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EEE Main Office - Hours & Location

- The EEE main office is located in POTR 364. Office hours are:
  - M-F 8am-5pm
  - Tammi Thayer’s hours: M-F 9am-4pm

POTR Building - Hours of Operation

- POTR building hours of operation are 6:00am - 10:30pm, 7 days a week.
- If doors are locked during these posted times, contact the Purdue Police non-emergency number at 49-48221.

How to Schedule An Appointment with Tammi Thayer *

A recent update was done to BoilerConnect. Attached are NEW instructions for students to navigate making appointments. Advisors and service offices across campus use BoilerConnect for making appointments, so these instructions are generalized for all appointment pathways.

Please note:
- The EEE office has a sign in kiosk at the front reception desk. When visiting EEE for your appointments you will either swipe your PUID card or enter your PUID # at the kiosk.
- There is a link to BC in my signature block and on a few EEE webpages for Current Students.
- BoilerConnect is in addition to myPurdue, myPurduePlan, etc. These systems all work together.

Open Registration - Registration Troubleshooting

- Waitlists: if you are on a waitlist for a course in myPurdue the waitlist feature closes at 5PM today (always 5PM the Friday before a term begins). All the waitlists will be purged at 5PM. Students may still add classes to their schedule through the 1st full week of the term if a seat becomes available but you must monitor to catch seat opens. Keep checking myPurdue (use Look Up Classes) and Scheduling Assistant to find if there is space.
- Having trouble registering? Need an override for a class? There are many resources on the EEE Registration Tools page, such as instruction links for Scheduling Assistant:
  - Scheduling Assistant - How to Submit Registration Error Override Request
  - Scheduling Assistant - How to Register using Scheduling Assistant
  - Scheduling Assistant - How to Register a specific CRN
- The Registrar page also has links for most common registration issues: https://www.purdue.edu/registrar/currentStudents/index.html
**Course Advertisements**

- FNR 21000 - Prof. Brady Hardiman’s [FNR 21000 Natural Resource Information Management](#) class this spring has remaining seats - approximately 25 - and EEE students have been invited to enroll.
  - EEE will count this course as **EEE Selective – Category C**. This is a new addition to the approved list.
- FS 59100 - Dr. Jen-Yi Huang is still seeking students for *Environmental Sustainability of Agri-food Production* this term. The course syllabus is attached.
  - EEE will count this course as Technical Elective (TE).

**MyPurduePlan: Update Your ‘Plans’ tab**

Upon entry to EEE all students receive a personalized plan of study from Tammi. It is your responsibility to keep the Plans tab of MPP up to date on a semesterly basis - no exceptions - per changes in registrations, future plans, repeat of courses, etc. Confirm that the courses you registered for fall match the courses listed on your MPP Plans tab. If the courses do not match or were adjusted due to grades, update your plans tab to match your registered courses. Failure to have a customized and up to date plan may cause a delay in your future registrations.

Review your POS, run an audit, etc. If you feel that there is an error, make an appointment with Tammi in September to review.

It is imperative that you get to know and understand the requirements you must achieve to obtain your BSEEE degree!!!

Here are links to MPP tutorials -

- **Finding myPurduePlan** - Login to myPurdue > Destination: Graduation > myPurduePlan
  - Worksheets tab - Review your Worksheet tab. It should be completely accurate. Make note of anything that seems inaccurate to discuss with me. Unsure of how to read the Worksheets tab? Go to [https://mediaspace.itap.purdue.edu/media/myPurduePlan+Worksheet/1_gytsywcz](https://mediaspace.itap.purdue.edu/media/myPurduePlan+Worksheet/1_gytsywcz)
  - Plans tab - Each semester it is your responsibility to update your plan per changes in registration plans, repeat of courses, etc. Need help? Go to [https://mediaspace.itap.purdue.edu/media/myPurduePlan+Plans+Tab/1_0mzzf67i](https://mediaspace.itap.purdue.edu/media/myPurduePlan+Plans+Tab/1_0mzzf67i)
  - Find all tutorials on MPP features at [https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html](https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html)

Finding EEE Curriculum resources - Go to [www.purdue.edu/EEE > CurrentStudents > Academic Resources](http://www.purdue.edu/EEE)

- > Plans of Study - follow the appropriate path per entry date to Purdue to view the standard 4 year plan of study and other policies.
- > EEE Selectives - Hyperlinks to course descriptions ease the process of reviewing for course content, along with investigating any requisites and/or restrictions. Table 1. Universally Approved - includes courses that are fundamental to environmental engineering. These courses should be given top priority as you consider your future EEE Selective package.
- > EEE Registration Tools - page developed to be a “one-stop shop” that contains links to many registration tools and resources from across campus.

**EEE Computer Lab - POTR 360: New Entry Code & Rules of Use**

- The EEE computer lab room is in POTR 360, next door to the main EEE office.
- Key pad entry instructions:
  - Pull handle down once or twice to clear.
  - Enter Code 367884, or 36SUTH when referencing a phone key pad. This memory aid translates as Room 360 + Dr. SUTHerland, Fehsenfeld Family Head of EEE.
  - Pull handle down and open door.
- EEE maintains this computer center for academic & social activities. Its use is a privilege reserved for EEE students and those enrolled in EEE courses to work, study, and access dedicated EEE computers. There are 12 desktop computers with internet access and a printer/scanner. The room contains additional tables, chairs, and whiteboards.
- Please read the attached agreement sheet which details privileges and responsibilities of using this room. In general, be respectful to others and the property. Always log off of computers before leaving the room. Do not lock a computer for later use. Do not move or alter any of the computer systems.
- If you wish to place items on the wall, ask in the EEE Office for appropriate tacky putty. (No tape or staples.)
- Use discretion when determining if to print and how many copies to print.
- Food/drink is allowed but use caution. A refrigerator & microwave are available for use.
Do you have suggestions for how EEE can improve? Let us know here!
You may also direct comments and questions to a member: Nate Ibarluzea, Ryan Leahy, Jennifer Pohlman, Treann Quick, Emerson Ringger, Erica Wang, Ali Whitehead.

The mission of the SAC is to encourage and enhance communication from the student body to the Head, Dr. Sutherland. Student representatives on the council act as liaisons for the student body and bring forth “consensus” issues that pertain to student morale, student perspectives on the curriculum, and the learning environment as well as hosting events pertaining to these issues. Our focus is on seeking opportunities for growth and improvement within EEE. This includes reaching out to relevant groups and hosting events for students, faculty, and the administration.

Job Corner with Ms. Whelton, PE

This section is prepared for the newsletter by Ms. Margaret Whelton, PE. She is the EEE Manager of Industrial Experience. The responsibilities of this position include working with industry to secure internships, co-ops, and full time job opportunities for students; developing real world senior design and research projects; and facilitating partnerships between industry and Environmental and Ecological Engineering. She has twelve years of experience as a practicing environmental engineer prior to becoming part of EEE. She is a registered professional engineer in Indiana, Virginia, and Alabama.

I hope your break has been going well. At the end or beginning of a semester is a great time to update your resume and LinkedIn account. Don’t forget that you can meet with me to look at your resume and LinkedIn profile, discuss career options and applying for jobs!

In the past I have discussed the importance of LinkedIn and how many recruiters are using this as the main way to identify potential employees. Many jobs are posted through Linked In (see the “jobs” category on the bar of options at the top of the screen) and you can set your preferences for location, experience level, etc.

So it is important to have your LinkedIn profile polished and up to date. And you want to be found and stand out. Below are some tips to help you set up a great LinkedIn profile. Note, these tips come from the blog post found here: https://purduecco.wordpress.com/2013/02/05/how-to-write-a-linkedin-headline-that-attracts-recruiters/

- Be found on LinkedIn by using the keywords in your Headline that a Recruiter or Hiring Manager would use to search for a job candidate
- Add a meaningful job title to attract as many Recruiters or Hiring Managers as possible
- Add a Value Statement

Choose the Right Keywords. The way to attract Hiring Managers and Recruiters on LinkedIn through your Headline is to include the keywords that the Hiring Managers and Recruiters would enter in a LinkedIn “People Search” to find Job Candidates like you.

Your Headline is one of the few areas of your LinkedIn Profile that impacts the LinkedIn Search Algorithm more heavily than the other LinkedIn Profile fields. The other two are your Job Titles and Skills & Experience section.

NOTE: The LinkedIn Search Algorithm is the formula by which LinkedIn calculates the order in which people appear in “People” Search results.

If, for example, a company is looking to hire a Financial Advisor, their Recruiter might use any of these keywords to find Candidates for the job:
- Financial Advisor
- Investment Advisor

To be found by as many Recruiters as possible, the Financial Advisor would include all three keyword phrases in their Headline.

The following is an example of a possible format:

►FINANCIAL ADVISOR, INVESTMENT ADVISOR, RETIREMENT ADVISOR◄

If you’re unsure what job title a Recruiter or Hiring Manager might use to find Candidates on LinkedIn, look at relevant job listings on a job search website like http://www.Monster.com.

Since we are talking about “soft skills”, here is a link to a post where they explain the different between hard or technical skills and soft skills: https://purduecco.wordpress.com/2016/11/07/soft-skills-an-introduction/

As we head into the spring semester, many of you have or will be hearing from companies. If you have a job offer, check out the CCO online. The CCO gives some good information on evaluating job offers, negotiating aspects of your position, and
even how to professionally accept or decline an offer:  https://www.cco.purdue.edu/Students/JobOffersandNegotiation If you still have questions on an offer or on comparing offers and would like advice, contact me.

Enjoy the remainder of your break!

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**EEE Faculty Research**

Interested in pursuing research with EEE faculty? Students are welcome to reach out to individual faculty that they feel best matches with their interests. The best resource to review faculty research paths is at https://engineering.purdue.edu/EEE/Research. Screen shot below.

On this page you will notice 2 blocks labeled ‘Classic Environmental Engineering’ and ‘Industrial Sustainability.’ Click on these to see further explanation of subareas within these paths. It may be best to first decide if your interests fall within ‘Classic’ or ‘Industrial’, then reach out accordingly. Names of the faculty (hyperlinked) who work in these areas are listed, and you can learn more about each of their specific areas of research, publications and contact info by clicking on each name.

If you are approved to work with someone, there are specific steps to take to enroll a course if you wish to establish course credit, or you can work for hire. The EEE independent research/project course number is EEE 49800.

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**What are REUs??? (NSF Research Experiences for Undergraduates)**

- NSF Research Experiences for Undergraduates (or REUs) are competitive summer research programs in the United States for undergraduates studying science, engineering, or mathematics. Such programs usually focus on targeting women and underrepresented minorities. The programs are sponsored by the National Science Foundation, and are hosted in various universities. They are among the most prestigious summer programs that an undergraduate can participate in. Individual REUs tend to be specialized in a particular field of science. There are REUs in many scientific fields such as mathematics, physics, chemistry, geology, biology, psychology, and computer science.

- REU sites typically consist of ten undergraduates working in the research program of the host institution. As the program is funded by the NSF, undergraduates must be citizens or permanent residents of the US or its possessions to be eligible for funding. However, some REU sites accept "self-funder" international students. Applications are typically due between February and March. This is excellent opportunity for undergraduates to get further research experience, and REUs are especially recommended for students considering graduate coursework later on. Compensation for hours worked is provided.

- A searchable engine and more info can be found at http://www.nsf.gov/crssprgm/reu/reu_search.jsp
- These opportunities are competitive so having prior research experience makes you more competitive.
- See your EEE Mentor for more insights on the advantages of REUs, or with help in narrowing your choices.
Resume: Update Your Resume for EEE Student Experience Survey

EEE will initiate our annual Student Experience Survey later in January. As part of the survey students will be required to submit their resume. Now is a great time for you to review and update your resume so that it is ready.

Professional Licensure & FE exam- What is it? When to take it? How to prepare?

The Fundamentals of Engineering (FE) exam is typically the first step in the process leading to the P.E. license. It is designed for students close to finishing their engineering degree or recent graduates. The FE is a computer-based exam that is administered year-round at NCEES (National Council of Examiners for engineering and Surveying) approved Pearson VUE test centers. FYI - Purdue has an approved test site. The FE contains 110 multiple-choice questions. The exam appointment time is 6 hours long, which includes a nondisclosure agreement, tutorial (8 minutes), the exam (5 hours and 20 minutes), a scheduled break (25 minutes), and a brief survey.

- What is professional licensure all about and why is it important? Learn more at https://www.nspe.org/sites/default/files/resources/pdfs/GR/2017handouts/2017%20-%20What%20is%20a%20PE%20document.pdf.
- The EEE website has an information and resource page. Go to EEE > Current Students > click on Fundamentals of Engineering (FE) Exam under ‘Useful Resources’ column. This page highlights the Environmental Exam, NCEES itself, links to various sites to register for the FE, what study sessions are offered on campus (not all apply to EEE, though), how to purchase study guides, and other resources to consider.
- More info about resources for the FE exam... Prof. Nies has very graciously purchased a “loaner” copy of the FE Environmental Engineering Review Manual (all 754 pages!!) that will be housed in the EEE office. Seniors are welcome to “check out” this manual for a 72hr period to review/study. This will at least allow you time to see what types of problems are on the exam, and solutions are provided. See Tammi Thayer to check out the manual.

Scholarship Opportunities Available!

- It is always scholarship season! If you are looking for scholarships for next year, the EEE web page has a listing of private scholarships offered by organizations outside of EEE and/or Purdue. There are a number of opportunities listed there currently and the page is continually updated with more information as it is shared with our office. Get in the habit of checking this page frequently.
- You may access this page by taking this path - EEE -> Current Students -> Useful Resources -> Scholarships and Financial Aid -> Outside Scholarship Opportunities

Academic Success Center (ASC) & Supplemental Instruction (SI)

The ASC offers a collection of services and programs designed to help Purdue students be successful in the classroom. Be proactive and review available resources now. Don’t wait till things get difficult to manage. See ASC’s offerings at https://www.purdue.edu/asc/index.html

- LOCATION: WILEY HALL | Visit the Academic Success Center in Wiley Hall C215.
- HOURS | The ASC’s academic year hours will be 8AM-8PM Monday-Thursday, and 8AM-5PM Fridays.
- PEER SUCCESS COACHING PROGRAM | The Peer Success Coaching program offers students additional support and accountability as they work toward academic, social, and/or personal goals during the semester. Trained peer leaders work 1-on-1 with students to develop strategies, skills, and solutions as they aim for their definition of success. Students can apply for a PSC online at www.purdue.edu/psc.
- SUPPLEMENTAL INSTRUCTION PROGRAM | The Supplemental Instruction (SI) Program provides students with interactive, peer-led study sessions for challenging Purdue courses. You can view the SI session schedule online.
- TUTORING | The ASC helps connect students with academic support resources through https://www.purdue.edu/asc/tutoring.html
- WORKSHOPS | The ASC offers free workshops available to all students. We continue to offer our traditional topics (time management, overcoming procrastination, and effective study strategies) this semester, but will also offer several new workshops. See info at https://www.purdue.edu/asc/workshops.html.
- CONSULTATIONS | Students can get tailored support on study strategies, time management, test-taking strategies, and other academic success topics in a 1-on-1 meeting with an academic consultant. Info here. Students can sign up for a consultation through BoilerConnect or by visiting the ASC.
- QUESTIONS? | Email academicsuccess@purdue.edu, call 765-494-4700, or visit Wiley C215.
Safety: All Hazards Training

- All-Hazards Awareness Training is offered to the Purdue community through in-person sessions and online through Blackboard Learn or WebCert websites. This training provides reminders on what constitutes an all-hazards emergency event and how faculty, staff and students in the classroom or elsewhere on campus should react in such a situation. Emergency preparedness officials explain how the campus community receives emergency notifications through the multi-layered Purdue Alert system, what "shelter in place" means and how to respond when they see the phrase in alerts sent out; evacuation procedures; what they can do to prepare; and available tools and resources.
  - Blackboard Learn: enter your Purdue career account, click "Browse Course Catalog." In the "Search Catalog" section type in "All-Hazards Awareness Training" and “enroll” in the course.
  - WebCert: logon with your career account to review the All-Hazards Awareness Training Presentation then take the assessment as a quick review.
- View Key Emergency Preparedness Resources at Emergency Preparedness website.
- Recent enhancements to campus emergency notification are listed at www.Purdue.edu/EHPS.
Quick Reference for Students
Requesting an Appointment

- Login in to BoilerConnect at purdue.campus.eab.com using your Purdue username and password
- On the far right side of your Student Home screen, click on the blue Make an Appointment button:

  ![BoilerConnect Make an Appointment]

- On the Schedule Appointment screen, you will be asked a series of questions to explain why you would like to meet with someone. To begin, from the first drop down box, select the option that represents what you want to do.
- Depending on what you choose, you may have just one option in the next drop-down box, or you may have several options to choose from.

  ![Schedule Appointment]

  What type of appointment would you like to schedule?
  Academic Advising

  Please choose from the following options
  -- please choose one --
• In the next drop down box, provide additional detail on the reason for your request. The options you see here will be based on the selection you made in the first two drop down boxes.

Please choose from the following options and click "next."

-- please choose one --

• Click on Next

[Next button]

• The question about departments will populate with any department that offers the service you just chose. In some cases, for example if your college has its own career advising unit, you could see two options. In many cases you will simply make the same choice that you made when you answered the second question on the previous page.

Which department would you like to meet with?

-- please choose one --

• The next question will ask about staff members. In some cases there will only be one option; other times there may be no names listed in which case you simply leave this box blank and click on Next.

Please choose a staff member or leave blank for first available.

Any Staff

*If you don't have a preference, just click Next.*
• Click on one of the blue boxes indicating morning or afternoon times on a particular day, and then choose the actual appointment time from the options given and click Next.

<table>
<thead>
<tr>
<th>Tue, Dec 11</th>
<th>Wed, Dec 12</th>
<th>Thu, Dec 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning N/A</td>
<td>Close</td>
<td>Morning 8 Available</td>
</tr>
<tr>
<td>Afternoon 10 Available</td>
<td>8:00am, 9:00am, 8:30am, 9:30am, 10:00am</td>
<td>Afternoon 10 Available</td>
</tr>
</tbody>
</table>

• If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week’s list of available times.

• If you can’t find a time that works, the department might have Drop-in times available, so click on the View Drop-in Times button in the yellow section of the screen.

You cannot sign up for drop-in times on BoilerConnect but this will tell you when to visit the department. If nothing appears, then there are no drop-in times available for this particular service at this location.
• On the **Schedule Appointment** screen, review the **Appointment Details** because there may be special instructions there. If there is anything else you would like to include in order to help the staff member prepare for your appointment, enter it in the **Additional Details** box.

![Appointment Details](image)

• Unless you uncheck the boxes, you will receive **email and text reminders** for your appointment. If there is no cell phone listed or the number is incorrect, please update it here. The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

![Reminder Options](image)

• Click on **Confirm Appointment**

![Confirm Appointment](image)

Until you do this, your appointment has not been scheduled! BoilerConnect will send you a confirmation email confirming your appointment, so if you do not receive this message, log in to ensure the appointment was scheduled.
Your appointment will now appear on your Student Home page under the Upcoming Appointments section on the right side of the screen.

If you need to cancel an upcoming appointment, click on the appointment under “Upcoming Appointments” on your home page. A pop-up box will appear; click on “Cancel My Attendance” in the bottom left.

Keep in mind that appointments cancelled less than 12 hours prior to the start of the appointment will be considered a no-show. It is still preferable that you cancel an appointment even at the last minute rather than not showing up, but if you have three no-shows in any 30-day window, you will need to contact your academic advisor before you are able to schedule any future appointments via BoilerConnect.
Course Syllabus Spring 2019

Instructor: Dr. Jen-Yi Huang (huang874@purdue.edu)
Credits: 3
Hours: 10.30-11.45am on Tuesdays and Thursdays in NLSN 2187
Prerequisite: None

Course Description
This course is to provide information for students to understand the radical increase in agri-food production and the associated environmental issues it has created. This course gives theoretical coverage of Life Cycle Assessment (LCA) methodology that will assist students in finding ways to evaluate the environmental sustainability of different agri-food industries throughout their entire supply chain at local, national and global levels.

Specific Objectives
Upon completion of this course, the student will be able to:
1. Outline the agri-food supply chain from farm-to-fork with critical motivating factors that are driving the environmentally sustainable production.
2. Explain the principles of LCA, and describe its content and purpose of each analytical step.
3. Carry out a complete LCA of an agri-food product throughout the entire supply chain of its production, processing, distribution, and consumption to determine its environmental sustainability.
4. Consider the environmental sustainability of various agri-food manufacturing operations and processing applications that are vital in the production industry.
5. Describe key technologies that will improve water and energy efficiency, and reduce agri-food waste along the supply chain.

Reading Assignments
3. Individual articles and/or readings will be assigned to support class discussions.
Assessment
10% Assignment and In-class Participation
30% Mid-Term Exam
20% Term-project Presentation
40% Term-project Report

Course Outline

<table>
<thead>
<tr>
<th>Topic</th>
<th>Outline</th>
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<tbody>
<tr>
<td>Topic 1</td>
<td>Introduction of Sustainability in Agri-Food Production</td>
</tr>
<tr>
<td>Topic 2</td>
<td>Introduction of LCA: Life Cycle Thinking</td>
</tr>
<tr>
<td>Topic 3</td>
<td>LCA: Goal and Scope</td>
</tr>
<tr>
<td>Topic 4</td>
<td>LCA: Life Cycle Inventory</td>
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<tr>
<td>Topic 5</td>
<td>LCA: Life cycle impact assessment</td>
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<tr>
<td>Topic 6</td>
<td>LCA: Interpretation, Uncertainty Analysis</td>
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<tr>
<td>Topic 7</td>
<td>Estimation Methods</td>
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<tr>
<td>Topic 8</td>
<td>Mathematics of Process Matrix</td>
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<tr>
<td>Topic 9</td>
<td>Introduction of LCA Software</td>
</tr>
<tr>
<td>Topic 10</td>
<td>Sustainable Production of Animal Products</td>
</tr>
<tr>
<td>Topic 11</td>
<td>Sustainable Production of Crop Products</td>
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<tr>
<td>Topic 12</td>
<td>Sustainable Storage and Distribution System</td>
</tr>
<tr>
<td>Topic 13</td>
<td>Energy Efficiency in the Processing Plant and Green Technologies</td>
</tr>
<tr>
<td>Topic 14</td>
<td>Water Consumption, Reuse and Reduction Strategies</td>
</tr>
<tr>
<td>Topic 15</td>
<td>Food Waste Management</td>
</tr>
</tbody>
</table>
EEE Computer Lab/Student Room (Potter 360) Agreement

The EEE Student Room in Potter 360 (hereafter referred to as 360) is a place set aside for EEE students and students in EEE courses to work, study, and access dedicated EEE computers.

Use of 360 is a privilege and students are expected to treat the room and other students in the room with respect.

Use
360 is restricted to EEE students and students in EEE courses. It is NOT a general-purpose room for Purdue students.

While it does not have the atmosphere of a library, students should be considerate of others attempting to work and keep noise to a minimum.

EEE students can invite other Purdue engineering students to work with them in 360 for the purpose of group work or projects. EEE students who host non-EEE students are responsible for their guests.

IMPORTANT:
360 is secured by a keypad whose code will change every semester and should NEVER be distributed to anyone except at the discretion of EEE faculty and staff. Students who give out the key code may have their 360 access privileges revoked. DO NOT prop open the 360 door.

Books
The books are for student use, however, please do not remove from POTR 360.

Computers
The eleven computers (PC01-08 are running Windows 10, PC 09-11 are running Windows 7) are available for general use by EEE students. However, school work or EEE-related business takes priority and students using the computers for general purposes (web browsing, email) should log off if there is not another computer free. This is not a general use computer lab – we do monitor the computers and only EEE students and those in EEE classes should be using the computers.

Printing
The use of 360 printer is limited to school work and EEE-related business. It is currently a free resource offered by EEE. Please respect this free resource (and the environment) by printing only what is necessary. We will monitor print use; excessive use or use by students who are not EEE students or in EEE courses may result in page charges.

SEEE Office Space
The desk and file cabinet labeled for SEEE is for SEEE officer use only. The microwave and refrigerator are for use by all EEE students, but provided and managed by SEEE.