring of Progress

All M.S. and BS/MS students **must meet** with their faculty advisers at least once per quarter for academic advising and career planning. During each advising session, the student is encouraged to discuss current course performance, course selection for the subsequent quarter, and career planning such as internship, co-op, or post graduate job searching with the faculty adviser. Course selection should follow the most current curriculum plan that is in the student's academic file at the time (via GSTS>documents>plan of study). Deviation from the curriculum plan is permissible if a completed revised curriculum plan form is uploaded GSTS while submitting the plan of study (via GSTS>Plan of Study) for your adviser's approval.

Every M.S. and BS/MS student is required to complete the plan of study (course selection for the upcoming quarter) via the GSTS and approved by his/her adviser in order to receive permission to register for the following quarter. The mandatory advising session should be held no later than a week before the registration begins for each quarter. Registration holds will be in place until your adviser approved your plan of study each quarter. Failure to meet with the academic adviser will delay the student's ability to register.

Registration hold is usually removed within 1 business day after your adviser approves your plan. E-mail will be sent when the registration hold is removed. A new registration hold is placed on each student in each quarter until the student completes all the degree requirements.

4. Satisfactory Progress

According to The Graduate School (TGS) requirements: *A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS. Individual programs may have stricter criteria* (<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>).

A GPA of 3.0 is required for graduation. A GPA below 3.0 in any quarter will place a student on probation. Probation is intended as a notice of unsatisfactory academic performance and constitutes a warning that improvement must be made in subsequent work to demonstrate progress toward M.S. degree. TGS allows a student up to two (2) consecutive quarters to return to satisfactory progress (quarter and cumulative GPA ≥ 3.0). Lack of improvement or evidence of inability to complete the work successfully in a given curriculum may provide reason for dismissal. Each student's academic performance is reviewed by the M.S. coordinator to ensure students are progressing satisfactorily.

If a quarter GPA (QGPA) or cumulative GPA (CGPA) falls below a 3.0, the M.S. coordinator will send an e-mail via GSTS before the beginning of a new quarter informing the student of his/her unsatisfactory progress. A letter from TGS will arrive in about the second week of the new quarter.

If a student's QGPA or CGPA is between 3.0 and 3.2, an e-mail from M.S. coordinator will be sent via GSTS to the student. Although this range of GPA is still considered satisfactory, however, a course below 3.0 could easily put the student's GPA in jeopardy. Unlike undergraduate, the M.S. program is only one year long, it is critical to recognize the importance of time and performance.

Degree Requirements

The Department of Civil and Environmental Engineering (CEE) offers The Graduate School (TGS) Master of Science degree in four (4) specialty areas. The requirement for M.S. in CEE is 12 units of courses. A minimum of 9 units must be taken for grades. Each specialty area requires minimum of 2 to 3 quarters of seminar course. This is a zero unit, no tuition course.

In addition to the above requirements, each program has its own core and elective courses requirements; thesis, course-only, design project, or research paper requirement; and possibility for minor; etc. Please refer to the area degree requirements in subsequent pages and discuss the requirements with your adviser.

Full Time Enrollment

While the M.S. degree is designed for full time enrollment, this is not an absolute requirement. For international students (F1 or similar visa holders), full time enrollment is required during the academic year (fall, winter, and spring quarters; excluding summer session).

Full time enrollment is defined as 3 to 4 units of courses in a quarter. If a student wishes to enroll more than 4 units of courses in any one quarter, additional tuition would be assessed (equivalent to 1/3 of quarter tuition).

For students who have registered for 12 units of courses but have not completed the degree requirements, for example, completing research paper (zero unit) in TRN; completing a CivEnv 499 project; or completing CivEnv 590 thesis, registration of TGS 512 is required for international students if the work is to be completed in U.S. during the following academic year. Registration of TGS 512 is recognized by Northwestern as full time enrollment. The cost of this course is about \$100 and is only allowed after a student has registered for 12 units of courses. For U.S. residents or U.S. citizen, registration of TGS 512 is not required if the student is not completing the work on campus. More information can be found on TGS General Registration Policy

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Part Time Enrollment

Part time enrollment is permitted and is usually occurred when a student needs one or two courses to complete the degree. For international students (F1 or similar visa holders), part time enrollment is permitted during the quarter when the student only needs those courses to complete the degree. In this case, the student must submit a **Reduced Course Load Form**

http://www.northwestern.edu/international/docs/current-students/Reduced_Course_Load_Form.pdf.

Independent Study (CivEnv 499)

Independent Study is a self-structured study that is agreed upon between the student and the faculty supervisor. For area that has a thesis option, CivEnv 499 is a good way for both the student and the faculty to see if research or thesis is right for each other. **Independent work done during CivEnv 499 can be expanded to become a M.S. thesis.** At that time the student should register for CivEnv 590. Hence, **maximum of one CivEnv 499 is permitted among the 12 units of courses registered.** **A petition form (available in this handbook and online) signed by the student and the faculty supervisor must be submitted to the M.S. Coordinator in order to receive a permission number for registration.** The petition form will be uploaded to the GSTS and becomes part of the student's academic record.

Application for a Degree (AFD)

In any quarter if you **anticipate** to complete ALL your degree requirements (12 units of courses and necessary paper, project, or thesis depending on the program), you **must** submit an Application for a Degree (AFD) via CAESAR. Submission of this form does not bind you to complete all your work by the deadline of that quarter. It is a notice to TGS that you plan to graduate at the end of that quarter. There is a deadline for submitting AFD each quarter and in the summer session. You may consult the Academic Calendar on the Registrar Office web site or refer to the Important Dates (page 4) for the current academic year. You may submit AFD more than once until you graduate.

Degree Completion Form

Once TGS approves your AFD, you will return to CAESAR to fill out the Degree Completion Form. This form must be signed by your M.S. committee which usually include your (academic, project, research, etc) adviser and a graduate faculty member in CEE. Committee member names must be included in the Degree Completion Form. You will then e-mail the pdf of this form to the CEE Academic Coordinator. The Academic Coordinator will seek signatures from your Committee members and conduct subsequent administrative work.

NORTHWESTERN - MASTERS OF SCIENCE: PROGRAM IN ENVIRONMENTAL ENGINEERING & SCIENCE 2016-2017

The MS in EES requires 12 course units in addition to the Environmental Seminar Series – CIV ENV 516. For the BS/MS option, students use 3 of their undergraduate courses, denoted by *, that count towards the MS and need to follow an additional 9 courses.

		1 st Quarter/Fall	2 nd Quarter/Winter	3 rd Quarter/Spring	Optional 4 th Quarter/Summer
Recommended: CIV ENV # 4 Courses/Quarter and the EES seminar series		Environmental Microbiology (361-1)^{†*}	Environmental Laboratory (365)*	Bio-Chemical-Physical Processes (448)	
		Aquatic Chemistry (367)*	Physical-Chemical Process in Water Treatment (444)	Environmental Biotechnology (442)	
		Environmental Transport Processes (440)	1st Technical Elective[§]	2nd Technical Elective[§]	
		4 th Course from Tracks below or as unrestricted elective	4 th Course from Tracks below or as unrestricted elective	4 th Course from Tracks below or as unrestricted elective	4 th Course from Tracks below or as unrestricted elective
		Environmental Engineering Science Seminar Series (516) – no tuition zero credit seminar			
Tracks & Tech Electives Choose additional Courses/Quarter	Environmental Chemistry		Chemical Microbial Interactions (441) Organic Geochemistry (314)	Metals in the Env. (468) Environmental Organic Chemistry (370)	
	Environmental Microbiology		Chemical Microbial Interactions (441) Microbial Ecology (443)		
	Global Ecological Health Engineering	Sustainability (368)	Global and Ecological Health Challenges (GBL HLTH BME 395)		Global Health: Achieving Global Impact Through Local Engagement
	Electives within CEE	Environmental Law (303)	Community Based Design (398-1)	Community Based Design (398-2)	
Additional Options	MS Thesis		Research Project (499)	Research Project (590)	Research Project (590)
	Design		Community Based Design (398-1)	Community Based Design (398-2)	
<p><i>Note:</i> required core courses are in bold face</p> <p>[†] numbers in parentheses are CIV ENV course numbers unless otherwise stated</p> <p>* For the BS/MS option, students use 3 of their undergraduate courses, denoted by *, that count towards the MS and need to follow an additional 9 courses.</p> <p>[§] Technical electives must be CIV ENV courses within the EES program</p>					

NORTHWESTERN UNIVERSITY MASTERS OF SCIENCE PROGRAM IN GEOTECHNICAL ENGINEERING 2016-2017

Note: The recommended program includes 12 courses, in addition to the Geotechnical Engineering Seminar.
The minimum number of courses for an MS is 12 (10 required + 2 electives).

Track		1 st Quarter/Fall	2 nd Quarter/Winter	3 rd Quarter/Spring
Recommended: 4 Courses/Quarter plus Geotechnical Engineering Seminar		Advanced Soil Mechanics I (450-1)¹	Foundation Engineering (352)	Advanced Soil Mechanics III (450-3)
		Engineering Properties of Soil (451)	Unsaturated Soil Mechanics (452)	Plasticity and Limit Analysis (495)
		Rock Mechanics (458-Dowding)	Constitutive Models for Soils (454)	LRFD in Geotechnical Engineering (495)
		4 th Course from Tracks below	MS Design Project – pre-requisite course (504) – zero unit, zero cost	MS Design Project (495)
			4 th Course from Tracks below	
		Seminar in Geotechnical Engineering Civ-Env 515 in winter (515-1) and spring (515-2) quarters		
Tracks Choose 1 Course/Quarter	Design	Uncertainty analysis (306) Advanced Steel Design (495-20) Finite Elements Methods (327)	MS Design Project (495) with a required zero unit pre-requisite course (504) in Winter quarter	
	Earth Science	Introductory (Aqueous) Geochemistry (Earth 310)	Seismology and Earth Structure (Earth 323-0)	
	Structures	Finite Elements Methods (327)	Reinforced Concrete (325)	Steel Design (323) Advanced Reinforced Concrete Structure Design (495-27)
	Simulation-Driven Geotechnical Engrg.	Finite Elements Methods (327)	Advanced Finite Elements Methods (426-1)	Computational Forensics and Failure Analysis (395)
<p>Note: required courses/projects are in bold face ¹ number in parenthesis are Civ-Env courses unless noted otherwise</p>				

NORTHWESTERN UNIVERSITY MASTERS OF SCIENCE PROGRAM IN STRUCTURAL ENGINEERING

2016-2017

The MS in STR requires **12 course units (6 core courses + 6 electives)** in addition to the STR Seminar.

Track	1 st Quarter/Fall	2 nd Quarter/Winter	3 rd Quarter/Spring
Recommended:	Dynamics of Structures (320)¹	Theory of Structures II (319)	Pre-stressed Concrete Structures (421)
4 Courses/Quarter plus STR Seminar	Finite Elements Methods (327)	Theory of Plates and shells structures (495-23)	2 nd Course from approved list [†]
	<i>Mechanics of Continua I (417)²</i> or course from approved list [†]	<i>Theory of Elasticity (415)²</i> or course from approved list [†]	3 rd Course from approved list [†]
	4 th Course from approved list [†]	4 th Course from approved list [†]	4 th Course from approved list [†]
	STR Seminar (512)³ – no tuition zero credit seminar (include the MS Professional Development Seminars)		
† Approved list of electives	Architecture Engineering & Design I (385-1) Mechanics of Composite Materials I (414-1), F Method of Applied Math (ES311) ⁷ Advanced Soil Mechanics I (450-1), F High Performance Architectural Design (395) Advanced Design of Steel Structures (495-20) Uncertainty Analysis (306), F Differential Geometry (MATH 342) Independent Project/Study (499) ⁵	Architecture Engineering & Design II (385-2) Concrete Design (325) ⁴ Advanced Finite Elements Method (426-1) Advanced Soil Mechanics II (450-2), W(E) Foundation Design (352), W(O) Properties of Concrete (321) Stability of Structures (424) Independent Project/Study (499) ⁵	Architecture Engineering & Design III (385-3) Steel Design (323) ⁴ , S(E) Computational Forensics and Failure Analysis (395) Structural System and Optimization (495-26) Advanced Design of RC Structures (495-27) Mechanics of Composite Materials II (414-2) Cohesive Fracture and Scaling (430) Advanced Soil Mechanics III (450-3) Independent Project/Study (499) ⁵
Design Practice option		MS Design Project (495) with a required zero unit pre-requisite course (504) in Winter quarter	
Thesis option <i>must identify a thesis advisor prior to registering CEE 590</i>	Research (590) ⁶ or Independent Study (research) (499) ⁵ ; thesis and defense required	Research (590) ⁶ ; thesis and defense required	Research (590) ⁶ ; thesis and defense required

Note: required courses shown in **bold** face and/or shaded cells and are required for students who choose post MS plan of Engineering Practice. Failure to satisfactorily meet the required course may delay your graduation. If you want to waive the required course requirement, the instructor of the course must approve the waiver and report the decision in GSTS. For students who choose the thesis option, your curriculum plan may deviate from above and must be approved by your academic and thesis advisor and a change of advisor may be necessary. For students interested in **architecture engineering and design (AED)**, they may want to take the **sequence of 385 courses highlighted in the Approved List of Electives**. For students interested in **Simulation Driven Structural Engineering (SDSTR)**, they may want to select the highlighted course in the **Approved List of Electives**. Please note that SDSTR is a course only option.

¹ numbers in parentheses are Civ_Env course numbers unless otherwise stated

² either 417 or 415 is required

³ additional professional development seminars at 6 pm on Wednesday are required for students who choose post MS plan of Engineering Practice.

⁴ must take these courses in the appropriate quarters if not taken as an undergraduate

⁵ **maximum of 1 unit** of CivEnv 499 may be used in M.S. program; must submit petition form to CEE

⁶ A thesis and presentation are required for Civ_Env 590, **min 1 unit when combined with CivEnv 499 and max 3 units without CivEnv 499**. Grading is P/N.

⁷ To prepare for 424 and 422

NORTHWESTERN UNIVERSITY MASTERS OF SCIENCE PROGRAM IN TRANSPORTATION SYSTEMS ANALYSIS AND PLANNING (2016-2017)

The MS in TRN requires 12 course units in addition to a writing requirement and the Seminar in Transportation Engineering

Track		1 st Quarter/Fall	2 nd Quarter/Winter	3 rd Quarter/Spring
4 Courses/Quarter plus Transportation Engineering Seminar The four courses listed on the right columns are required courses		Transportation Systems Planning and Management (479)	Infrastructure Systems Analysis (483)	Evaluation and Decision Making for Infrastructure Systems (482)
		<i>Choose 3 courses from tracks below</i>	Travel Demand Analysis & Forecasting I (480-1)	<i>Choose 3 courses from tracks below</i>
			<i>Choose 2 courses from tracks below</i>	
		Seminar in Transportation Engineering (517) – no tuition zero credit seminar		
Tracks Recommendation	Transportation Science and Systems	Introduction to Transportation Engineering (376, *)	Transportation Systems Analysis I (471-1, *) Advanced Theories of Traffic Flow (484, +, #) Transportation Systems Operations and Control II: Scheduled Modes and Real Time Systems (472-2, +, #),	Transportation Systems Analysis II (471-2, *) Transportation Systems Operations and Control I: Urban Network (472-1, +, #)
	Operations research and Logistics	Deterministic Models and Optimization (IEMS 313, \$, &) Mathematical Programming (IEMS 450-1, \$, &)	Mathematical Programming (450-2) Production and logistics-I (480-1) Supply chain modeling and analysis (IEMS 381)	Supply Chain Management (IEMS 480) Civil and Environmental Engineering Systems Analysis (304)
	Travel demand analysis	Intermediate statistics (IEMS 401, \$) Introduction to Applied Econometrics (ECON 281-0, \$) Uncertainty analysis (306) Stochastic models and simulation (IEMS 315), Microeconomics (Econ 310)		Survey methods, data and analysis (473-0, \$) Advances in Travel Demand Analysis and Forecast (482-2, +, #)
	Urban planning and policy	Transportation Economics and Public Policy (Econ 355, \$) Elements of Public Finance (Econ 309)		Public Policy and Management Strategy: Energy and Environment (KGMS 466)
Writing requirement		No tuition zero credit (518). Please see Appendix B for detailed requirement.		
Please see Appendix A for explanations.				

Appendix A

Important notes on MS Transportation System Analysis and Planning (TRN) Program Table

1. Recommended courses/projects are in **bold** face in the table.
2. Recommended courses without any marks are *required*; Recommended courses marked with \$ are electives.
3. For the three recommended courses marked with *, at least two *must* be taken to fulfill the MS degree requirement.
4. For the four recommended courses marked with +, at least one *must* be taken to fulfill the MS degree requirement.
5. Recommended courses marked with # are offered in alternating years.
6. The students are recommended to take one of the two courses marked with &. While both courses cover optimization, IEMS 313 is more suitable for those who do not have a strong background in this area.
7. ECON 281-0 is recommended only for PhD students who need a solid introductory course to applied econometrics. MS students cannot use this course to fulfil the 12-unit degree requirement.
8. CivEnv 517: Seminar in Transportation engineering. All students are expected to register and attend the seminar series through the year.
9. Seminar in Responsible Conduct for Research. Researchers and MS/PhD students are required to attend. MS students with PhD aspirations are encouraged to attend. Please contact CEE DGS, Dave Corr (d-corr@northwestern.edu), for additional details.
10. Electives are not limited to the courses listed in the table. Other 300 level courses or above may be taken as electives, subject to the faculty supervisor's approval. Students may also take up to 3 research/independent-study units, which also requires the faculty supervisor's approval.

Appendix B

M.S. Transportation System Analysis and Planning (TRN) Program Writing Requirement

In addition to satisfactory completion of required coursework, M.S. students must conduct an independent research effort and prepare a research report. This could focus on a subject covered in the coursework of our program, or it may go beyond into an area of special interest to the student. The work and the product must have these characteristics:

- The work may be basic or applied research, an innovative analysis and solution to a practical problem, evaluation or development of a transportation policy, etc.
- It must be an original effort which, though limited in scope, demonstrates an interesting contribution to transportation and significant growth in the student's knowledge.
- By "original" we mean that the work must feature a contribution from the student him/herself, rather than being merely a survey of what others have done.
- The topic must be mutually agreed upon by student and his/her faculty advisor, which is to say that the advisor has a role in selection of topic from the outset.
- Students should consult with their advisors in the design of the effort, selection of tools and data, and interpretation of results.
- Any transportation faculty member may serve as principal advisor. Another Northwestern faculty member, or (if the substance of the topic so warrants) even an outside senior professional in the field, may serve as principal advisor with the consent of student, the candidate advisor, and the Transportation Program area coordinator, Prof. Nie.
- The effort should reflect approximately one month or 180 hours of full-time work. Of course the effort itself may be spread over a much longer time period.
- The final product must be a well-written report which is:
 - Suitable for use as a professional report or a paper for submission to a journal.
 - In clear and correct English
 - Structured with a title page, executive summary, table of contents, lists of figures and tables, main text including a review of the literature and/or work of others, structured with thoughtful headings, graphics integrated in the text, and references presented in proper and consistent format.
- Draft reports should be presented for review by the principal advisor and second faculty member prior to completion. Advisors must be given **a minimum of two weeks** for report review. Students must address all significant comments from the advisor.
- When the report is found to be satisfactory, advisor and secondary reader will clear the student for graduation.

Northwestern University
 Department of Civil & Environmental Engineering
 Master of Science Curriculum Plan for Advising

Name: _____ Specialty Area: _____
 Starting Quarter: _____ Projected Graduation Date: _____
 Faculty Adviser _____
 (F.A.): _____ F.A. signature & date: _____

Date	Course Number	Course Title	credit
Quarter 1 (mm/yyyy)			
Quarter 2 (mm/yyyy)			
Quarter 3 (mm/yyyy)			
Quarter 4 (mm/yyyy)			
Quarter 5 (mm/yyyy)			

Notes: (use additional sheets if needed)

1.02 23 June 2015

Also available online <http://www.mccormick.northwestern.edu/civil-environmental/documents/current-students/forms-documents/ms-curriculum-plan-advising-1-02.pdf>

Northwestern University
 Department of Civil & Environmental Engineering
 Master of Science **REVISED** Curriculum Plan for Advising

Name: _____ Specialty Area: _____
 Starting Quarter: _____ Projected Graduation Date: _____
 Faculty Adviser _____
 (F.A.): _____ F.A. signature & date: _____
 Date of most current curriculum plan _____

Date	Most current curriculum plan		Revised curriculum plan		credit
	Course No.	Course Title	Course No.	Course Title	
Quarter 1					
Quarter 2					
Quarter 3					
Quarter 4					
Quarter 5					

Notes: (use additional sheets if needed)

1.01 17 August 2012

Also available online <http://www.mccormick.northwestern.edu/civil-environmental/documents/current-students/forms-documents/ms-revised-curriculum-plan-advising-1-01.pdf>

Department of Civil and Environmental Engineering

Northwestern University • McCormick School of Engineering and Applied Science

CHANGE OF ADVISER FORM

Name of student: _____

NU ID: _____

E-mail address: _____

Mobile phone number: _____

Name of current
faculty adviser: _____

Signature/Date: _____

Procedures for Changing Academic Adviser:

1. This Change of Adviser form must be signed by both your current adviser and your adviser-to-be.
2. Bring a copy of your M.S. Advising Form and your most current M.S. Curriculum Plan along with this form to your adviser-to-be. You may request a copy from the Academic Coordinator. If you wish to modify your curriculum plan, you must also bring the M.S. Revised Curriculum Plan form to your adviser-to-be.
3. Return the completed Change of Adviser Form to the M.S. Coordinator.

To the Adviser-to-be:

Have you reviewed the student's advising record and the most recent curriculum plan (M.S. Curriculum Plan and/or M.S. Revised Curriculum Plan form)? Will you approve the most recent curriculum plan, and agree to serve as the student's faculty adviser?

_____ YES

_____ NO

Comments:

Name of faculty
adviser-to-be: _____

Signature/Date: _____

1.0 16 August 2012

Also available online <http://www.mccormick.northwestern.edu/civil-environmental/current-students/forms-documents.html>

CIV_ENV 499 Project Application for an Independent Study

1) Your Topic

- a. Scope/project objectives

- b. List of project tasks/goals and a tentative weekly schedule

- c. References

- d. Deliverables (all projects must include a written report and an oral presentation; if this is for lab work, it must involve a significant lab report at the end of the quarter.)

2) How this independent study supports your curriculum

- a. Courses that led to this one

- b. How this enhances your learning in your master degree?

3) Interaction with professor

- a. How often will you meet

- b. Basis of evaluation (preference: itemized evaluation, example – weekly reports 15%, scholarly/technical component 50%, written report 20%, oral presentation 15%)

4) Signatures by sponsoring independent study Professor,

Sponsoring Project Adviser _____
(print name)

(signature) Date _____

Student _____
(print name)

(signature) Date _____

Please return completed form to CEE Academic Coordinator (Tech A236) to be placed in the student's academic folder and to receive a permission number to register CivEnv 499.

Also available online <http://www.mccormick.northwestern.edu/civil-environmental/current-students/forms-documents.html>

Instructions for Using GSTS (Graduate Students Tracking System)

<https://gsts.northwestern.edu/site/login>

Plan of Study Page – Part 1

Shown above is the top section of the Plan of Study page, you will see your area of specialization on the left hand panel. On the same panel, there is a toggle for “completed” when your quarter course selection plan is complete and ready for your adviser’s review and approval. Once you switch this toggle from “not yet” to “completed”, a notification is sent to your adviser and the MS coordinator requesting your adviser’s review of your quarter course plan.

The right hand panel is for your adviser or coordinator’s use. When your adviser wishes to comment on your quarter course plan, the comments will be shown here. A notification is sent to you when your adviser approves or has comments on your plan. Unfortunately, GSTS does not have a comment only notification. We advise you to check in to GSTS when you receive the automated notification from GSTS (on behalf of MS Coordinator) to see if your adviser leaves you a message.

When your quarter course plan is approved by your adviser, the MS Coordinator will notify the Academic Coordinator to remove your registration hold. The registration hold is usually removed within 1 business day. The Academic Coordinator will e-mail you when your registration hold is removed.

Plan of Study Page – Part 2

▼ Courses Waived

Course	Term	Course Category	Updated	Notes (255 max)	Documents
<i>If you have any courses waived by the program, it will appear here</i>					
No records to view					

▼ Quarter 1

▼ Courses Planned

Add

Course	Term	Updated	Notes (255 max)	Documents
<i>Select the courses you plan to take during orientation for the first quarter of your program by using the "search course" and "Add" above this box</i>				
No records to view				

▼ Courses Taken

No course found.

This box will be populated automatically if you denote the courses you selected as either required of elective

The change log is visible below.

|| No change logs found.

▼ Quarter 1

▼ Courses Planned

CIV_ENV 320-0
2016 Fall
Add

Course	Term	Updated	Notes (255 max)	Documents
CIV_ENV 320-0 Struct Analysis--Dynamics <small>Course ID: 004858-1</small>	2016 Fall	2016-09-06		

Once the course is selected, the information is shown

Plan of Study Page – Part 3

▼ Quarter 2

▼ Courses Planned

Search courses...

Course ↕	Term	Updated	Notes (255 max)	Documents
<i>Follow the procedures for Quarter 1 to populate Quarter 2 and subsequent quarters</i>				
No records to view				

▼ Courses Taken

No course found.

▼ Quarter 3

▼ Courses Planned

Search courses...

Course ↕	Term	Updated	Notes (255 max)	Documents
No records to view				

▼ Courses Taken

No course found.

You will repeat the same process for each quarter. For Quarter 2 which is the winter quarter, the advising process starts at around the fifth week of the fall quarter (Quarter 1). Please make an appointment to meet with your adviser to confirm your course selection for Quarter 2. Registration for the winter quarter starts at about the 8th or 9th week of the fall quarter. The same process repeats for registration of the spring (Quarter 3). Please note that registration hold is imposed every quarter. Registration hold is remove once your course selection for subsequent quarter is approved by your adviser.

Plan of Study Page – Part 4

▼ **Quarter 4**

▼ Courses Planned

Search courses...

Course	Term	Updated	Notes (255 max)	Documents
--------	------	---------	-----------------	-----------

No records to view

▼ Courses Taken

No course found.

▼ **Quarter 5**

▼ Courses Planned

Search courses...

Course	Term	Updated	Notes (255 max)	Documents
--------	------	---------	-----------------	-----------

No records to view

▼ Courses Taken

No course found.

▼ **Comments (if any)**

Enter any additional information or comments about your plan of study:

For most of you, three quarters of registration is needed to complete your MS program. If you plan to extend your study to beyond three quarters, you are required to have course selection beyond Quarter 3 approved by your adviser. This is requirement is necessary even if you are registering for TGS 512 for cases where your Independent Study (CivEnv 499), Paper (CivEnv 518, required by Transportation Analysis and Planning, TRN), or thesis (CivEnv 590) requires more time to complete. Please note that there is no need to register for TGS 512 during the summer.

The “Comments” box is for you to communicate with your adviser for information such as a desire to have a minor, certificate, thesis adviser’s name, etc.

Uploading Your Curriculum Plan and Other Document

The screenshot shows the 'Documents' page in the GSTS system. The top navigation bar includes 'Dashboard', 'Committee', 'Plan of Study', 'Academic Progress', 'Research Project', 'Documents' (highlighted with a red circle), 'Communications', 'Reporting', 'Administration', and 'Logout (kcc749)'. Below the navigation bar, the page title is 'Documents for C20MS'. A yellow banner reads 'Guidelines for Document Management' with a note: 'We need some instructions here.' and an 'Edit' link. The main content area is divided into two panels. The left panel, titled 'Upload Student Documents', contains instructions: 'Select the type of document from the dropdown list. A pre-populated listing of records corresponding to the chosen document type will be available for selection. Select the record you'd like your document to be assigned to, add any relevant notes (max 255 characters), select your document (document names can not exceed 100 characters) and click 'Upload Document'.' It also includes a note: 'NOTE: PDF documents only with a maximum document size of 5MB. * All documents must be assigned to a specific record in order to be uploaded.' Below this are fields for 'TYPE' (a dropdown menu), 'RECORDS' (a list with 'No Records: select the type of document above to retrieve associated records.'), 'NOTES' (a text area), and 'FILE' (a 'Choose File' button and 'No file chosen' text). An 'Upload Document' button is at the bottom. The right panel, titled 'Program Office Documents', has an 'Expand All' checkbox and a 'General' section. It contains a table with columns 'Document Name', 'Updated', and 'Notes (255 max)'. A red annotation reads: 'This side is for your adviser and coordinators' use'. Below the table is a 'Committee' section.

Follow the instruction on the left hand side of the “Document” page to upload any document you want to share with your adviser or coordinators.

Sample procedures for uploading Curriculum Plan:

From your homepage in GSTS, click the **Documents** tab, click the **upload document** tab, from the **type** pull down menu, click **plan of study: courses planned**, choose your signed curriculum plan and upload it) **by the end of October** to prevent a registration hold for the winter quarter.

Important deadlines for uploading documents

- **Transcript** from your most recent degree **by the end of September**
- **Curriculum Plan** (**due the end of October**)

Department of Civil and Environmental Faculty

Jan Achenbach (Emeritus Professor) Mechanics, Materials, and Structures	Oluwaseyi Balogun Mechanics of Materials & Solids
Zdeněk Bažant Mechanics, Materials, and Structures	Neil Blair Environmental Engineering & Science
Larry Booth Architectural Engineering & Design	Giuseppe Buscarnera Geotechnical Engineering
Karen Chou (Assistant Chair, DGS M.S., M.S. in STR Coordinator) Mechanics, Materials, and Structures	Mark Clark Environmental Engineering & Science
David Corr (Director of Graduate Study) Mechanics, Materials, and Structures	Gianluca Cusatis (Ph.D. in MMS Coordinator) Mechanics, Materials, and Structures
Isaac Daniel Mechanics, Materials, and Structures	Charles Dowding (Associate Chair) Geotechnical Engineering
Pablo Durango-Cohen Transportation Systems Analysis & Planning	Richard Finno (GEO Coordinator) Geotechnical Engineering
Jean-François Gaillard (EES Coordinator) Environmental Engineering & Science	Kimberly Gray (Department Chair) Environmental Engineering & Science
Ahmad Hadavi Project Management	James Hambleton Geotechnical Engineering
Erica Hartmann Environmental Engineering & Science	Yonggang Huang Mechanics, Materials, and Structures
Leon Keer (Emeritus Professor) Mechanics, Materials, and Structures	Sinan Keten Mechanics, Materials, and Structures
Raymond Krizek (MPM Director) Geotechnical Engineering; Project Management	Luisa Marcelino (Research Professor) Environmental Engineering & Science
Hani Mahmassani (Transportation Center Director) Transportation Systems Analysis & Planning	Yu (Marco) Nie (TRN Coordinator) Transportation Systems Analysis & Planning
Harish Rao (Adjunct Professor) Environmental Engineering & Science	Aaron Packman Environmental Engineering & Science
John Rudnicki Mechanics, Materials, and Structures	Joseph Schofer Transportation Systems Analysis & Planning
Surendra Shah (Emeritus Professor) Mechanics, Materials, and Structures	Amanda Stathopoulos Transportation System Analysis & Planning
Yun Wang Environmental Engineering & Science	George Wells Environmental Engineering & Science

Contacts for Frequently Asked Questions

Questions

Students should consult with their academic advisers regarding academic and professional issues such as course selections and career guidance. The MS coordinator will assist the academic coordinator when procedural issues arise. The list below is intended to help you identify resources that could address your questions.

Staff Contact Information

Academic Coordinator	Melissa Koelling (Tech A236)
CEE IT	Craig Neumann (Tech A144)
Laboratory (dry) coordinator & Lab safety coordinator	Dave Ventre (Tech A142)
Environmental laboratory & safety coordinator	Richard Warta (Tech A254)
Finance	George Homsy (Tech A138)
Access to AG 51 and locker key (deposit required)	CEE staff (Tech A236)

University Contact Information

If you have question related to:	Who should you see or where should you go:
Academic – satisfaction progress	Professor Karen Chou (Tech A218) Antoaneta Condurat or Kate Veraldi, TGS
Academic Calendar	http://www.registrar.northwestern.edu/calendars/index.html
CAESAR – reference materials, how to register	http://www.northwestern.edu/caesar/
Counseling and Psychological Services (CAPS)	Student Affairs http://www.northwestern.edu/counseling/
Course schedule/listings – current academic year	http://www.mccormick.northwestern.edu/civil-environmental/courses/index.html
General M.S. degree requirements	Dr. Bruce Lindvall, Assistant Dean for Graduate Study, McCormick
GSTS	Professor Karen Chou (Tech A218)
Health Service	http://www.northwestern.edu/health/
Internship, Co-op	http://www.mccormick.northwestern.edu/career-development/index.html
M.S. in CEE degree requirements	academic advisers, area coordinators
Parking – walking zone, rates, FAQ, campus shuttle, U-Pass CTA	http://www.northwestern.edu/up/parking/
Reduced Course form	http://www.northwestern.edu/international/forms/form-library/student-forms.html
Optional Practical Training form	
Curricular Practical Training form	
Registration hold	Melissa Koelling or Professor Karen Chou
Transportation Center & Library	http://www.transportation.northwestern.edu/ http://www.library.northwestern.edu/libraries-collections/evanston-campus/transportation-library
Visa	International Office
WildCard	http://www.northwestern.edu/userservices/wildcard/