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Mission Statement

The Department of Chemical and Biological Engineering at Northwestern University prepares the next generation of chemical engineering experts in a multidisciplinary and collegial culture that fosters the personal and intellectual growth of its community of student, staff and faculty leaders.

We impact and shape the profession by tackling compelling and complex problems that require mastery of the fundamentals of physical, chemical, biological, and mathematical sciences. By integrating fundamental science with technology development, we conceive of ideas without boundaries, foster entrepreneurship, and generate new insights into and transformative solutions to pressing challenges in energy, materials, sustainability, complex systems, global health, synthetic biology and biotechnology.
1. Milestones to Degree Completion

1.1 Timeline

**MS Thesis Option**

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**MS Non-Thesis Option**

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1.2 The first year MS Thesis Option

**Thesis advisor**

The most important milestone of your first year is the selection of a thesis advisor. An entering graduate student will consult the Assistant Chair of the department prior to registration for assistance in selecting courses for the first quarter. Later in the quarter each students pursuing a thesis select a faculty advisor and a research topic. Thereafter, the student and the advisor share the responsibility of developing an academic plan for the remainder of the MS program. Finally, your advisor will play an important role in identifying your post-graduation career options.

In order to choose an advisor, you must learn about the research of faculty in the department (primarily) or in related departments. The department organizes a series of research presentations by faculty to enable you to learn about the research activities in the different labs. **You are required to attend these**
presentations! As you identify faculty with research projects matching your own interests, you should contact them to initiate interaction. 

Note that for some students, the best choice is joint-advisors.

Registration

All students using departmental facilities in any quarter must be registered or must be employees of the University. During the fall, winter, or spring quarters, students must maintain full-time registration. Full-time study during the standard academic year is defined as no fewer than three and no more than four course units authorized for graduate credit per quarter. These course units may be courses or research credits. For MS Thesis Option students it is common to elect 4 courses in the fall, 2 in the winter and 1 in the spring to complete the total of 7 required courses. In other words, this registration would consist of 4 courses in the fall, 2 courses plus 1 unit of research (Chem Eng 590) in the winter and 1 course plus 2 units of research (Chem Eng 590) in the spring.

For quarters in which no courses are taken and full-time is devoted to research, there are a few options for registration:

TGS 588 (Resident Master’s Study) is a reduced tuition option available to master’s degree students who are receiving financial aid. TGS 588 provides full-time status, but does not carry any credits or count toward the residency requirement. Please note that only one such registration is normally permitted for each student. If additional registration is necessary to complete the MS program, a request for permission to preregister for TGS 588 should be filed with the Dean of the Graduate School through the department Chair.

TGS 512 (Continuous Registration) option is for students who are not registered for any coursework and need to maintain full-time status. TGS 512 is $100/quarter.

CRDV 413 (Graduate Engineering Research Project) option is for students who are working on thesis research and are not enrolled in any coursework. There is no fee for this option, and when registered you will remain a full-time student. However you will not be able to use federal financial aid for living expenses under this option.

Registration for the summer quarter should be discussed with your advisor.

1.3 The second year MS Thesis Option

Thesis committee

When you present your MS thesis, you will be doing it to a group of faculty: your committee. The faculty examination committee is made up of a chair, who is typically your thesis advisor, and at least two additional members, all appointed by the Dean of the Graduate School upon recommendation of the Department’s chair. You should consult with your advisor(s) about who should serve on your committee. Committee members will become more familiar with you and with your research than the typical faculty in the Department. They may even become letter writers for you, when you apply for jobs. Select thoughtfully!

Dissertation

Your dissertation is the document detailing the work you’ve completed for your thesis. Your dissertation must demonstrate the relevance of your work to the greater scientific enterprise by placing your work in the context of both its narrow and broader fields. Additionally, it must describe your results and demonstrate their technical validity. Finally, it needs to detail the conclusions to be drawn from your results, how those conclusions advance the field and what questions are still left open or are opened by your work. The examination should be scheduled at least 4 weeks prior to the desired date of commencement. The candidate should consult the department chairman’s secretary at least 3 weeks in advance of the examination to make certain that all graduate school and departmental requirements have been satisfied. Note particularly that the Application for Degree and Master’s Degree Completion forms that must be submitted and approved before the final examination can be held. This application
Writing strong proposals is an extraordinarily important skill. You must allow ample time to edit and polish your proposal. You must also learn about effective writing. You are strongly advised to read books such as The Craft of Scientific Writing by Michael Alley and The Elements of Style by Strunk and White.

Your written proposal must be in the hands of your committee members at least two weeks before you defend your proposal so that the committee members have sufficient time to review it and provide you with feedback.

Thesis defense
The defense is the 35-45 minute presentation that you give to your faculty committee and any guests or colleagues who wish to attend it. Developing the ability to make strong oral presentations is an extraordinarily important skill. You must give a lot of thought to your presentation. You must also rehearse your presentation numerous times prior to the defense in order to hone your skills. Seek as much feedback on your presentation as possible!

After the presentation, there will be a private question and answer period where the committee members will ask you questions about your research. Your thesis committee will then meet without you decide whether to award the M.S. degree. Assuming that your advisor will not let you come this far if you are not yet ready, you will be done. Congratulations!

1.4 The first year MS Non-Thesis Option

Academic advisor
Non-thesis MS students will consult the Assistant Chair of the department prior to registration for assistance in selecting courses for the first quarter. Thereafter, the student and the advisor will work together to develop an academic plan for the remainder of the MS program.

Registration
Non-thesis MS students should maintain full-time status until the terminal quarter of the MS program. Full-time study during the standard academic year is defined as no fewer than three and no more than four course units authorized for graduate credit per quarter. For MS non-thesis option students it is common to elect 4 courses in the fall, 3 in the winter and 3 in the spring to complete the total of 10 required courses.

Degree Completion
The candidate should consult the Assistant Chair at the beginning of the spring quarter (for June graduation) to make certain that all graduate school and departmental requirements have been satisfied. For students completing the degree in any quarter other than spring quarter, the candidate should consult the Assistant Chair at the beginning of the terminal quarter of the MS program to ensure that all graduate school and departmental requirements have been satisfied. Note particularly that the Application for Degree and Master’s Degree Completion forms that must be submitted and approved. This application must be made no later than April 1 for June degree candidates and October 1 for December degree candidates. Please refer to department website link:
http://www.chem-biol-eng.northwestern.edu/graduate/forms/index.html
2. Degree Completion Requirements

2.1 Coursework Requirements

The number of courses you are required to take at Northwestern depends on whether you will defend a thesis or not.

**Thesis Option**

The thesis option requirements include completing of a minimum of 7 courses plus at least 3 units of research that result in the oral defense of a satisfactory thesis. The distribution requirements for courses in Chemical engineering are listed below.

**Non-Thesis Option**

The non-thesis option requires a minimum of 10 courses. The distribution requirements for courses in Chemical engineering are listed below. Students who follow the non-thesis option normally complete their studies in 9 to 15 months.

In addition to a traditional Master’s Degree in the Department of Chemical and Biological Engineering, McCormick offers a professional Master’s Degree Program, Masters in Biotechnology, directed by William Miller.

**Departmental coursework**

In order to fulfill TGS and departmental requirements you must complete 10 courses according to the following specifications:

1. **Core Courses.** Three courses in the areas of Transport Processes and Chemical Process Principles (Kinetics and Thermodynamics), with at least one course in each of the two areas.
   - a. Transport phenomena courses. Choose one or two from:
      - i. CHEM ENG 421 Fluid Mechanics,
      - ii. CHEM ENG 422 Heat and Mass Transfer,
      - iii. CHEM ENG 462 Viscoelasticity and Flow in Polymer Systems.
   - b. Chemical Process Principles courses. Choose one or two from:
      - i. CHEM ENG 408 Chemical Engineering Kinetics and Reactor Design,
      - ii. CHEM ENG 409 Advanced Reactor Design,
      - iii. CHEM ENG 410 Principles of Heterogeneous Catalysis,
      - iv. CHEM ENG 463 Polymerization Reaction Engineering,
      - v. CHEM ENG 404 Advanced Thermodynamics,
      - vi. CHEM ENG 406 Selected Topics in Thermodynamics.

2. **Departmental Electives.** One elective must be taken within the Chemical and Biological Engineering department if thesis option is selected; three electives must be taken within the department if the non-thesis option is selected.

3. **Additional Electives.** Three additional grad level electives must be taken if the thesis option is selected; four additional electives must be taken if the non-thesis option is selected. These electives can be chosen from courses available in Chemical and Biological Engineering, another engineering department, or a science or math department. These courses must be 300, 400 or 500 level classes listed as graduate level courses by The Graduate School.

4. If following the thesis option, enroll in at least 3 credits of CHEM ENG 590 Research.
TGS courses
Besides the departmental courses listed above and those listed in the university catalogue, you may also need to enroll in special TGS courses in order to maintain full time status. The most important of these courses are:

TGS 512 Continuous Registration
This is available to doctoral students who have been granted leave of absence and need to retain full time status. Note that students registered in TGS 512 may not take courses at Northwestern University and that you must register for TGS 512 every quarter that you are absent.

CHEM ENG 590 Research
This is available to masters and doctoral students during their first eight quarters of residency. It must be taken on a P/N basis rather than for a letter grade. The K grade, not a Y grade, is given when work for 590 remains incomplete at the end of a quarter. The one-year deadline for making up an incomplete does not apply to the K grade. All K grades must be changed by the time the dissertation is submitted to The Graduate School; providing full time status.

Special Circumstances
If you hold an undergraduate degree in a field distinct from chemical engineering, then our department will require you to take courses beyond those specified above. You may have to take as many as six additional undergraduate chemical engineering courses: CHEM ENG 210 or 212; 211, 307, 321, 322, 323. Those courses will not contribute toward your other graduate degree course requirements; their role is to provide you with an adequate background in chemical engineering.

Grading
All courses counted toward the MS degree will be graded (no P/N credits). No CHEM ENG graduate courses are open to registration under the P/N (Pass-No Credit) option except for 500 level courses.

A student will be placed on academic probation at the close of any quarter, if his/her overall grade average is below 3.0. Failure to improve may lead to dismissal by the Graduate School.

2.2 Residency requirements
Graduate students generally register full-time, defined as no fewer than three and no more than four units each quarter. If you wish to register for more than four units, you will need to obtain permission from the Associate Dean of Student Services at The Graduate School. Note that TGS's standard policy is to deny such requests.

In order to maintain your residency with the university, you must register in at least one course per quarter. The minimum residency requirement for the Master of Science degrees is the equivalent of three quarters of full-time registration in courses authorized by the Graduate Faculty for graduate credit.

Credit earned at an undergraduate institution or at another graduate school or a professional school may, with department approval, be applied toward the department’s coursework requirements, but not toward the residency requirements, for a master's degree at Northwestern University.

Part time study
You will typically register as a full time student every quarter. However, in rare and exceptional circumstances, you may be able to register as a part time student. In order to do this, you will need to request an exception, which must be approved by the Dean of The Graduate School.

If you are enrolled as a part-time student, you may not enroll for more than one course unit per quarter. You will need permission from both the department and TGS if you wish to take more than one course unit per quarter.
While enrolled in **TGS 512**, you still get the benefits of being a full-time student, including the ability to defer loans and extend a visa. You are no longer eligible, however, for federal loans, the university health insurance subsidy, or fellowships, traineeships, assistantships or scholarships.

Note that unfunded students in quarters nine and above are not required to register during the summer. ([http://www.tgs.northwestern.edu/academics/academic-services/registration/](http://www.tgs.northwestern.edu/academics/academic-services/registration/))

If for some reason, you have not completed your degree requirements five years after your first term of enrollment and still wish to obtain your degree, then you are required to maintain your affiliation with Northwestern until completion of all degree requirements by registering for **TGS 513** Advanced Continuous Registration. Tuition for **TGS 513** is currently $1000 per quarter. **Any lapse in registration must be paid in full**, including appropriate retroactive registration fees, otherwise Northwestern will not award you a degree or release your transcript.

While registered for **TGS 513**, you will not be eligible to receive federal loans or qualify for the University health insurance subsidy, nor will you be eligible for University-sponsored fellowships, traineeships, teaching or research assistantships, and scholarships. If you are an international student, note that this status is considered less than half-time and therefore does not provide you with the ability to defer loans or extend visas.

In cases of **extreme** hardship, special dispensation might be granted. Please contact your Student Services Representative for more information.

*Should you have any concerns about the program or your coursework, please see the Chair of the Department or the Graduate Program Director if they are unable to resolve the issue, see the Assistant Dean for Graduate Studies in McCormick School of Engineering on the second floor, L-wing of the Technological Institute.*

### 2.3 Departure

At the conclusion of your stay at Northwestern print out and complete the Exit Form on the department website. Consult your Graduate School Advisor and the department Graduate Program Assistant to make sure that there are no forms left to fill out and that all graduation requirements have been met.

*Make sure that you complete each stipulation, and obtain all necessary signatures.*
3. Student Affairs

3.1 Academic Standing

To be in good academic standing in The Graduate School, you must meet both the standards set by the degree program in which you are enrolled and those set by TGS. Moreover, you must make satisfactory progress toward fulfilling all requirements for the degree (see Section 1). Failure to make satisfactory academic progress may be a result of (but is not limited to): unsatisfactory performance in classes, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements (such as language proficiency). A student’s failure to make satisfactory progress must be reported by the student’s program to the student, as well as to TGS, in its annual academic progress report.

Probation

A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete grades will be placed on probation by The Graduate School and will not be in good academic standing.

A student’s failure to maintain satisfactory academic progress in his or her program will be placed on probation and will not be in good academic standing. Failure to make satisfactory academic progress, as determined by the program, may be a result of (but is not limited to): unsatisfactory performance in classes, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements (such as language proficiency). A student’s failure to make satisfactory progress in a given academic quarter must be reported by the student’s program to the student and to TGS.

Exclusion

Exclusion is defined by the University in the Student Handbook. A student who fails to resume good academic standing after at most two quarters (excluding summers) after the quarter of being notified of his or her placement on probation by either The Graduate School or the program will be excluded from The Graduate School.

A student can also be excluded by a program without first being put on probation, but only if the criteria for exclusion has been stated clearly by the program and have been disseminated to the students effectively. Prior to exclusion, a student should have reasonable opportunity to remediate the deficiency. Exclusion always requires approval from both the Director of Graduate Program and the Chair of the Graduate Program’s Student Advisory Committee or the Chair of the student’s department.

Notification of Exclusion

When a decision to exclude is made, both the student and TGS must be informed in writing within three business days of the decision being made. The notification must include the effective date of the exclusion, a clear statement of the reason(s) for exclusion and any relevant documentation.

Appeal Process

Students wishing to appeal a program’s decision to exclude must first appeal directly to the program. The program must inform both the student and TGS of the outcome of the student’s appeal(s) in writing.

A student may appeal program decisions to TGS. Appeals will only be considered by TGS on the basis of procedural errors or failure to comply with established program or TGS policy. The Graduate School will not consider appeals based on academic decisions.

Appeals to TGS must be made in writing within ten days of the program’s final written determination of exclusion and include any supporting materials at that time. The Dean of The Graduate School will
determine if an appeal should be administered within TGS, UHAS (University Hearing and Appeals System), or other sanctioning body within the University. The Dean may request additional information from, or a meeting with, the student and/or program before making a final decision. The Dean’s decision will be made in a timely manner, and will be communicated in writing to the student and program. This decision is final and cannot be further appealed.

3.2 Improper conduct

Cases of improper academic and/or research conduct, and inappropriate or unprofessional behavior are considered outside the boundaries of “satisfactory academic progress”. These cases are covered separately under TGS’s Academic Integrity policy, as well as the published policies of the Office for Research Integrity, the Office of Equal Opportunity and Access, and the Student Handbook. **These cases are addressed according to the University’s existing disciplinary procedures, and may result in a range of sanctions up to and including exclusion from the University.**

**Discrimination and harassment**

All members of the Northwestern community – faculty, staff, students, and contracted vendors – share a collective responsibility for creating a harassment-free environment. To this end, we encourage you to familiarize yourself with Northwestern’s policies against discrimination, harassment, and sexual harassment and the myriad resources available on campus dedicated to the prevention, investigation, and resolution of claims of discrimination and harassment. Information can be found at [www.northwestern.edu/sexual-harassment/policy/discrim_harass.html](http://www.northwestern.edu/sexual-harassment/policy/discrim_harass.html)

**McCormick has four on-site Discrimination and Harassment Prevention Advisers:**

- Emphasis on Undergraduate Students but also available for other cases:
  - Joe Holtgreive, Assistant Dean Undergraduate Engineering, Tech L268 or 1-3332
  - Ellen Worsdall, Assistant Dean Undergraduate Engineering, Tech L291 or 1-5173

- *Emphasis on Faculty, Staff and Graduate Students but also available for other cases:*
  - Deneen Bryce, Business Administrator EECS Department, Tech L358 or 1-3376
  - Alice Kelley, Associate Dean Administration, Finance & Planning, Tech L366 or 1-2606

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admissions, employment, housing or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual’s academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment.

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Examples of discrimination and harassment may include:

- refusing to hire or promote someone because of the person’s protected status
- demoting or terminating someone because of the person’s protected status
- jokes or epithets about another person’s protected status
- teasing or practical jokes directed at a person based on his or her protected status
- the display or circulation of written materials or pictures that degrade a person or group
• verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

For sexual harassment matters, you should contact the Sexual Harassment Prevention Office, which is located in the East Tower of the Rebecca Crown Center, above the Registrar’s Office. Consultations are also available on the Chicago campus by appointment. Please call or e-mail for additional information.

University Sexual Harassment Prevention Office
Joan Slavin, Director
Rebecca Crown Center
Room 2-636 (East Tower)
633 Clark Street
Evanston, Illinois 60208-1117
Phone: (847) 491-3745
Fax: (847) 491-2506
E-mail: sexual-harassment@northwestern.edu

Confidential Counselors
If you wish to speak with someone who is legally privileged to keep communications confidential, you may contact a confidential counselor. After consulting with a confidential counselor, you may decide to take no further action; such a decision is completely within your discretion. Because of the confidential nature of the counselor/patient relationship, seeking advice from a confidential counselor does not constitute reporting an incident.

EthicsPoint Hotline
Northwestern has selected EthicsPoint to provide you with a simple way to report activities that may involve misconduct or violations of University policy. You may file a report online or by dialing 866-294-3545. This service is not a substitute for, nor does it supersede, any existing reporting methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, the EthicsPoint system provides an additional means of reporting such issues. Individuals who report concerns of sexual harassment via the EthicsPoint online option are encouraged to check the status of their report periodically, in order to receive updates as to the status of the investigation. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with relevant University policies and/or procedures and other requirements stated in the Faculty, Staff, and Student Handbooks.
4. Adapting to Life on Campus

4.1 WildCARD

You will be assigned an official Identification Number (ID) that is used on all student records (such as transcripts, financial accounts, library records, etc.). You will also be issued a photo ID card (a.k.a., the WildCARD) with your ID number, status (student), bar code for library and fitness center access, and a “cash strip” for money put on the card.

You can obtain your ID card in the WildCARD main office, located in the basement of Norris Center. For more information on the WildCARD check [www.univsvcs.northwestern.edu/WildCard/](http://www.univsvcs.northwestern.edu/WildCard/).

4.2 NetID

Your NetID is your electronic identity at Northwestern. Many systems and records are defined as services associated with your NetID, including: e-mail; the online University directory; many NU Library online resources; access to grades and transcripts; access to the Electronic Time Entry System (ETES); access to the campus wireless network; off-campus access to the NU network. Most NetIDs have access to all these services, but some are restricted by school affiliation or the purpose of the NetID.

To get your NetID, you must be in the University database (which means a NetID has been assigned to you). New students are entered into the database by the University Registrar. You must activate your NetID before you can use it. You will be notified when your NetID has been created so that you can begin this process. Students will receive their NetID Activation Code from their school or from the Admissions Office.

When you activate your NetID, you will be asked for a password, a PIN number for online identification and a question and answer combination. If you need to reset your password (because you lost your current password) you can use your PIN. If you did set a question and answer combination, you may alternatively call the NUIT Support Center to have your password reset by a consultant. If you do not have a PIN or a question/answer combination, you must bring your WildCARD to the NUIT Support Center or the NUIT Support Office to have your password reset by a consultant.

4.3 Vacation Time & Holidays

If you receive financial aid through the University (Research Assistantships, Fellowships, Teaching Assistantships) you are entitled to staff holidays including Memorial Day, Independence Day, Labor Day, Thanksgiving & the day after, Christmas Eve & Day, New Years Eve & Day. For a full list of the dates by year please reference the following link: [http://www.northwestern.edu/hr/holiday.html](http://www.northwestern.edu/hr/holiday.html) for a current listing.

Two weeks vacation is considered normal for a satisfactory student. **Paid vacation or excused absences must be arranged in advance with your faculty advisor.**

4.4 Student health service

The Student Health Service provides medical care for you (and your dependents, if desired). Services provided include: General Medicine, Health Education, Pharmacy, Radiology, Specialty Clinics, Women's Health, HIV Testing Options, and Travel Health Services. All **new entering full-time graduate students** must complete the "Coverage Selection Form" through CAESAR ([www.northwestern.edu/caesar](http://www.northwestern.edu/caesar)) no later than October 1, 2010. The student health service is located at:
Flu Shot Information
The flu vaccine is available to students only; the student’s dependents are not included in the eligible group. Vaccines will be given on an appointment basis. Call (847) 491-2204, weekdays 8:30 a.m. to 5 p.m, to schedule an appointment. Students must present a valid student ID (WildCARD) and pay a fee of $25 at the time of the appointment to be eligible for the vaccine. The fee may be paid at the time of service or may be billed to the student's NU account.

Eligible students may call to schedule influenza vaccines at the Health Service/Evanston Campus around mid October.

Counseling and Psychological Services (CAPS)
Starting anew can be quite challenging and at times your research may not be going as well as you would wish. CAPS serves as the primary mental health service in aiding students in overcoming their developmental, emotional, and/or psychological hurdles. CAPS has offices on both the Evanston and Chicago campuses; it provides a set of core services, including clinical services, psycho-educational programming, and consultation/collaboration with faculty and staff. CAPS’s services aim to address the psychological and developmental needs of students in order to help them thrive individually and in their relations with others. Furthermore, CAPS provides these services in a manner that is appreciative of the individual within a diverse and multicultural context.

4.5 Parking and transportation
The best advice for students about parking on campus is: DON'T BRING YOUR CAR! Parking is extremely limited, so most students walk, bike or take public transportation. If you do choose to park on campus, permits are available at the parking office at 1819 Hinman Ave. Ryan Field remote parking is an option for those students who have a vehicle and live within the walking perimeter and for those who would like to park near campus for a lower cost.

Biking
Biking is strongly encouraged on Northwestern’s Evanston campus! You have the opportunity to register your bicycle with University Police by either using the online bicycle registration (PDF) or in person at the University Police station. Registration serves as a deterrent to theft and aids in the recovery of stolen bicycles. The University Police also sell Kryptonite brand U- shaped locks at discounted cost than which you would find in a typical cycle shop.

Shuttle services
University Services manages transportation options for both the Chicago and Evanston campuses. These services include shuttle buses that operate on or near both campuses and reserved buses for special trips. A WildCARD is required to board.

Chicago Shuttle – The Intercampus Shuttle provides service between the Evanston and Chicago campuses. This shuttle serves to unite the two campus communities, ease congestion and decrease the demand for parking on both campuses. See http://www.northwestern.edu/uservices/transportation/shuttles/intercampus/intercampus.html for the schedule.

Evanston Shuttles
Purple Route and Purple Express: The Purple & Purple Express Shuttles provide the University community a safe way to get around the Evanston campus during evening and early morning hours throughout the academic year. The Purple Route Shuttle provides transportation between the Campus and downtown Evanston, while the Purple Express connects the Northern and Southern ends of campus.
Shop-N-Ride – The Shop-N-Ride Shuttle provides student’s access to Target, Best Buy, OfficeMax, Jewel and the Lincolnwood Towne Center shopping areas in the Evanston vicinity on select Sundays during the academic year.

Frostbite Express – The Frostbite Express provides service to the Evanston campus on days with a temperature in the single digits or a wind-chill factor below zero. Check the website to see if it is running. The Office of Student Affairs determines when the Frostbite Express runs.

For more information on the following Evanston and Chicago Shuttle services please visit the website: http://www.northwestern.edu/uservices/transportation/shuttles/.

Airport Services
For directions to and from Chicago’s airports, see http://www.northwestern.edu/uservices/transportation/commuter/airport_transportation.html.

SafeRide
It is a service provided to members of the Northwestern community as a safe and free alternative to walking alone after dark. SafeRide drivers provide rides to and from destinations in and around Northwestern's Evanston campus. SafeRide is not a taxi; it is a safety service meant to be used in conjunction with other strategies such as traveling in groups and using Northwestern's Shuttle Service. SafeRide is staffed by student employees and administrators dedicated to enhancing campus safety. Need a Ride? Call 847-491-7000.

Campus Parking
The University Police continuously monitors the parking lots and area surrounding the campus. All vehicles parked on the Evanston campus must display a valid permit year round, Monday through Friday from 7:30 am until 4:00 pm, unless otherwise posted. (*Note that some parking lots require permits 24 hours per day.)

Quarterly breaks are not holidays; thus permits are required. Vehicles may not be stored on campus beyond 48 hours. To obtain permits and further information on eligibility, tickets, refunds and more, please visit the parking office.

Parking Services
1819 Hinman Avenue
Evanston, Illinois 60208
Hours: Monday-Friday, 8:00 am-4:00 pm
Tel: 847-491-3319
Fax: 847-467-3613
E-mail: parking@northwestern.edu
Website: http://www.tgs.northwestern.edu/graduate-life/parking-safety/index.html

Fees:
October 2014 - September 2015
Student $525.00; decreases by $43.75 monthly.
Student 9-Month (Expires June 22, 2014) $446.40; decreases by $49.60 monthly.
Daily $8.25.
Ryan Field $25.00.

Ryan Field Parking
Ryan Field remote parking is available to all current faculty, staff and students. Ryan Field is an inexpensive option for those who do not require main campus parking, or for those who live within the walking zone and need a place to park their car. Ryan Field (D) permits are available at the Parking Services office Monday-Friday 8:00 am-4:00 pm. Faculty, staff and students are required to present a valid Wildcard upon purchase. Payment for a Ryan Field permit can be made via cash, check or credit card (Visa/MasterCard/American Express). Evanston campus students may also bill the cost of the Ryan Field permit to their student account. Payroll deduction for faculty/staff is not available on the Ryan Field permit. The cost of a Ryan Field permit is $25.00.
Ryan Field (D) permits are not valid on the main campus during Fall, Winter and Spring quarters. Vehicles with Ryan Field permits parked on the main campus during regular enforcement hours will be ticketed for "unauthorized permit". During summer quarter, vehicles with valid Ryan Field (D) permits are permitted to park on the main campus in commuter student lots.

Please note that there is a difference between the standard Ryan Field (D) permit and the Ryan Field Athletic Department (A) permit. Ryan Field Athletic (A) permits are available only to members of the Athletic Department and NU student athletes. Student athletes interested in the Ryan Field Athletic Department (A) permit should contact the Athletic Department. Ryan Field Athletic Department (A) permits are never valid on the main campus.

You can find the Shuttle schedule at: http://www.northwestern.edu/up/parking/parking_ryan.html
5. Departmental Services

5.1 The Staff

Iman Nasser  
Graduate Program Assistant  
(847) 491-2773  
Admissions  
Recruiting  
Department Seminars  
Web page development  
Production of Newsletters

Sarah Johnson  
Business Administrator  
(847) 491-2776  
Grant Administration  
Department Budget Planning  
Special Permissions

Hanna Pahr  
Program Assistant  
(847) 491-2774  
ChBE Bulletin  
Copier codes  
Keys  
Purchasing/ Reimbursements  
Room Reservations  
TA Books

Steven Gomez  
Financial Assistant  
(847) 491-2771  
Check Advances  
Invoice Questions  
Financial Administration

Amanda Sanderson  
Financial Assistant  
(847) 491-2775  
Fellowship & Scholarship activation  
Payroll  
Petty Cash  
Budget Reconciliation
5.2 Mail and telephone service

You are assigned a mailbox in Tech E225. E225 is locked at all times so you must get a key. All mail received in the department office will be delivered to these boxes each day.

Telephones are available in each student office. Outgoing calls on these lines are limited to the local area. Research related long distance calls may be made using a long distance billing code provided by your advisor. Personal calls are prohibited.

5.3 Keys

When you arrive on campus you may be granted access to a key for the outside doors of the Technological Institute and the ChBE Graduate / Post-Doc Mailroom. Once you have chosen an advisor you can get a key to your group’s lab. To request a key, see the Program Assistant in Tech E136. A $5 deposit will be required for each key issued to the holder. The $5 deposit will be refunded upon return of the key.
5.4 Payroll

There are multiple ways that PhD graduate students are funded while at Northwestern. First year students are typically on Murphy Fellowships for both the Fall and Winter quarters, and are supplemented by a Research Assistant (RA) position. Beginning with the Spring quarter, funding typically results from being a Research Assistant (RA), Teaching Assistant (TA) or through other fellowships. Consult with your advisor about the various fellowships and training grants available.

Knowing the particular type of funding you are receiving is helpful when completing your Federal W4 and Illinois W4 tax forms. If funded in full by an RA or TA position, then the total amount of your pay is taxable. If on a fellowship, then only the supplemented amount of your pay will be taxed, but the fellowship portion may still be taxable according to IRS guidelines. It is important to note that the supplemented amount of your pay is a much smaller amount than your stipend amount. Based on this, you may wish to adjust your tax withholding information on both the Federal W4 and Illinois State W4 forms. This information can be changed at any time by contacting the Payroll Department. More information can be found by visiting the Payroll Department’s website, www.northwestern.edu/hr/payroll/.

Northwestern no longer issues paper checks for pay. Pay can be received either by direct deposit into a designated bank account, or by way of a “Paychek Plus” pay card, which can be used similarly to an ATM bank card. You can set up direct deposit online through Northwestern’s HRIS Self Service website, http://nuhr.northwestern.edu. You will be prompted to enter information relating to both your bank and bank account, including account number and routing number. In lieu of using the HRIS Self Service website, you can also fill out a direct deposit form, attach a voided check, and then submit both to the Payroll Department. The direct deposit form can be found online at www.northwestern.edu/hr/payroll/DirectDeposit.pdf.

If you have any questions relating to payroll, contact the Financial Assistant responsible for payroll.

5.5 Purchasing

Graduate students can be given access to iBuyNU, Northwestern's online shopping catalog, should they need to purchase items for research. Security access will need to be granted prior to creating any orders in this system.

To Purchase Lab Equipment, Supplies, and Chemicals

1) Obtain a purchase order form from the department website: http://www.chem-biol-eng.northwestern.edu/facstaff/forms/ChBE%20PO%20form_5.1.09.pdf

2) Write in the company name, address, phone number, fax number, and FEIN (Tax ID).

3) Itemize each product you want to purchase. Add pertinent details in the "Notes" section.

4) Make sure that the pricing is accurate to possible Northwestern discounts.

5) Show the purchase order to your faculty advisor for approval signature and chart string.

6) Turn the purchase order in to Program Assistant in the department office (E136) for processing, since all purchases are officially made by the department office staff. An official purchase order from Purchasing will be faxed to the company and your products will arrive after.

Plan ahead for any purchasing so that your research is uninterrupted!
Reimbursements

Security access is also typically granted for graduate students in order to submit expense reports for travel or event expense reimbursement. Once you have submitted the security access request form, you will receive an email with a link on how to access the NU Financials system where you can create your expense report.

Supporting documents such as itemized receipts, credit card statements, and written explanations of business and educational purposes are just a few examples of documents that will need to be included with the expense report.

Receipts are always taped on 4 sides to either a printed Expense Report Receipt or a clean white sheet of paper so that they can be scanned and copied easily. Do not tape over text and numbers because the glue fades the script beyond legibility. Paper clip the receipt pages to the reimbursement form. Be mindful of putting too many receipts on a page or going in too many directions; many people have to approve these documents and often make notes beside the receipts.

To create your expense report, start with the following link: http://cafe.northwestern.edu/ and click on “Access Café Systems,” then click on NU Financials to log-in. Select Employee Self-Service to get you to the window to enter your expense details. Expense reports are used for travel and previously approved event expense reimbursements.

1) Non-Travel Reimbursement: Used when you attend conferences or meetings outside of campus and use your own funds for the trip.

• Go to the Project Café NU Financials website, to log-in to HRIS Employee Self Service: http://cafe.northwestern.edu/

• Fill out all information completely and in detail and include supporting documents.

• Chart string: ask your faculty advisor for the chart string where the purchases should be charged.

• Sign the form yourself and get your advisor to sign it.

• Include receipts. If the receipt does not indicate how you paid for the product, include your credit card statement with the purchase indicated. Black out all other purchases and all but the last 4 digits of your credit card number.

2) Travel Reimbursement: Used when you attend conferences or meetings outside of campus and use your own funds for the trip.

• Go to the Project Café NU Financials website, to log-in to HRIS Self Service: http://cafe.northwestern.edu/

• Fill out all information completely and in detail.

• Business Purpose: Briefly write the title of the conference attended and where it was, or, if it was a meeting, a very brief explanation for the trip and where you went in the comments section.

• Chart string: ask your faculty advisor where you should charge your travel expenses. Sometimes you will receive a grant for travel from the Graduate School and will receive a specific account number and amount in an award letter. This will be combined with other account funds to reimburse you for your travel expenses. List both account numbers and the amount that should be charged to each.
• Dates: Make sure to put the start and end dates of your trip.

• Airfare: This can be paid from your pocket or through a Northwestern travel agency. We strongly suggest you pay it with the Northwestern travel agency (i.e. Compass) so that it can be paid well in advance and charged directly to an account. If you do charge your airfare to an account, list the cost on the travel expense report and the account where you charged it, and include your boarding passes and itinerary. If you pay for your airfare out of your own funds, include your boarding passes, itinerary and receipt as supporting documents.

• Public Ground Transportation: Include any receipts from bus, railroad, or taxi rides. If tips for taxi rides are not included on the receipt, indicate the tip next to the receipt. If you are unable to get a receipt for taxi rides, write where you went and how much it cost and we may be able to reimburse you.

• Personal travel: If you take your own car, we will reimburse you according to the mileage rate of $0.50 per mile. **We do not reimburse gas separately.** Look at the second page of the travel & entertainment reimbursement. Include a Google map printout which shows the mileage and directions as supporting documentation.

• If you must rent a car, please include the rental car receipt as well as any gas receipts. We will reimburse both in full.

• Hotel: Include the itemized hotel receipt indicating what was charged each day. Enter the date of the first night’s stay as the expense date. Any internet or phone charges must be put in the “phone & communications” category. You are limited to 2 long distance phone calls during your stay.

• Meals: Include itemized receipts for your meals. Alcohol will not be reimbursed on a grant account, and since most of you are traveling on grants, remember that we will not reimburse you for alcoholic beverages. Non-itemized receipts will require an exception form available online. There is a limit to the exceptions allowed, so be mindful to ALWAYS get itemized receipts. The limit for meals per person is $65; be respectful of the amount of limited grants funds and order below this.

• If you pay for a group on your credit card, enter this as a Domestic-Meal Group. You must put the date of the meal, list valid Northwestern colleagues or appropriate guests along with their title and the name of the company or university they represent. Be sure to get a detailed receipt.

• Conference fees: Include the receipt for your conference fee. If you paid beforehand and charged it directly to a chart string, still include the receipt, record the price and write the chart string on which you put the charge. When entering the Conference information in Project Café within the “Details Tab” check the box “Non-Reimbursable.”

• Additional information: Include the meeting badge or a copy of the itinerary for the trip as proof of your attendance and business purpose. If you choose or if some receipts lack payment information, include credit card statements indicating payments as further support.

• Turn in all materials shortly after you return. We cannot guarantee that your reimbursement will be approved after 90 days (this is a university and a federal rule). If you want your money sooner, turn in your receipts as soon as possible!