



Cornell University

**The Sibley School of Mechanical and
Aerospace Engineering
welcomes you**

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Frequently Asked Questions

Academic

1. *Add a new course*

- Discuss details with Associate Director.
- Requires review by the Undergraduate Program Committee and by motion and vote of the faculty.

2. *Produce a course packet*

- Contact <https://store.cornell.edu/t-custom-publishing.aspx>.
- Customize course material by creating your own course packet. Include book chapters, cases, articles, handouts and any other supplemental material. The packets are printed, bound and sold on campus. They also take care of all copyright and printing needs at a savings to the students and the department.

3. *Reserve a Classroom*

- For Classrooms, review sessions, office hours, etc. contact the undergraduate office assistant, Emily Ivory, 5-1805 - eft24@cornell.edu.

4. *Reserve a Conference room*

- For Conference rooms, meetings etc. contact your administrative assistant (Judy Thoroughman 5-0990 - jmt14@cornelledu, Lyn Park, 5-3244 - lc4@cornell.edu, Patti Wocjik, 5-6981 - pmw27@cornell.edu, or Laura Black, 5-0992 - lab49@cornell.edu).

5. *Order textbooks, desk copies*

- Contact person is currently Emily Ivory, eft24@cornell.edu.
- Specify title and ISBN of text previously used via email and whether you plan to use that same edition. If requesting a new text, send the title, author and ISBN if possible.

6. *Set up a Blackboard account*

- Go to Faculty Center for additional tools beyond Blackboard
<http://registrar.sas.cornell.edu/Faculty/facultycenter.html>.
- Go to <http://www.cit.cornell.edu/services/blackboard/> for instructions.

7. *Need to develop a proposal*

- https://cornell.qualtrics.com/jfe/form/SV_9KyeTUVtgh8ptfT The College research admin group email is, rasc@cornell.edu
Office of Sponsored Programs <http://www.osp.cornell.edu/>.

8. *Hire a postdoctoral associate, fellow, or other visiting academic*

- Contact HR Representative Renée Lobdell at 4-6387 or rl57@cornell.edu. Cornell has minimum income requirements. Please consult with Renée. The College of Engineering sends the formal offer.

9. *Invite a Non-degree Ph.D. Student*

- Visiting student, No Ph.D.- contact Marcia Sawyer at 5-5250 - mjs14@cornell.edu.

10. *Host a professor from another university, during their sabbatical or otherwise.*

- See #8 above.

11. *What is Activity Insight?*

- A database in use by the College of Engineering for all aspects of the faculty CV—some content feeds to the MAE bio page.
- Contact person is Ginny McAuley, 5-3623 or McAuley@cornell.edu.

12. *How do graduate students select an advisor and special committee members?*

- Contact person is Marcia Sawyer or mjs14@cornell.edu or the Associate Director for Graduate Studies.

13. *What are the exams Graduate Students are expected to take?*

- <http://www.mae.cornell.edu/academics/graduate/>
Contact person is Marcia Sawyer, mjs14@cornell.edu for Ph.D or Judy Thoroughman, 5-0990 - jmt14@cornell.edu for M.Eng program.

Administrative

14. *Print a poster*

- Mann Library <http://mannlib.cornell.edu/equipment-software/plotters>.
- Olin Library <https://olinuris.library.cornell.edu/Computing>.

15. *Get copies made.*

- Contact the administrative assistant assigned to you. Please leave ample time for him/her to prioritize his/her workload.
- Can be dropped off in their office with complete instructions attached.

16. *Repairs to office facility*

- Submit a work request on the College Facilities website, <http://help.coecis.cornell.edu>.
- MAE areas: Upson, Grumman, Kimball, Thurston, Rhodes, Ward Halls. Facilities Building Coordinator, Matt Steel at 229-4115 or mjs238@cornell.edu.
- Report all office and building problems to the college's Facilities Service Center located at <http://help.coecis.cornell.edu/>.

17. *Bring a short-term visitor to campus*

- A collaborator's travel can be paid from your research funds IF allowed by the sponsoring agency, or can be paid from your discretionary funds such as Salary Recovery. They can participate in a guest lecture for your course while here. The department is not able to fund visitors.
- To coordinate foreign visitor visa requests contact Renée Lobdell, Engineering HR, 4-6387 - r157@cornell. Also contact Renée for visits longer than 2-3 days.

18. *Where can I book a hotel room for a guest?*

Depending on your budget,

- Statler Hotel, 607 257-2500 or 800 541-2501 \$\$\$\$
- Hotel Ithaca, Cayuga Street, 607 272-1000 \$\$\$
- Ramada Inn, 607 257-3100 \$\$\$
- Best Western, 607 272-6100 \$\$
- <http://hamptoninn3.hilton.com/en/hotels/new-york/hampton-inn-ithaca-ITHNYHX/index.html> 607 277-5500 \$\$\$\$
- http://www.countryinns.com/ithaca-hotel-ny-14850/nyithaca?s_cid=oa.tripadvisorB.cis 607 256-1100 \$\$\$\$\$

19. *Enter into a contract with someone*

- Contact person is Director of Administration, Colleen McClenahan, 5-5949 or mm40@cornell.edu.
- Division of Financial Affairs, Supply Management Services can help answer any questions and can be found at <http://www.dfa.cornell.edu/supply/>.

Advising

20. *Information about advising MAE undergraduates*

- Contact person is the undergraduate program coordinator, Nanette Peterson, 5-3573, np18@cornell.edu or Associate Director Betta Fisher, 5-8309 or emf4@cornelledu.

21. *Information about advising MAE graduate students*

- Ph.D., Associate Director Chris Hernandez, 355 Upson Hall, cjh275@cornell.edu and Assistant Dir. Marcia Sawyer, 5-5250 - mjs14@cornell.edu.
- M.Eng, Program Director Matt Ulinski, 4-6365 or mu75@cornell.edu and Assistant Dir. Judy Thoroughman, 5-0990 or jmt14@cornell.edu.

- The MAE Ph.D. requirements are available at <http://www.mse.cornell.edu/mse/academics/graduate/phd/index.cfm>.

Classes

22. *See the list of all the students signed up for my class*

- <http://registrar.sas.cornell.edu/Faculty/facultycenter.html>.

23. *See photos of all of the students in my class*

- <http://registrar.sas.cornell.edu/Faculty/facultycenter.html>.

24. *Submit grades*

- Contact person is Emily Ivory, 5-1805 - eft24@cornell.edu, undergraduate office assistant coordinator.

25. *What do I do when a student receives an "F" in my class?*

- Submit F/U Form available from undergraduate office, Emily Ivory, 5-1805 - eft24@cornell.edu, undergraduate office assistant coordinator.

Electronic

26. *Order a computer*

- Contact administrative assistant to order, or COE/CIS IT HelpDesk itcoecis-help@cornell.edu for more information.

27. *Dispose of electronic equipment*

- COE/CIS IT HelpDesk itcoecis-help@cornell.edu for more information.

28. *Add information to the web page*

- Contact Web administrator/administrative assistant, Laura Black, 5-0992 - lab49@cornell.edu.

Financial

29. *Reimbursement for an expense including travel*

- Contact administrative assistant Judy Thoroughman, Lyn Park, Patti Wocjik, Laura Black as assigned.
- <http://www.dfa.cornell.edu/payments/essentials/travel/travelreimbform.cfm>.

30. *Monitor account spending*

- Website for accessing accounts- <http://www.dfa.cornell.edu/accounting/tools/financialinfo/>.
- Contact accounts rep Laurie Patten, 5-9411 or ljh3@cornell.edu or Leon Stoll, 5-7352 - lstoll@cornell.edu as assigned.

31. *Make changes to expenditures*

- Contact accounts rep Laurie Patten, 5-9411 - ljh3@cornell.edu or Leon Stoll, 5-7352 or lstoll@cornell.edu as assigned.

32. *Get the balance of my grant account*

- Contact accounts rep Laurie Patten, 5-9411 - ljh3@cornell.edu, or Leon Stoll, 5-7352 - lstoll@cornell.edu as assigned.

33. *Get a budget for a proposal: COECIS RASC (Research Admins Service Center)*

- Contact research admin assistant s at, rasc@cornell.edu
<http://www.engineering.cornell.edu/rasc/>

34. *Obtain a Cornell Visa, or procurement card*

- Contact person is account rep Carol Moss, 5-0996 or cem58@cornell.edu.
- <http://www.dfa.cornell.edu/procurement/tools/creditcard/applyingforpcard/index.cfm>.

35. *Place an order with e-shop (Cornell on-line purchasing)*

- Please work with your administrative assistant, as assigned.

Laboratories

36. *Set up a lab component for an undergraduate class*

- Contact Rick Schmidt, Sr. Teaching Assistant, 5-0998 or rrs4@cornell.edu.

37. *Online safety classes*

- <http://sp.ehs.cornell.edu/training/Pages/Safety-Course-Listing.aspx>.
- <http://sp.ehs.cornell.edu/training/Pages/default.aspx>.

38. *What is the Engineering Learning Initiative (ELI) and how can I get grant funding for undergraduates to work in my lab?*

- http://engineering.cornell.edu/resources/learning_initiatives/.

My Office

39. *How do I order furniture for my office?*

- Contact the administrative assistant as assigned.

40. *How do I set up my voicemail?*

- http://www.it.cornell.edu/services/voice_mail/howto.cfm.

Travel

41. *Make travel plans using AAA*

- http://www.dfa.cornell.edu/newslist.cfm?news_id=122506&news_back=news_keyw ord%3DAAA.

42. *Rent a car*

- <http://www.dfa.cornell.edu/procurement/supplierlist/vehicle/national.cfm>.

CCMR

43. *Become a CCMR member*

- <http://www.ccmr.cornell.edu/about/leadership>.

44. Request access to CCMR facilities

- <https://www.ccmr.cornell.edu/newuser>.

Other

45. Phone repair

- Contact person is Carol Moss, cem58@cornell.edu or 5-0996.

46. Contact an alumni

- The Alumni Affairs and Development Department has access to a confidential Alumni database and can be contacted at <http://www.alumni.cornell.edu/about/>.

47. Need office keys for a visitor

- Contact person is Facilities Building Coordinator, Matt Steel at 229-4115 or mjs238@cornell.edu.

48. Order supplies

- Contact your administrative assistant as assigned.

49. Send a letter by overnight express mail

- Contact your administrative assistant as assigned.
Provide address, phone number and account number
Cornell has a contract with Federal Express.

50. Where do I pick up my paycheck/request direct deposit?

- Direct deposit form can be found at <http://www.dfa.cornell.edu/dfa/payrollservices/services/directdeposit.cfm>.
- Paychecks will be mailed to your home address.

51. Lunch or dinner reservations/ordering take out

- Online, by phone, or contact your administrative assistant as assigned.

52. How do I order business cards?

- <http://www.cbsds.cornell.edu/bcsf.html> or work with your administrative assistant.

Other other?

- ✚ Tell Ginny McAuley so she can add information to this list.
<mailto:McAuley@cornell.edu>, 102 Rhodes, 5-3623.