

Department of Urban Planning and Policy (MC 348)
215 College of Urban Planning and Public Affairs Hall
412 South Peoria Street
Chicago, Illinois 60607

To: New Urban Planning Students
From: Martin Jaffe, UPP Head
Subject: Checklist to Prepare for the First Day of Class

Welcome to the Urban Planning and Policy (UPP) Program at the University Of Illinois at Chicago. By now, you should have received an admission email from us as well as an official admission letter from the UIC Graduate College Admissions Office. Please contact Hazel Brown, in the UPP Program Office, at 312-996-6211 if you have not received your official admission letter. I will remain UPP department Head until August 15, 2009. At that time Professor Kazuya Kawamura kazuya@uic.edu will be officially appointed Head of UPP.

The checklist below will help you prepare for the first day of class, Monday, August 24, 2009.



New Student Orientation - Thursday August 20, 2009

It's very important that you attend the Urban Planning and Policy Program New Student Orientation on Thursday, August 20, 2009. You will receive important information that will allow you to be best prepared for the start of the semester. Once the semester starts, you will quickly become very busy with your studies; orientation is designed to allow you to get as many questions as possible answered prior to the start of classes.

The event will begin with registration at 1:30 pm. The orientation is from 2 – 5pm. At the orientation, you will have an opportunity to hear more about the MUPP curriculum, meet faculty and current MUPP students. After the orientation, the Urban Planning & Policy Student Association (UPPSA) will host a mixer event for new and returning students. More information regarding this event will be mailed to you before the orientation.

Orientation will be held at 715 S. Halsted in room 302 of Student Center East (SCE).

You should also plan to attend the Graduate College's New Student Orientation. Graduate students in UPP are governed by Departmental (UPP), College (CUPPA), and Graduate College policies. The Graduate College also coordinates many scholarship and fellowship programs, and provides some funding for student research and travel. More information on the Graduate College's orientation can be found at: <http://grad.uic.edu/cms/?pid=1000671>

Travel directions:

General travel directions to campus can be found at:

http://www.uic.edu/index.html/maps_directions.shtml

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If you prefer to use public transportation, take the Blue Line of the CTA to the UIC Halsted stop.

http://www.transitchicago.com/assets/1/blueline_schedules/UICHalsted.pdf

If driving, daily parking (for a fee) is available at the Halsted Street Parking Structure (HSPS). For the location of HSPS, see:

https://fimweb.fim.uic.edu/CampusMaps/UICVisitorMap_E_8.5x11.pdf

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Familiarize yourself with the UPP webpage.

Most of the information you need can be found on the UPP webpage. Over the summer, we will be developing a Current Students FAQ that will address most commonly asked questions. You should spend some time locating information such as student handbooks, course descriptions, syllabi, and schedules, forms, etc. so that you can easily find it when you need it.

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Talk with an Advisor

UPP Director of Graduate Studies Kheir Al-Kodmany, Assistant to the Director Ann Barnds, and I will be happy to schedule appointments for a phone or in person advising. Our contact information is: Professor Al-Kodmany, kheir@uic.edu and 312.413.3884; Ann Barnds, abarnd1@uic.edu and 312.996.2165; and I can be reached at mjaffe@uic.edu and 312.996.2178. You will be assigned a faculty advisor in your specialization by the orientation August 20, 2009. You will be required to meet with your advisor after the tenth day of classes and before you can register for the Spring 2010 semester. You will also work with this advisor on your Plan of Study, which is required to be completed by the fifth week of the Spring 2010 semester.

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General advice to follow when registering for courses . . .

One of the most useful on-line documents is the UPP *Student Handbook* available from the UPP web site http://www.uic.edu/cuppa/upp/current_students/cs_prg_req.html. (Note: The handbook for AY09/10 will be posted over the summer; for now, please refer to the handbook for AY08/09.) There you will find helpful hints including some of the following:

1. **Load.** Plan to take 12 credit hours every semester, with 4 credits during one summer. In addition to 12 credit hours of class work, you will have an additional 4 credit hours of an internship one semester, and during your final semester you will have an additional 4 credits of a Master's Project. Three courses (12 hrs) are considered a full-time schedule in the fall and spring semesters. **Do not take four courses during your first semester.**
2. **Core Courses:** UPP 505 and 506 must be taken concurrently in the second semester of the first year of study by full-time students, and in the second or fourth semester by part-time students. A pre-requisite to UPP 505/506 is UPP 502 (Planning Skills). Full time students should take UPP 502 in the fall of their first year. We recommend that part-time students take UPP 505/506 in the spring semester of their second year unless they have significant work experience as planners. Part-time students should take UPP 502 in the spring semester of their first year or the fall semester of their second year.
3. **Concentration Courses.** You should take the first in your series of concentration courses (e.g., UPP 520, 530, 540, 550, or 560) as soon as it is offered.
Concentration courses generally rotate, one year during the day and the next during the night. The curriculum does not generally support taking two full concentrations, but you may take classes from other concentrations as electives, subject to prerequisites. Please consult your advisor for specific information about course selection.
4. **Internships.** Most students opt to complete their internships during their first summer, although internship opportunities are available anytime after you have completed your first 12 hours of study.
5. **Project or Thesis?** Most students do a master's project, not a thesis. See the handbook for more details.
6. **Study Groups.** You should plan on creating or joining a study group. You may have study groups specific to a certain course, but study groups relating to your particular concentration are also helpful.
7. **Two year Plan for Courses.** Consult the UPP two-year plan for course availability at http://www.uic.edu/cuppa/upp/current_students/cs_classes.html. The pattern of courses generally repeats every two years, but they are subject to change.

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 Register for Classes.

Domestic students can register for classes by following the instructions received from the Office of Admissions and Records. Please review these instructions thoroughly before registering. Instructions on activating your UIC computer account are also contained in this document.

International Students cannot register until they have arrived on campus and checked in with the Office of International Services <http://www.ois.uic.edu>. International students should familiarize themselves with all of the information at the OIS website.

Please send an email confirming who you were advised by (cc'ing that person) and include your UIN to Hazel Brown (memi@uic.edu) for permission to register. Hazel will remove the advising "hold" which currently prevents you from registering. Then you will be able to complete your registration.

If you still cannot register due to some other form of "hold," please contact Hazel Brown, at 312.996.6211. Please note that in addition to a general advising hold on new students, specific classes may have holds, such as courses requiring instructor approval. Please include the specific message you received in the Banner Web for Student registration system, as well as your UIN, with this email.

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 Get a Student Identification Card and a U-Pass.

After registering, we suggest you get your "I-Card" as soon as possible. Visit the I-Card Office in the Student Services Building (SSB), at the corner of Harrison and Racine Streets. Be sure to bring a picture ID and a copy of your class schedule to show that you are registered. You can print your schedule online or by visiting the Records and Registration Office, which is also located in SSB. At the same time as you get your I-Card, you should get your U-Pass (full-time students only), which entitles you to transportation on CTA buses and trains for the entire semester. Full-time students are automatically assessed the U-Pass fee, so you should take advantage of it.

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Set up an UIC E-mail Account. *Once classes start, all formal written communication from the Urban Planning and Policy Program will be directed to your UIC e-mail account. This includes information for courses that use Blackboard, the course web page system.* You can set up an e-mail account from any computer with access to the web about an hour after you get your student ID. Go to <http://www.uic.edu/depts/accc/home/ACCTS.html>. You will need your I-card number, your Social Security Number and your date of birth. In this process you will find your netid, which will be part of your UIC email address. For questions, call the UIC Client Services office at 312-413-0003.

It is very important that you set up your university e-mail account before classes start and that you either check the account regularly or configure it so that messages are automatically forwarded to a frequently used e-mail account or to a FAX machine. Much of the communication from the Department and University comes through the student listservs. If you find the volume of listserv notices to be excessive, you can elect to receive a daily digest rather than individual emails. Both of these options are available through the ACCC webpage.

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Get a Password for CUPPA Computer Lab Computers. The CUPPA computer lab is located in the northwest corner of suite 215 of CUPPA Hall and available to you any semester that you are registered. During the week before classes and for two weeks after you can use the following: **Login: New Student** (not case sensitive - can be: new student) **Password: CuppaTemp.** (case sensitive, period is part of the password). The CUPPA IT support team can be reached at cuppatech@uic.edu.

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After-Hours Access To CUPPA Hall.

You will be granted after hours access to CUPPA Hall after the tenth day of classes. If you still cannot access the building, the UPP suite, or the basement B20 suite, please contact Hazel Brown and cc Sharyn Dyer, Assistant to the Associate Dean, at sgordo4@uic.edu.

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(Research Assistants Only) Complete Employment Paperwork.

If you have been offered a research assistantship from the Urban Planning and Policy Program, contact Wei Liu, UPP Business Manager at 312-413-1617 or weiliu@uic.edu to complete employment forms. If you have been offered a research assistantship from a research center or other campus unit, contact the center or other unit directly.

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Job Assistance Information and other Funding Sources.

While UPP has a very limited number of Graduate or Research Assistantships to provide, many of our students find assistantships on campus that pay them a stipend and provide a waiver for tuition and most fees. Students wishing to search for assistantships at UIC for the fall semester can look at the classifieds section of the UIC Event Calendar under Positions Available:

<http://www.uic.edu/htbin/eventcal/eventcal.fcgi?&dispatch=search&type=%22Position+Available%22>), or;

http://www.vcsa.uic.edu/MainSite/departments/career_services/sub_student_employment/Students/graduate+assistantship which also occasionally posts assistantships. Most assistantships are posted through the Classifieds section of UIC Events Calendar or disseminated through various listservs on campus. UPP staff receives many announcements, which are immediately disseminated through the student listservs and posted on the College's Career Center Website. (The Classifieds section of UIC Events Calendar also has roommate and apartment postings.)

Students can also contact the various research centers in CUPPA as well as other campus units. Students should be aware that many assistantships are not advertised until shortly before the beginning of the semester or even after the semester starts.

Students looking for general summer employment in Chicago can look at the Chicago Tribune website <http://www.chicagotribune.com/classified/jobs> (registration may be required);

the Chicago Reader <http://classifieds.chicagoreader.com> (also a good resource for students needing housing);

www.npo.net (a local board with many jobs at non-profit organizations);

www.idealists.org (a national board similar to the above with searchable database); and

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<http://www.chicagodiversity.com/> (a network of local diversity employment websites with non-profit, university, professional/tech, and business partners participating).

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(International Students Only) Report to OIS Offices and Attend Their Orientation. Visit the Office of International Services (OIS) at 2160 Student Services Building (M/C 326), 1200 W. Harrison Street upon your arrival to UIC to complete necessary forms. Be sure to bring your original I-20 or DS2019 form and your passport along with the I-94 card (small white card) found inside your passport.

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Finances

The tuition and fee schedule for Academic Year 2008-2009 can be found at http://www.uic.edu/depts/oar/grad/tuition_grad.html. The tuition figures include a tuition differential based on the number of credit hours for which a student is enrolled each term. The 2009-2010 tuition and fee rates will be updated and available over the summer.

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Get involved in the Student Organizations

The Urban Planning and Policy Student Association (UPPSA) is an important part of the cultural and educational experience for MUUP students here. In a separate email, we will send a welcome letter from the UPPSA President. PhD students should become involved with their student organization, CUPPS.

I look forward to seeing you at the UPP orientation. If you have any questions, please contact Hazel Brown, Admissions & Records Officer at 312-996-6211 or reply to this email.

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Useful links:

<http://www.uic.edu/gcat/GG.shtml> (Graduate Students Guide to UIC)

<http://www.vcsa.uic.edu/mainsite/home> (Office of the Vice Chancellor for Student Affairs)

<http://www.uic.edu/index.html/maps.shtml> (Campus Maps—download East Side visitors map)