

**Faculty guide to
CS Student Affairs Office (SEO 905)**

Who's who?

Emails to use for **Computer Science** student inquiries:

- Undergraduate – cs-ugrad@uic.edu
- Graduate – cs-grad@uic.edu
- Graduate Admissions – ask.csgrad@uic.edu
- Director of Undergraduate Studies (DUGS) – cs-dugs@uic.edu
- Director of Graduate Studies (DGS) – cs-dgs@uic.edu

Staff:

- Santhi Nannapaneni – Director of Student Affairs
- Roksana Sady – Graduate affairs
- Christina Martinez – Undergraduate affairs, Graduate admissions, teaching evaluations

Undergraduate Academic Advisors: <https://cs.uic.edu/undergraduate/cs-advising/>

- Akangkha Khan
- Bobbie Palm
- Daxuan Qi
- Lahney Vilayhong
- Lourdes Carteno
- Melissa Bryant
- Riley Carroll
- Tamira Harvey

Faculty:

- Undergraduate Studies, Directors (DUGS)
 - Chris Kanich
 - Mitch Theys – scheduling
 - Pat Troy - curriculum
- Graduate Studies, Director (DGS) – Barbara Di Eugenio
- Graduate Admissions, Director (DGA) – Liz Marai

Classes

- Scheduling done by Mitch Theys & Santhi
 - Submit your preferences (classes to teach, timings etc.) a year ahead
 - Typically your teaching load distributed over the two semesters
- Class sizes and registration restrictions set by department
 - Restrictions on individual courses – Can be added as needed (before or after registration begins). If class is restricted from registration, student will receive registration error and Student Affairs has to give permission to register. Instructor can maintain a waiting list and provides the list to SEO 905 or give the office broad instructions
- Your teaching schedule and rosters
 - Login to my.uic.edu to check for classes you are teaching, class rooms and rosters

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- TA assignments
 - Grad and Ugrad TAs' hired from TA application pool
 - Graduate TA assignments done by Mitch & Santhi, feedback from instructors taken into consideration
 - % of support determined by type of class and final enrollment
- Textbook orders and software requests
 - Will get reminders from student affairs office. Link to submit textbook request is <https://go.uic.edu/CS-Textbooks-Software>. UIC Bookstore submissions: <https://uic.follettdiscover.com/>. Link to submit software request is <https://acer.uic.edu/get-started/request-software/>
- Final exams
 - General information: https://registrar.uic.edu/current_students/calendars/final_exam_schedule.html
 - Need bigger room, combined section final, no final - Email Roksana (sady2@uic.edu)
- Reserving rooms for reviews/ large room for midterms
 - Email cs-reservations@uic.edu with request and make sure to include course, date, time and type/capacity of room (SEO conference room or classroom). You should submit request at least 1-2 business days ahead to ensure reservation and confirmation.
- TA offices
 - Assigned by Student Affairs office after TA assignments finalized – email Christina (cmarti46@uic.edu) with questions
- Special Topics offerings
 - Proposal submitted to graduate and/or undergraduate committee for approval by 8th week of previous semester (mid-March for Fall offerings & mid-October for Spring offerings)
 - 1xx-3xx level are undergrad courses and only need ugrad committee approval; 4xx level need both ugrad and grad committee approval; 5xx grad committee approval.
 - Send proposals to DUGS (cs-dugs@uic.edu) for ugrad offering and DGS (cs-dgs@uic.edu) for grad offering with copy to cs-ugrad@uic.edu and/or cs-grad@uic.edu
 - General proposal process for special topics or permanent class at: https://www.cs.uic.edu/~grad/Permanent_SpecialTopics_proposal_process.pdf

Graduate Admissions

- Staff contact - Christina; email: ask.csgrad@uic.edu
- Admissions and recruitment handled by the Graduate Admission Committee with the director finalizing decisions

Current Students

- All students should be directed to the Student Affairs office (SEO 905) for inquiries; emails to cs-grad@uic.edu (Graduate) or cs-ugrad@uic.edu (Undergrad)
- All initial inquiries/petitions/grievances should be initiated in the Student Affairs Office (SEO 905)

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Resources for undergrads:

- Tutoring - <https://tutoring.uic.edu/>
 - MERRP (<https://merrp.engr.uic.edu/>) – SELE 2065
 - Math tutoring – SEO 430
- College of Engineering Main Office - <https://engineering.uic.edu/> – SEO 123

Resources for students:

- UIC Writing Center – 105 Grant Hall
- UIC Counseling Center - <https://counseling.uic.edu/> – SSB 2010
- UIC Wellness Center - <https://wellnesscenter.uic.edu/> - SCE 238
- UIC Disability Resource Center – <https://drc.uic.edu/> - SSB 1070
- Engineering Career Center (ECC) - <https://ecc.uic.edu/> - SEO 800