

# next steps

## Welcome to the Information Networking Institute!

We are happy you will be joining the Information Networking Institute (INI) this fall. This brochure is designed to help you get ready for the upcoming academic year and provides information on INI technical and career services, key contacts and upcoming dates. This brochure is your "Go-To" guide as you transition to the INI, CMU and Pittsburgh; and don't hesitate to use the contacts listed if you have any questions.

### Orientations: New Graduate Students, OIE (mandatory), INI (mandatory)

All new students must attend the INI Orientation, which will take place August 24, 25 and 26. *(Additional information and the agenda will be provided in July)*

Incoming INI students also have a mandatory photo session August 22 and 23 for the INI printed and on-line student rosters. You'll get an e-mail with a scheduled day and time to attend (**this is not for your CMU ID card**).

The CMU New Graduate Student Orientations will be held August 15-17. It isn't mandatory but highly recommended. It's the best time to learn the campus layout, find out about valuable resources and get to know a bit more about the city of Pittsburgh.

Monday, August 29, 2016 is the first day of classes for the Fall 2016 semester. There will be no classes on Monday, September 5, 2016 because of the Labor Day holiday.

### International Students (OIE Check-In - mandatory)

All international students must check-in when they reach Pittsburgh and attend the orientation held by the Office of International Education (OIE) on August 15-17, 2016. Students attending the ACC summer program or who arrive well in advance of the orientation date should check-in immediately. Orientation details will be posted on the OIE website at <http://www.studentaffairs.cmu.edu/oie>.

### Intercultural Communication Center (ICC)

All international students must complete the **Language Support Orientation**, <http://www.cmu.edu/icc/language/training/checkin.shtml>. The orientation is a starting point for all ICC services.

### Tuition and Billing Information

**All billing is managed by the HUB; therefore, all questions regarding tuition and billing should be directed to the HUB.**

Once INI students are registered for courses, a tuition bill will be generated through Enrollment Services (the HUB). Payment schedules can be found at the following HUB site, <http://www.cmu.edu/hub/billing/index.html>. Payment of the Fall 2016 invoice for incoming students entering the MSIN, MSIS, and MSIT programs (which will include tuition and expenses) is generally due one week before classes start.

Note that all INI tuition scholarships will be applied to your student account by the INI Enrollment Services Office. You will not receive these funds directly.

• **Financial aid information:** <http://www.finaid.org/index.html> (financial aid processed through CMU is provided by U.S. government agencies and available only to U.S. citizens.)

**INI Orientation & Photo Session** (these events are separate from the CMU orientation)

**August 22 & 23:**  
INI student photo session

**August 24, 25 and 26:**  
INI orientation (**mandatory**)

### CMU Events

**August 15-17:**  
International Graduate Student Orientation (**mandatory**)

**August 15-17:**  
Graduate Student Orientation

**August 29:**  
First day of classes

**September 12:**  
Last day to add fall courses

**September 5:**  
No Classes: Labor Day Holiday

### INI Career Services

**Jennifer Feyrer**  
Director of Career Services & External Relations  
[jfeyrer@cmu.edu](mailto:jfeyrer@cmu.edu)

**Linda Whipkey**  
Career Services & External Relations Program Associate  
[ljwhipke@andrew.cmu.edu](mailto:ljwhipke@andrew.cmu.edu)

**INI in-house career services** offers resume reviews for incoming students. The first Carnegie Mellon job fair, the Technical Opportunities Conference (TOC) will be held **Sept. 19-21. (at this time you will begin interviewing for summer internships & discuss your skills and goals)**

Please send your resume to Jennifer or Linda no later than **July 15**.

## Contacts:

### Enrollment Services

**Jessica Becker**

*Manager of Enrollment Services & Special Projects*

4616 Henry St., 1st Floor

Phone: (412) 268-7691

Email: jbecker23@cmu.edu

ini-enrollment@andrew.cmu.edu

### Advisors:

#### **Pittsburgh Campus**

**Rajeev Gandhi**

**MSIN Advisor**

Hamerschlag Hall B210

Phone: (412) 268-4922

Email: rgandhi@ece.cmu.edu

**Limin Jia**

**MSIS Advisor**

#2216 CIC

Phone: (412) 268-4605

Email: liminjia@cmu.edu

#### **Silicon Valley Campus**

**Patrick Tague**

**MSIT-IS Advisor**

Building 23/Office 218

Phone: (650) 335-2827

Email: patrick.tague@sv.cmu.edu

**Pei Zhang**

**MSIT-MOB Advisor**

Building 23/Office 222

Phone: (609) 356-2525

Email: pei.zhang@sv.cmu.edu

**Gladys Mercier**

**MSIT-SM Advisor**

Building 23/Office 121A

Phone: (650) 335-2820

Email: gladys.mercier@sv.cmu.edu

**Sari Smith**

**Director of Student Affairs**

Building 19/1060

Phone: (650) 335-2846

Email: sari.smith@sv.cmu.edu

### Computer Accounts

Each incoming student is assigned a Carnegie Mellon computer account generated by the Andrew Computing System. All incoming students should have their Andrew account at this time.

### INI Laptop Requirement

All incoming students will be required to have a laptop. Discounts on laptops purchased through the university computer store will be available. Students may also use their own laptops provided they meet configuration requirements stated below.

### INI Technical Services:

INI students are given access to the standard computing resources offered centrally by the University (Andrew accounts, email, wired and wireless network access, printing, etc.). Detailed information on these resources is available at <http://www.cmu.edu/computing/>. For support with any of those resources please contact [advisor@andrew.cmu.edu](mailto:advisor@andrew.cmu.edu) or phone +1.412.268.4357.

Students will also be granted access to class-specific computing resources based on enrollment in certain courses. The course instructor(s) at the beginning of each applicable class will explain these resources and requirements.

Incoming INI students are required to own a laptop computer in order to enroll. We recommend any current Dell/Lenovo/MacBook Pro (8+ Gb RAM, 500+ Gb disk space. Note these are "minimum" recommendations for the type of work you'll need to do.

The CMU computer store offers these machines at educational rates, and also contracts with a local authorized repair shop for fast warranty service.

Please be aware that purchasing other equivalently powerful laptop brands, while perfectly adequate for class work, might cause you significant inconvenience due to shipping delays to/from the manufacturer for warranty service. Please avoid the risk of being left without your laptop for several weeks during mid-term or finals season!

For any questions or concerns not answered by the links above, please contact [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

### Career Services:

In preparation for the fall semester and upcoming job/internship fairs, you are required to send a copy of your resume to Jennifer Feyrer or Linda Whipkey (INI Career Services team). PRIOR to sending your resume, it will need to be in a specific U.S. industry format and must be **no more than one page in length** (this is the case even if you have previous work experience). See the following website for examples of properly formatted resumes: [resume website](#) (use examples from technical departments such as ECE and SCS).

Jennifer and Linda will also have group resume review office hours available; information regarding signing up for a group session will be sent soon. Resumes typically require 3-5 revisions, so the earlier you start this process the better prepared you'll be to meet with prospective employers for summer internships and post-graduate employment.

**Remember, your resume will need to be ready by September before the Technical Opportunities Conference (TOC)--job/internship conference--which will be held on campus September 19-21.** You'll get more information on this event once you're here at CMU.

## Contacts (cont.)

### CMU Enrollment Services

The HUB, Warner Hall A-19  
Pittsburgh, PA 15213  
Phone: (412) 268-8186  
Fax: (412) 268-8084  
Email: [thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu)  
Hours:  
M, W, F: 8:30 a.m. - 4:30 p.m.  
Tu, Th: 10:30 a.m. - 4:30 p.m.  
<http://www.cmu.edu/hub> \*

*\*Take time to thoroughly review the information provided on the HUB site. It should be the first stop to look up course schedules, the academic calendar, information on financial aid, ID's, accessing your student account and all things to do with general enrollment.*

### INI Career Services

**Jennifer Feyrer**  
Director of Career Services & External Relations  
4616 Henry St., Room 221  
Phone: (412) 268-9292  
Email: [jfeyrer@cmu.edu](mailto:jfeyrer@cmu.edu)

**Linda Whipkey**  
Career Services & External Relations Program Associate  
4616 Henry St., Room 220  
Phone: (412) 268-5085  
Email: [ljwhipke@andrew.cmu.edu](mailto:ljwhipke@andrew.cmu.edu)

### Office of International Education (OIE)

\*To meet with an OIE advisor during office hours, you must make an appointment in advance.

*You may make an appointment with any available advisor.*

Warner Hall/3rd Floor  
Pittsburgh, PA 15213  
Phone: 412-268-5231  
Email: [oie@andrew.cmu.edu](mailto:oie@andrew.cmu.edu)  
Hours: M-F: 8:30 a.m.-5:00 p.m.  
<http://www.cmu.edu/oie>

### Shared Work Space

The INI provides all students with work space, phone, fax, and copy access. The INI building, and the entire Carnegie Mellon campus, offer wireless internet access for all students. Incoming students will enjoy our renovated building which will provide many beneficial amenities to support work and leisure including quiet study and recreational areas as well as meeting rooms, and a kitchen/dining area, among other things. You'll learn more during orientation.

### Finding Housing in Pittsburgh

It is in your best interest to find housing before you reach CMU. The university provides limited housing for graduate students, but the close proximity of surrounding neighborhoods and the wide-ranging CMU shuttle service and local buses makes finding a place within a short reach of the campus relatively easy. CMU Housing Services can help you find apartments in the neighborhoods surrounding campus. The university is offering limited On-Campus Housing for Graduate students this year. Learn about graduate housing opportunities and options here: <http://www.cmu.edu/housing/graduate-students/index.html>; you must have your Andrew e-mail address.

### Choosing Off-Campus Accommodations

Find here links to a list of off-campus apartments, questions to ask a potential landlord, housing cost comparisons, etc., <http://www.cmu.edu/housing/community-housing/index.html>.

### Temporary Summer Housing

Summer Guest Housing, which can be used as temporary housing, is available May 30, 2016 through noon on August 6, 2016. Use the following website for more information and to register, <http://www.cmu.edu/conferences/accommodations/guest-housing.html>.

### Special Issues for International Students: CPT/OPT/Extensions

All students, U.S. and international, attending the INI 20-month program are required to obtain an internship in the summer semester. For those international students on an F-1/J-1 visa, work authorization is needed to work at off-campus U.S. companies. Students may also fulfill the internship requirement by finding on-campus work (approved by the department) which may not require work authorization.

International students in the 16-month program on an F-1/J-1 visa may choose to work in the summer, and will also require work authorization. More information about INI Policies governing work authorization and acceptable internships will be provided.

Students attending under the J-1 visa, if you are sponsored under Fulbright or another such scholarship, generally your sponsor will assist you with the processing of all necessary documents for work authorization—the INI is not permitted to work with you except at your sponsor's request. J-1 students whose DS-2019 is sponsored through OIE must obtain work authorization under Academic Training (AT) which can be processed by the INI. Additional information will be provided about this as well and you can access the OIE website to review rules and obtain forms.

## Contacts (cont.)

### INI Foreign Student Coordinator

**Lisa Currin**

4616 Henry St.

lcurren@andrew.cmu.edu

(Proof of Grad./Work Authorization/

Dept. Signatures/INI Policies)

### CMU Computing Services

Help Center Contact:

it-help@cmu.edu

412-268-4357

8:00am-6:00pm Monday-Friday

Location: Cyert Hall 119

9:00am-5:00pm

### CMU Health Services

1060 Morewood Avenue

Pittsburgh, PA 15213

Phone: (412) 268-2157

Email: health@andrew.cmu.edu

www.cmu.edu/health-services

*\* Hours of operation vary (see website)*

### CMU Housing Services

Magaret Morrison Storefront

5134 Margaret Morrison St.

Pittsburgh, PA 15213

Phone: 412-268-2139

Fax: 412-268-5718

Email: housing@andrew.cmu.edu

Hours: M-F: 8:30 a.m.-5:00 p.m.

<http://www.housing.cmu.edu>

### Parking & Transportation Services

University Center, LL#88

Pittsburgh, PA 15213

Phone: (412) 268-2052

Email: parking@andrew.cmu.edu

Hours: M-F: 8:00 a.m.-4:30 p.m.

<http://www.cmu.edu/parking/>

## Information Networking Institute

4616 Henry St.

Pittsburgh, PA 15213

Phone: (412) 268-7195

Fax: (412) 268-7196

Email: ini@cmu.edu

<http://www.ini.cmu.edu>

## Summer 2016 Transition to Silicon Valley (Orientation & Services for MSIT Students)

Those students in the MSIT bi-coastal programs will transition to the Carnegie Mellon Silicon Valley campus at Moffett Field over the summer 2017. This will involve a move to Mountain View, California.

The Director of Student Affairs at the SV campus, Sari Smith, serves as your point person for campus resources. More information on opportunities for international students in SV will be covered during the coming fall semester. Students will still contact Jessica Becker regarding registration of classes and satisfaction of their program requirements, as well as their program advisor. Sari will be on hand at the Silicon Valley campus to help students navigate the resources available there.

For MSIT students a mandatory, one-day INI/SV Orientation will take place on Saturday, August 29, 2016 at 9:30am in Building 23. Students arriving to Silicon Valley in the summer (either to take summer classes or for internships) can connect with Sari for questions and assistance in their transition.

### Parking at Carnegie Mellon

Carnegie Mellon has several parking lots on campus that are restricted to permit parking. There are also metered lots available, but these fill up quickly. Parking Services has a lottery in August to award parking spots. To enter this lottery, either fill out an application form online (this requires an Andrew computer account user ID and password) or fill out and mail in a paper application. Permits are given out to faculty and staff before students, so not all students are guaranteed parking passes.

- Online application: <http://www.cmu.edu/parking/permits/index.html>

There are many options for getting to and from the university and around the City of Pittsburgh, including a shuttle system run by Carnegie Mellon that is available 7 days a week. See the following Web site for additional information, <http://www.cmu.edu/parking/options/index.html>. Pittsburgh has also become a more biker-friendly city, so those of you who like to bike, make sure to check out the Bike PGH website, <http://bikepgh.org>.