Relocating to Ann Arbor & Getting Ready for Fall Semester
Advice from your classmates at CSHPE

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Searching for Apartments & Houses

Is there a central website to help research housing options?
The Rackham Graduate School site for new students links to web pages listing information on family and single graduate student housing, off-campus housing, international student information and graduate housing, and additional information about living in Ann Arbor. These links outline general topics such as housing search resources, average apartment costs, tenant rights, phone numbers for utilities, safety, transportation, health services, driver’s license services, religious communities, etc..

Two other good resources are http://www.housing.umich.edu/ and http://www.mlive.com/ which links to information on communities and newspapers across Michigan. The classifieds are great places to look for apartment and housing listings.

Where should I look for housing?
Many students live in Ann Arbor (Washtenaw County), but there are also other options. Ypsilanti (home of Eastern Michigan University) is adjacent east of Ann Arbor. If you are interested in small-town or even country living, Dexter, Saline, Chelsea, and Brighton are all within a half hour’s drive, and Plymouth/Canton are just a bit farther. If life circumstances, however, set you even farther away from campus, we do have members of our community who are familiar with living a little over an hour away in different directions (Lansing, southeast Michigan, and Detroit respectively). Contact cshpe.info@umich.edu if you’d like to discuss additional Michigan communities and long-range commuting.

CSHPE alumna Anat Levtov wanted a place within walking distance. The Housing Office’s Off-campus Housing website provides a listing of apartments by neighborhood. You can even set your preferences so the site only displays new listings.” She also used Craig’s List. “For apartments in the Kerrytown & Old West Side areas, I found it worked best to check these every day in the late spring. Another tip – follow up with the management companies that list places you like. They might have additional similar properties they haven’t listed yet. And tell EVERYONE you know you are moving to Michigan and looking for a place. When I was accepted to the program I was living in Israel, so there was no chance of a visit to Ann Arbor to find an apartment. But, a friend of a friend of my sister’s knew someone who was looking for a new tenant, and here I am – true story!

Cameron Breither (cjbreither@gmail.com): I utilized Rent.com to find apartments and ApartmentRatings.com to check out reviews of current and past residents. I’ve used these for all the apartment’s that I’ve lived in and have always been very happy with my apartment. A perk of using Rent.com is that if you tell your apartment complex that you used Rent.com to find them, Rent.com will send you a $100 Visa gift card when you sign your lease!

Ben Alcott (bmalcott@umich.edu): I went with Nob Hill, as recommended by previous students, and would definitely recommend it. They deal with maintenance issues very quickly, and did a great job of sorting out the moving-in paperwork for me given that I was in Europe at that point and didn't have a US bank account etc.

Eric Kennedy (emkenj@umich.edu): I looked for housing as close to the School of Education or my internship site (the Michigan Union) as I could. That didn’t quite pan out, and I ended up looking for whatever was still available and that I could afford, which set me 2 miles from Central Campus.

Does the University of Michigan offer on-campus housing?
CSHPE alumnus Ethan Stephenson comments: Family housing is a wonderful place to live if you have kids. It is not cheap but the price includes everything (rent, heat, electricity, water, high speed internet, local calling) and it is one of the most diverse student populations around both in terms of fields of study and backgrounds.
It is very convenient to the school of education with buses running every 10 minutes (20 minutes at night and on the weekends).

There are a million kids, mostly under the age of 7, running around. Sandboxes, playgrounds, home daycares and an excellent preschool are all right there. If you are considering a townhouse, I much prefer Northwood 4 area to 5 because it is right next to the community center and pre-school and closer to the central campus. Both areas have community gardens, which is wonderful. Check out their information on the website: http://www.housing.umich.edu/northwood/

Jon McNaughtan mailto:jonmcnau@umich.edu: When we moved here we looked at Craigslist and the Rackham site, but in the end on-campus housing seemed like the best option for us. We have two children and liked the fixed expense of housing.

We have really enjoyed on-campus housing. There are many children for our kids to play with and we have also been grateful for the sense of community that we have found. In addition, the bust stop is so close which makes transportation easy to get around campus and town.

Kerri Wakefield kerriw@umich.edu: I found both apartments.com and craigslist.com helpful when hunting for off-campus apartments. I ultimately chose to live in Northwood, the graduate student housing on North campus. I live in a one-bedroom apartment in Northwood IV, which is largely family housing. The neighborhood is clean, quiet, on the UM bus line, and has plenty of parking. Rent is reasonable, particularly because all utilities (except cable) are included in rent. It's also close to the NCRB gym as well as shopping centers on Plymouth Rd (which include Kroger, Blockbuster, and TCF Bank). Facilities is quick to respond to maintenance requests when repairs are needed. All in all, it's been a great place to live and I'll likely stay there for the next several years.

Do you have any tips for apartment searching in the area?

Allyson Flaster (aflaster@umich.edu): We found our current apartment/townhouse on Craig's List and absolutely love it. The property management company, CMB, is great. They do preventative maintenance, make repairs quickly, and are very friendly. They manage apartments and homes all over town, so no matter what your needs, they probably have a rental that would work for you.

CSHPE alumna Molly Ott mollyott@umich.edu: There are lots of housing options in the Ann Arbor area, but you need to prioritize your needs versus wants especially in terms of cost, parking, space, and proximity to the SOE (which typically has an inverse relationship to the prior three considerations). Although some people contend that finding an apartment is tough in Ann Arbor and the good ones disappear quickly, that hasn't been my experience at all. My roommate and I found our first apartment in June before we moved here in July, and we toured through at least 20 different places over the course of 2 days. In terms of sources, the postings on Craigslist are great and they're updated very frequently. In terms of location, usually the ones closest to the SOE will be labeled as "Central Campus" - the Main Street area, Kerrytown, and near West Side are also areas relatively proximate to the SOE where graduate students tend to live.

Brian Burt burtbri@umich.edu cross referenced websites like Rent.com, apartments.com and other sites. He suggests: Some of those sites offer a $100 credit if you tell your apartment complex that you found out about them through the website. Take advantage of that easy money!

I know everyone won't be able to do it...but I moved to Ann Arbor in July to get acclimated to the new environment. It was easier for me to have some time becoming familiar with campus, the department, and basic navigation while the university was virtually empty. Plus, I avoided the last minute rush of getting furniture and other items needed to feel comfortable in this new location.
CSHPE alumna, Krista Hanypsiak, offered this nugget: When I first started looking at apartments in Ann Arbor, I was overwhelmed with sticker shock! When my husband (then fiancé) and I started looking for two bedroom apartments here, they all hovered around $800/month. I can tell you from my experience, you often get what you pay for. There were a few apartments that I can remember when I saw the listing I was so excited because they were so cheap (relatively), but then when we went to look at them, I knew why!! A lot of the housing that rings close around central campus tends to be populated with undergrads.

When I first moved to Ann Arbor we used a free service called Spectrum Apartment Search ...they are located on Carpenter Ave.: 734-677-3710, [http://www.apartmentsearch.com/](http://www.apartmentsearch.com/). You tell them what your price range is, what amenities you are looking for and then they pull up a list of apartments that match your preferences. That's how we found our first apartment. Your options with a cat will be restricted, but definitely not as much as with a dog (especially a big dog)

Anat Levtov: I can personally recommend neighborhoods #1 (Old West Side) and #2 (Kerrytown area). Both are at most a 20-25 minute walk to campus (or you can take the free Link bus) and very close to downtown shops and restaurants. Kerrytown has a food coop, great coffee shops, parks, a farmer’s market and lots of other fun places to do work and relax.

If you can make it to Ann Arbor to search, take a walk around the neighborhood you’d like to live in and see if there are any “for rent” signs up. Some of the folks in these older neighborhood don’t have access to the internet or just like to do things the old fashioned way (for example, my landlord doesn’t have an email account; he also charges WAY under market value for the place...). I did this once in May and got to check out several decent places.

Another recent alum, S. Fisher Qua, writes: Investor's Property Management has been great to work with. Ask for Anne - she’s great about getting back to people.

Cameron Breither ([cjbreither@gmail.com](mailto:cjbreither@gmail.com)): There are a lot of seedy places in Ann Arbor that will look nice on the web. Don't be discouraged when you visit them, there are a bunch of great (relatively inexpensive) apartments out there.

Kelly Finzer ([kjfinzer@umich.edu](mailto:kjfinzer@umich.edu)): I used PadMapper to look for apartments, which was really great since it combines Craigslist with a map so it’s much easier to compare distances to locations around Ann Arbor.

Eric Kennedy ([Emkenj@umich.edu](mailto:Emkenj@umich.edu)): Search early and call landlords or postings directly. Don’t even bother e-mailing them, because by the time they get back to you it may be too late.

Are there specific apartments current students can suggest?

Brian Burt ([burtbri@umich.edu](mailto:burtbri@umich.edu)): I like my complex, Pheasant Run. It’s maybe 10 minutes from campus, but very close to grocery stores, the mall, and other shops. If you’re interested in moving here...let me know, both of us may save money through their referral program.

Amy Fisher ([asfisher@umich.edu](mailto:asfisher@umich.edu)): Woodbury Gardens on S. Industrial near Stadium Blvd. is a large apt. complex, and many graduate students from across the university seem to live there. There is a stop for the AATA #6 bus on S. Industrial right outside the entrance to the complex, and relatively easy access to the AATA #5 from the other side of the complex. It's near a grocery and pharmacy. Friends of mine (not UM students) live there, and generally they are pleased with the management.

Kate Thirolf ([kthirolf@umich.edu](mailto:kthirolf@umich.edu)): I searched online via craigslist and U-M's off-campus housing lists, but ultimately ended up at a place that was recommended in the CSHPE housing guide--Nob Hill Apartments (734)-668-8888. Nob Hill is located just about one mile east of the SoE. The apartments are clean and the people who work in the management office are very friendly and responsive. While the monthly rent plus...
utilities might be more expensive than other places, the location is great. It’s nice being able to walk to campus within 15-20 mins and not have to worry about parking or missing the bus.

I visited Ann Arbor towards the end of May to apartment hunt and managed to find a place I liked, but I believe Nob Hill, like many of the other complexes, fills up pretty quickly. By mid July I think most of the units were taken. Still, I’m sure there are great apartments that become available at the end of the summer--I’m just not sure how many.

From CSHPE alumna, Krista Hanypsiak: In Ypsilanti, we had a really nice apartment at a place called "The Pines" and were able to get much more for our money. The apartment complex next door was also really nice (Hunt Club). If you want to consider Ypsilanti as an option, you might want to see if there is off-campus housing information on Eastern Michigan University's website, [www.emich.edu](http://www.emich.edu). In both Ypsi and Ann Arbor, many of the big old houses have been divided up into a bunch of apartments. That is the type of place that we were hoping to live in, but with a dog, or options seemed to push us more toward apartment complexes and apartment buildings.

Cameron Breither ([cjbreither@gmail.com](mailto:cjbreither@gmail.com)): I live in Woodbury Gardens - which is owned by the Botanical Society of Ann Arbor and is a mix of apartments and town homes. There are two parks (one on each end of the apartment complex) that make it great for people with kids. It's a little on the expensive side, but you'll be within walking distance of the Stadium, campus and six different bus routes.

Kelly Houle ([khoule@umich.edu](mailto:khoule@umich.edu)): I live in Park Place apartments and really like it. Park Place has two bus stops, they allow pets, and it’s only two miles off campus. It is less than a mile from grocery stores, CVS, and restaurants. It’s generally quiet with a great amount of parking, so that friends and family can come visit and have no worries about getting towed. We used apartments.com and wanted to balance cost and amenities – they have a pool and small exercise room. It was also important for my husband to have outdoor space.

Do you have any tips on house hunting in the area?
Alumna Karen Downing ([kdown@umich.edu](mailto:kdown@umich.edu)) owns a house in Ann Arbor and also has lived in the area for several years. She can help with identifying good neighborhoods for houses or apartments. In addition, she can speak to anticipated housing costs and good real estate agents.

Amy Fisher ([asfisher@umich.edu](mailto:asfisher@umich.edu)) suggests a good real estate agent: Buyer's Broker (Eric Walz) 734-657-3361. I really liked him a lot, felt like he was looking out for my best interests and only showed me things that were in my price range and in the area I wanted to live.

Eric Kennedy ([emkenj@umich.edu](mailto:emkenj@umich.edu)): Don’t be afraid to pay a little bit more to live close to campus or to your internship site. I saved a lot of money in rent living farther away from campus, but I ended up spending a lot on parking when I was running late for class or work, missed the bus, or just didn’t feel like waking up early enough to catch the bus. I probably spent more than the difference in rent just to park all the time.

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**Finding a Roommate & Furniture**

**How do I locate a roommate?**
If you are single and looking to split the rent with someone, alumna Monica Conforti recommends checking out the [University of Michigan’s Off-Campus Housing](http://www.umich.edu) link, which includes a “roommate finder” tool.

**What if I’m interested in rooming with another student from CSHPE?**
Two ideas about how you might go about this.

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Once the email group for your incoming cohort has been created, feel free to reach out to your fellow cohort members. There may be other individuals moving to Ann Arbor also in need of sharing an apartment or rental home.

The Center also has an email group called ’cshpe.market@umich.edu’ which you’ll learn more about soon. This email group is for CSHPE community members only and used to advertise items for sale, trade or to request items you need...like a roommate! Transactions such as people looking for or selling football tickets, advertising a condominium for sale or rent, and requesting recommendations about a local vendor (plumber, painter, auto mechanic, etc.) are common. Feel free to send an email to this group letting folks know you’re in the market for a roommate. Information about how to join this group will be sent to you in late spring.

Any recommendations to find affordable furniture?

Kelle Parsons (kcpars@umich.edu): I'd suggest that people check out the usual places for cheaper furniture (Ikea in Canton, Value City). In addition, I know a few people who have had great experiences with All About Furniture (http://aafurniture.com/) here in Ann Arbor - they generally have very good prices on quality furniture.

Moving to Ann Arbor with Family

Do you have any advice for students with children?

Allyson Flaster (aflaster@umich.edu): I would be happy to talk with students about applying for the two university childcare subsidies and my experience with one of the university daycare centers--Towsley House.

CSHPE alumna, Jenny Small, notes that the university has great resources for parents:
• Grad students can get grants to help pay for daycare and summer camps [ requires a UM log in]: http://www.finaid.umich.edu/Types_of_Financial_Aid/child.asp
• The university provides care at home for sick kids who can't go to school/daycare, for a nominal cost: www.umich.edu/~hraa/worklife/kidskare/index.html
• The Work/Life Center gives daycare references and has lots of other good information: www.umich.edu/~hraa/worklife/
• Rackham parents page, which shows all this information and more: http://www.rackham.umich.edu/student_life/campus_community/childcare_parenting/

Many CSHPE graduate students and faculty are familiar with local school systems. If you have questions about a specific school, please contact cshpe.info@umich.edu so we will help place you in contact with a knowledgeable community member.

Do you have any advice for students relocating with partners?

If you have a spouse, partner, or family member looking for employment you might find this site helpful: http://hr.umich.edu/emsperv/dual/

Cameron Breither (cjbreither@gmail.com): My fiancée used MLive, Monster, SimplyHired and the UM Jobs website when searching for a job here. We were both very stressed during the move because she hadn't found a job yet. Luckily, she got a position about a week after we moved from a job she applied for on MLive. When it comes to keeping your partner social, my cohort is very open to her coming to events with me. There are also a lot of great groups in the area that your partner may be interested in joining if they're looking to create their own friend group.
What about our four-legged family members?
Ann Arbor is a pet-friendly town, with currently two public dog parks available, and a third on the way. In addition, the Paw Run Recreation Area offers a great off-leash experience. And for after . . . Dog-O-Mat (self-service dog washing)!

Allyson Flaster (aflaster@umich.edu): For those of you with children and/or pets-- I highly recommend the complex that I currently live in: Miller Maple Townhomes. The complex is reasonably priced, has a playground, is near an elementary school and park, and is on an AATA bus line that runs right into campus. Also, CMB allows pets at this location with no limits on number of pets, breeds or size. They even waived our pet deposit.

And here are a couple collections--though far from comprehensive--of other dog-related resources in Ann Arbor: http://www.annarbordog.com/ and http://dogfriendly.com/server/travel/uscities/guides/us/cities/usonlinecityMIAnn_Arbor.shtml

For anyone needing a vet recommendation, there are several CSHPE staff, faculty and students with animals. For emergency situations, the Ann Arbor Animal Hospital is a 24/7 critical care facility.

Travel, Parking, & Transportation

How do I get to the campus or the School of Education?
Need to know where you are going when you get here? The Campus Information Center can help guide you (note that the School of Education is on Central Campus). Once inside the School of Education, you might find a floor map helpful.

What are my options for parking around town and campus?
Parking options in and around Ann Arbor vary from area to area. Close to campus, you will find mostly campus parking (which require permits) and metered/structure parking. Some sections of neighborhoods, such as Kerrytown, require residents to display a permit and limit visitor parking. Other neighborhoods, such as those directly adjacent to campus, have very limited on-site parking. Still others have allocated parking lots or plenty of street parking. As you search for an apartment, make sure to ask about parking options and whether you have to pay extra.

University of Michigan Parking: Students must buy a special permit to park in all campus lots and structures before 6 p.m. on the weekdays (and in some instances, on the weekends). You can find options at http://pts.umich.edu/permit_parking/students.php.

More information (parking maps, bus routes, etc.) can be found at http://pts.umich.edu/. Here is a quick overview. You can buy a pass at three different levels.

- The Orange Permit is the cheapest option. It allows you to park in the commuter lots and other areas at the outskirts of the campus. There is usually no problem parking at the orange lots north and south during the academic day. The UM commuter bus system runs every 10-15 minutes from these lots. Many students use this option to get around campus.
- The Yellow/Orange permit is a little more expensive. It buys you a little bit more flexibility, but does not get you much closer to the School of Education. The yellow lots that are closer to campus do tend to fill up pretty early in the morning.
- The Blue Graduate Permit can be added onto either the Orange Permit or the Yellow/Orange Permit. Once again, it is a little more expensive, but offers even more flexibility for parking on campus. Blue lots are faculty and staff lots or structures interspersed throughout the campuses. With a blue permit, graduate students can park in blue lots after 3 p.m. and on the weekends.
Commuter Parking in Ann Arbor: In addition to the UM lots, students also have the option of parking in one of the free Ann Arbor commuter lots supervised by the Ann Arbor Transit Authority. Parking is free and serviced by AATA buses (The Ride) running throughout the day. Lot locations can be found at http://www.theride.org/ParkAndRide.asp and more information about The Ride can be found below.

Other Parking Options in Ann Arbor: There are meters in front of the School of Education and along this block of both East University and Church Street (the next street over). Spaces can be difficult to find during peak hours. Be careful, though, Ann Arbor police DO TICKET and OFTEN (even for re-feeding a meter without moving your car). The better option for paid-parking near the School of Education is the S. Forest Street parking structure, a very short walk from the school. Parking is usually available in the morning and later in the afternoon, but can become limited between 11:30 AM and 1:30 PM. If you want to go the free route, there are some neighborhoods around campus that allow street parking usually within about a 10 minute walk to SOE, though some streets are restricted to 4 hours of parking. And yes, they do check.

Is public transportation available in Ann Arbor?
There are several bus routes that help students navigate campus, Ann Arbor, and the Greater Ann Arbor Area
- The Ann Arbor bus system is free for students with an ID. Go to http://aata.org/routes.asp for current routes and schedules.
- The UM campus buses are also free to students. The most regularly scheduled line is the Commuter North/Commuter South that starts and ends at the big campus commuter parking lots and hits lots of stops in between (note that you need to buy a campus parking pass to park in these commuter lots). UM Bus routes can be found at http://pts.umich.edu/taking_the_bus/routes/.
- The Zipcar program is a great option for those who carpool or vanpool to campus, but may need a car from time-to-time to travel during the day.

Banking in Ann Arbor

What banks are available in Ann Arbor?
Note that not all Ann Arbor banks can be found in different states or even in different parts of Michigan. The University of Michigan puts together a comparison of banks and fees for undergraduate parents each year which can be found at http://www.umich.edu/~info/pdf/banksurvey10.pdf.

University of Michigan has a credit union, which offers extra benefits for membership.

Health Care in Ann Arbor

Where can I find more information about my health benefits that are part of a fellowship or assistantship?
Students who receive health coverage through their assistantship or other University of Michigan scholarship/fellowship (e.g., doctoral students who have received an SOE funding package or students with RMF or RES awards) will be enrolled in a program called Gradcare. Gradcare benefits usually begin on September 1 or on the start date of your fellowship, scholarship, or assistantship appointment.

You will receive information via email and/or mail directly from the benefits office regarding your options and sign-up (make sure your contact information is always up-to-date on Wolverine Access). More information on the benefits provided through Gradcare can be found at http://www.benefits.umich.edu/benefitgroups/grads.html. The Human Resources and Benefits customer service representatives are extremely helpful to answer your specific questions. Contact information can be found at http://benefits.umich.edu/contact/index.html
What if I will not be receiving health benefits from the University?

Students not automatically covered by Gradcare may either use their own insurance provider (through employment, a spouse/partner, or other arrangement) or draw upon other University health insurance plans. Check out your options at the following website: http://www.uhs.umich.edu/healthinsuranceplans. For clarification, internships do not usually cover health benefits whereas appointments such as a GSRA, GSI or GSSA do include health benefits.

Can you suggest a good doctor in town?

Karen Downing (kdown@umich.edu) can help suggest doctors within the Ann Arbor area.

Computing & Internet Questions

How do I get a uniqname?

As soon as you have "matriculated," you will receive an email, including a one-time identifier number, inviting you to create your own uniqname. As a new student you can then use Wolverine Access to get to a web page where you use your one-time identifier, U-M ID number, and date of birth to get your uniqname and password. At that point, the Basic Computing Package (BCP) is set up for you.

What computing services are available to me as a graduate student?

The University provides all UM graduate students with a Basic Computing Package. Besides an email account, students are provided with amenities including: student printing allotments, electronic storage space (IFS space and CTools), and statistics services.

Where can I find more information about on-campus computing and internet access?

To access the internet from home and for general questions about computing, the internet, email services, etc. on campus, check out the computing orientation for Information Technology Central Services.

How do I access the internet on campus?

To access the internet from a campus computer, you will need to find a terminal (located in buildings throughout campus). All graduate students have access to the computer lab in the SOE building (on 3rd floor). Across campus, PCs and MACs are available in computer labs at Angell Hall ("the fishbowl"), the Michigan Union, and the Duderstadt Center (North Campus). Many of the lab computers will require your Kerberos login information (username and password) to sign-in.

There are three security levels of WiFi networks on campus.

Does the University of Michigan have a computer store on campus?

Looking to buy hardware or software? The University of Michigan has a computer store on campus called the Computer Showcase. They generally offer significant discounts to students.

How do I access my University of Michigan email account?

To use your University of Michigan email, you can either use your own software program or use the university’s webmail system (www.mail.umich.edu). Contact Central IT services for help.

Academic Timelines and Questions

When are my first obligations to CSHPE?

CSHPE will contact you about scheduling your classes in early to mid-summer. Your first CSHPE event is orientation, otherwise known as “Fall Reconnection.” But feel free to stop by, introduce yourself, and get a lay of the land if you are around prior to that day.
The CSHPE and School of Education orientation and welcome activities occur the week before Labor Day. In addition to being introduced to the program and the school, you will have the opportunity to meet with your faculty advisor, hear from current students, and get to know your fellow cohort members. CSHPE will provide you with more detailed information about orientation and advisor assignments late in the summer.

**When do classes begin?**
Classes usually begin the day after Labor Day. For links to the academic calendar and other academic-related information, please reference the Office of the Registrar.

**Who is my academic advisor?**
You will be notified of your academic advisor in the summer along with information about orientation.

**How are academic advisors assigned?**
A lot goes into selecting an academic advisor for each incoming student. Often the match is based on a commonality between the student and the faculty member with regards to research interests, career goals, or other characteristics. If you have mentioned a faculty member in your statement of purpose, interviews, or while visiting campus—such factors are also taken into consideration.

However, faculty sometimes take sabbatical or are already advising a full slate of students for a particular year. Therefore, students may be assigned to advisors who were not previously mentioned in a statement of purpose, interviews, or while visiting campus. Distributing students across all available faculty advisors helps ensure that students receive adequate attention from their advisors and have the opportunity to interact meaningfully throughout the first year.

Some students find their original advisor well-suited to their personal and academic needs. Others change their research interest during their first year or develop a personal connection with a different faculty member throughout their studies. It is possible to switch advisors and the faculty are generally supportive of such choices. So we suggest you give your assigned advisor a try, and if you are interested in switching, do so after Fall semester or your first year.

**When will I meet my academic advisor?**
Most faculty members expect the advising relationship to begin on the day of orientation. On that day, you will have an opportunity to discuss and finalize course options. For first-year doctoral and master’s students, many of the classes will be required courses. In most cases, this leaves first-year students only one elective upon which to decide. Required or elective, first-semester classes are generally offered through CSHPE, and the faculty work with one another to help students get the classes they need. Therefore, you are encouraged to go ahead and register early for recommended courses (a list of which you’ll receive from the department in late Spring), but DON’T STRESS OUT if you haven’t decided upon your entire course schedule until after you’ve spoken with your advisor at orientation.

**Should I contact my academic advisor over the summer?**
Faculty members have a variety of obligations over the summer as well as different preferences for communicating with advisees. Some may be available to begin discussing your course of study before orientation; others prefer to wait until the day of orientation. Please respect the advisor if s/he prefers to start the conversation after the summer has ended.

Note: It is always good to email before you drop in if you are interested in speaking directly to a particular faculty member.

If you have questions or special circumstances that require attention over the summer, please direct them to cshpe.info@umich.edu.
Doctoral Assistantships

What will my doctoral assistantship look like?
Most first-year doctoral students are assigned to Graduate Student Research Assistant (GSRA) positions within CSHPE. Students may be supervised by their academic advisor or by another faculty member in the department. The weekly schedule, type of work involved, and skills required depend upon the specifications of each project and the needs of the faculty members supervising each project.

In some cases, students will be assigned to a faculty member as both advisee and GSRA. In other cases, students will be assigned to one faculty member as an advisee and another as a GSRA. Information about GSRA assignments and supervisors will be made available in summer with advisor and orientation information.

Do I need to file any paperwork for my Assistantship?
During the first week of classes, you will receive a communication from the School of Education payroll office to stop by and fill out I9 paperwork. You will need the type of standard information required to sign up for any job (e.g., specific forms of ID such as a passport, license, birth certificate). So make sure you don’t tuck important documents away in a box you won’t unpack until Winter Break! Also, note that you cannot begin getting paid until you have completed your paperwork, so it is important to meet deadlines.

How often will I get paid and when should I expect my first paycheck?
Students receiving a stipend through an assistantship will be paid monthly during the terms of the assistantship. Paychecks are generated the last working day of each month. The first paycheck will be received in late September, so be prepared with savings for the first month of school!

Are the terms of my assistantship covered by a graduate union?
There are three types of graduate assistantships on campus, Graduate Student Research Assistants (GSRA), Graduate Student Instructors (GSI), and Graduate Student Staff Assistants (GSSA). First-year CSHPE students are typically assigned to GSRA positions.

GSIs and GSSAs are covered under the union agreement of the Graduate Employment Organization (GEO). Students in these positions are required to pay dues for membership in GEO.

GSRAs are not covered under the union agreement and are not required to pay union dues. However, the terms of GSRA pay and scheduling are patterned after the union agreement for GSIs and GSSAs. For more information on GSRA, GSSA, and GSI terms, please refer to the Academic Human Resources website.

Master’s Program Internships

How and when should I secure a Master's Program internship?
Since the internship experience is such a valuable component of CSHPE’s master’s program, it is important to secure a position as early as possible. Pre-approved MA internship opportunities are located on a secure website (www.ctools.umich.edu). The timeline to apply and interview for these pre-approved positions is traditionally during late February through mid-March. If you have questions regarding this process please contact Katie Madden (madden@umich.edu or 734.647.1412).

You also have the opportunity to approach your own contacts at UM or a neighboring campus in an effort to create your own two-semester internship experience. However, after you have secured a verbal agreement from the site seeking to hire you, we ask that you provide Katie Madden with a written description of the proposed internship, your anticipated hourly commitment, negotiated salary, and supervisor’s contact information so that the position can be considered for approval by CSHPE.
When will my Master’s Program internship begin?

Each internship may begin and end on slightly different dates, depending on your agreement with the individual supervisor or office. Typically internships begin at or just prior to the start of the Fall semester (late August or early September) and end toward the end of the Winter semester (mid-to-late April).

Please make sure that you establish a clear outline of expectations regarding your weekly work schedules and time off for breaks in the academic year before committing to an internship opportunity.

When and how often should I expect to receive a paycheck?

How often you are paid will depend on the type of funds being used to support your internship. To be certain of your pay schedule, please ask your individual supervisor. If you are an hourly employee, it is likely that you will turn in a timesheet every two weeks and receive a paycheck twice a month. You will need to complete all required documents at work in a timely manner so that your first paycheck will arrive at the end of your first two-week term on the job.

Who do I talk to if I have difficulty securing an internship?

If you have questions about the internship process (including possible waivers for part-time students holding full-time work positions) please refer to the Internship Placement Process and Timeline sent to you in late February. If you have additional questions please do not hesitate to contact Katie Madden.

What should I do once I secure an internship?

Upon securing an internship, you and your supervisor should work together to establish an agreement regarding your hourly pay, hours of work per week, expectations for semester breaks, length of appointment, assigned duties, and other negotiated amenities.

Once you have accepted an offer, please contact Katie Madden indicating where you will be working in the fall. Please note if this is a pre-approved internship posted on Ctools so that the opportunity can be removed from the list of available positions. If instead you have crafted an internship via your own contacts, please provide Katie with the appropriate information so that the position can be considered for approval and kept on file at CSHPE.

Contact Information and General Questions

How does Rackham fit in with the School of Education and CSHPE?

CSHPE is a graduate program within the School of Education. The School of Education’s graduate programs are overseen by the Rackham Graduate School. Therefore, when looking for resources, it is helpful to refer to each of the following.

- CSHPE
- School of Education
- Rackham

Who do I need to inform of my new contact information?

A lot of information moves between different University offices, CSHPE, and incoming students. Therefore it is critical that your contact information is kept current with both the University and CSHPE.

As you set up your email address (see section above) and settle into a new address and phone number, make sure you update your information in two different places:

1) In the Wolverine Access system. This is the same system you have been checking throughout your application process. From within Wolverine Access, you will be able to register, check and update your benefits, see your paychecks, check financial aid, etc. The website can be found on the www.umich.edu
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site, but can also be accessed directly at [http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/). When you go into Wolverine Access, you will be asked for your uniqname and password (sometimes referred to as the Kerberos login information). As mentioned in the prior section about computing, you should have already received information about setting up your account as part of the admissions process. Your uniqname is the same one you use for email. Therefore, if your email address is joebblue@umich.edu your uniqname is joebblue. Your password is the same for logging into Wolverine Access as it is for logging into email.

2) With the CSHPE program. Just send a quick email to cshpe.info@umich.edu to let us know where we can find you. Also let us know which email account you are checking regularly.

Is there a way to email my incoming cohort or other groups of people in CSHPE?

Each student is part of several email distribution lists maintained by the CSHPE office. You will be automatically added to your cohort listserv, as well as CSHPE and SOE lists.

Incoming doctoral students are all part of the cshpe.phd.f13@umich.edu mailing group. If you send a message to this email address, it will automatically go to all of the students entering the doctoral program in Fall 2013. You will be notified when this group has been created.

Incoming Master’s students are all part of the cshpe.ma.f13@umich.edu mailing group. If you send a message to this email address, it will automatically go to all of the students entering the master’s program in Fall 2013. You will be notified when this group has been created.

How do I look up an email address, put together a distribution list, or change my directory entry at the University of Michigan?

To look up an email address or a group distribution list at the University of Michigan, go to [http://directory.umich.edu/](http://directory.umich.edu/).

Are there current students I can talk to when I have questions?

Any of the individuals listed in this guide and/or any of the current students you met in your interactions with the program up until now are great resources.

Soon you will also be introduced to GOSHE (The Graduate Organization for Students in Higher Education). One of the GOSHE initiatives is to provide social and informational programming for the CSHPE student community. Watch for information about GOSHE-sponsored activities meant to help you acclimate to CSHPE, the School of Education, the University, and even the broader field of higher education.

Besides being a former doctoral student in the higher education program, Karen Downing also happens to be the School of Education’s liaison to the University Library. She would be more than happy to talk about the library system and its resources.

Who should I talk to in the office if I have questions?

Send an email to cshpe.info@umich.edu, and we will respond as promptly as possible.

We are fortunate to have exceptional administrators in the front office of CSHPE. Katie Madden, with whom many of our master’s students are already familiar, Linda Rayle and Melinda Richardson are available throughout the summer to help maneuver you through the program as well. The main office number is 734-764-9472.
From Cameron Breither (cjbreither@gmail.com): Make sure to Google "Ann Arbor New Resident Packet" it's a great resource! It has listings of local stores, freebies (such as the local paper) and you can get coupons for either free or discounted items from local stores as well.

From current first-year doctoral student, Matt DeMonbrun (mdemonbr@umich.edu): I am happy to help others in finding places in the summertime. I’ve had a good amount of experience searching for places (and helping other students search for places) and am happy to help however I can. Feel free to e-mail me if you have any questions or concerns about finding housing!