TO: Graduate Students in Computer Sciences

FROM: William J. Gorman, Assistant to the Head (CS 102, 494-6004, wjg)

DATE: 15 August 2003

1. WELCOME (back). Continuing students, please pay particular attention to the items marked * (reminders) or ** (new things).

2. WHOM TO SEE ABOUT WHAT. If you don’t know whom to ask, ask the graduate secretary, Amy Ingram (CS 102, 494-6004, ajingram). Hours are 08:30 – 12:00 and 13:00 – 16:30.

The departmental receptionist is, for the time being, Pam Kazmierczak (CS 164, 494-6010, pk). See her for office and telephone numbers, the distribution of mail, and the sending of faxes and express mail for University business. The deadline for the distribution of class materials such as homework and projects to mailboxes and for the sending of faxes and express mail is 16:30. If you are having difficulty locating a member of the faculty or staff, the receptionist may be able to suggest where and when to look.

Problems with a building (e.g., burned out light, overflowing water fountain) or its furnishings (e.g., broken chair, absence of wastebasket, theft) should be reported to the building deputy. The building deputy for the Computer Science Building is Candace Walters (CS 210, 494-9206, clw). All the building deputies are listed in the front of the Student and Staff Telephone Directory (pp. 10-12 in the 2002/2003 edition).

Problems with computing equipment may be reported through the "trouble" command on all CS machines. For general information about University facilities, see ITaP Customer Service in STEW G068 (494-4000). For general information about CS departmental facilities, see Candace Walters (CS 210, 494-9206, clw).

3. SOURCES OF INFORMATION.

University Regulations (http://www.purdue.edu/oop/univregs/).

Graduate School homepage (http://www.purdue.edu/GradSchool/). This site includes the Policies and Procedures Manual and the Bulletin of the Graduate School. For information on CS, use the (more up-to-date) information provided through the CS homepage rather the information in the bulletin.


Bulletin Boards. The Graduate Student Services Bulletin Board is opposite CS 172. We use this board primarily for items of interest to graduate students. We occasionally use the CS electronic bulletin board ("bboard"), which you can read with the "msgs" command on departmental machines or with your favorite news reader (subscribe to the purdue.cs newsgroup) on most other campus machines. Important official departmental notices will be sent to you at your CS e-mail address. You are responsible for checking your CS e-mail regularly.

There are a number of other bulletin boards scattered around the CS Building.

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The "help" command on CS machines.


"SSINFO" (http://www.ssinfo.purdue.edu) is a University-wide information service.

4. REGISTRATION. Take your course request form (whether for initial registration or drops or adds) to the graduate secretary (CS 102). She will check it, retain the yellow copy, and return the white copy to you to take to the registrar’s office.

If you need to see your advisor about planning your studies and your fall registration, please do so as soon as possible. CS faculty will generally be unavailable on Thursday, 21 August because of an all-day faculty retreat.

5. DEPARTMENTAL COLLOQUIA. Graduate students are encouraged to attend departmental colloquia, which are announced regularly on the CS homepage.

6. COURSES. For information on CS courses and the schedule of fall CS classes, select Courses on the CS homepage.

CS 501, Introduction to Computational Science, cannot be used to fulfill CS advanced degree requirements.

CS 535, Interactive Computer Graphics, is being taught by a faculty member from CS this fall.

Special CS courses for the fall semester:

- 590A, Topics in Overlay Networks (Gramo)
- 590B, Topics in Computational Molecular Biology (Bailey-Kellogg)
- 590E, Topical Lectures in Information Security (Spafford, 1 cr. P/N)
- 590G, Capturing, Modeling, Rendering 3D Structures (Aliaga)
- 590N, Embedded Systems Design (Comer)
- 590U, Access Control: Theory and Practice (Li, Ninghua)
- 690M, Advanced Dynamic Memory Management (Hosking)

Special CS courses for the spring semester:

- 590D, Security Aspects in Distributed Systems (Nita-Rotaru)
- 590E, Topical Lectures in Information Security (Spafford)
- 590M, Geometric Modeling and Graphics (tentative title) (Hoffmann)
- 590R, Algorithms for Statistical Networks (tentative title) (Pandurangan)

When you register for an independent study course (usually CS 590 or 690 without a literal suffix), enter the title (abbreviated to 22 characters) at the bottom of the course request (Form 23), the designator code number of the instructor under "INST. REF SECT.", and the number of credits under "VAR. CREDIT."

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7. **MASTER'S PLANS OF STUDY.** Master's plans of study should be submitted by 01 April for August or December graduation and by 01 November for May graduation. We strongly recommend earlier submission — like during your first semester. See the CS homepage / Graduate / Information for Current Students.

8. **REQUESTS TO TAKE EXAMINATIONS.** Requests to take master’s final (thesis option only), doctoral preliminary, and doctoral final examinations are due in the Graduate Office three weeks before the proposed date of the examination. You should ask the Graduate Secretary for the form and instructions at least four weeks before a preliminary examination (see the CS homepage / Graduate / Information for Current Students) and at least eight weeks before a final.

9. **COMPUTER ACCOUNTS.** To obtain an ITaP computer account, see the receptionist in STEW G068 (494-4000). If you do not already have a CS account, see Candace Walters (CS 210, 494-9206, clw) to obtain one.

You may not use your CS account for course work.

Do not run the find command in /. Do not use .forward to forward mail from one CS machine to another.

Candace Walters adds new CS graduate students (regardless of their degree objective) to the "ms-students" mail alias when she gives them their CS accounts. Students (e.g., those who were undergraduates here) who already have CS accounts should see me to be added to the alias. The alias "phd-students" is used for students who have successfully completed the doctoral qualifying process.

10. **OFFICES** are available only for graduate assistants and fellows in CS.

11. **PERSONAL MAIL.** Please do not have personal mail sent to you at the department.

12. **NEW INTERNATIONAL STUDENTS.** Be sure to report in person to International Students and Scholars (ISS) if you have not done so already.

13. **ALL INTERNATIONAL STUDENTS.** Be sure that at all times you fulfill all the registration requirements of the INS. The agency has become very strict about this, and we are now advising international students who want to take less than what the INS defines as a full load in their last semester to think very carefully about that even if the regulations permit it. Students who fail to fulfill all the requirements for the degree in that semester may have a very serious problem trying to finish.

14. **CONDITIONS OF ADMISSION.** If there be any "Condition(s) of Admission" stated in your official letter of admission from the Graduate School, do whatever is required as soon as possible.

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