Here you can change all your CITES passwords.

Change Your Passwords
If you know your NetID password or your AD password, you can log in here and change any of your CITES passwords.

Log in with your NetID and password

Forgot your NetID password?
If you forgot your NetID password but have previously set your security questions, you can log in with your questions and then reset your password.

Log in with your security questions

Manage Your Security Questions
You need to know your NetID password to manage your security questions.

https://passwords.cites.uiuc.edu/
Please take a moment to verify that the directory information we have for you is correct.

If your title or employment category are incorrect, please contact the Business Office. Your office location and phone number will be updated in the Department's public website.

Please note that updating your contact information here will not update your information in PH or Nessie. Please keep your information up-to-date in Nessie.

Campus Offices

<table>
<thead>
<tr>
<th>Primary</th>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No offices found.

**Note:** You have multiple entries in the directory because you have multiple roles within the Department(s). Please assign your office address information to each role.

Role Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>Descriptive Title</th>
<th>Employee Category</th>
<th>Office or Group</th>
<th>Assigned Office</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td>Graduate Student</td>
<td>Graduate Student</td>
<td></td>
<td></td>
<td>[Edit]</td>
</tr>
</tbody>
</table>

The following personal information is optional and will not be shared publicly. If provided, it will be available in the online portal directory which is only accessible to faculty, staff and grad student users of the portal. Leave blank any fields that you wish to be excluded from the directory.

Off-campus Addresses

<table>
<thead>
<tr>
<th>Typ</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Country</th>
<th>Phone</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Offices found.

**Directory -> Update**

Emergency Contact Information
Faculty can give you authorization from the PI Profile
LIQUID HELIUM REQUESTS / DISPENSING

Effective May 18, 2009

LIQUID HELIUM REQUESTS / DISPENSING

ORDERING

Preauthorized Students

To order helium, the students authorized to order helium. To become a preauthorized PI please contact the Liquid Helium Facility. To have access, please contact your supervisor/PI and request to be added as an authorized user.

Helium Order Information

- Place your order at least 2 work days before the helium is required. If you place an order less than 2 work days before you are notified that helium will be available. The late fee will be waivered only if no helium is dispensed due to lack of availability.

On-campus pick-up schedule

- You can pick up your order 1 day after the requested date without penalty by phoning the Liquid Helium Facility at 217-333-1921.

If an order is changed, cancelled, or cancelled 1 day after the requested date, the order will be considered void and the unused portion of the order will be returned.

Price of liquid helium

PLACING AN ONLINE ORDER INDICATES ACCEPTANCE OF THE RULES LIST

I AGREE  I DISAGREE
PLACE AN ORDER FOR LIQUID HELIUM

Please fill out the form below to request helium.
Please place a separate order for each request.
* denotes a required field.

Order Requested By: [Name]
*Email: [Email]
*Account Number: [Number]
*Meter: [Number]
*Quantity Required: [Liters]

*Department:
*Phone Number:
*Date Required: 8/20/2012

If you select a date before 8/20/2012 helium may not be available.
If helium is available you will be charged a late fee of $25.00

Submit Request
PLACE AN ORDER FOR GASEOUS HELIUM

Please fill out the form below to request gaseous helium. If you have made an order with us previously, some information may be prefilled for your convenience.

* denotes a required field.

**Account Number**

*Department:

Requested By: Anshul Kogar

*Lab Location: office number & building

*Email:

*Phone Number:

Submit Request
PLACE AN ORDER FOR LIQUID NITROGEN

Please fill out the form below to request liquid nitrogen.
If you have made an order with us previously, some information may be prefilled for your convenience.

* denotes a required field.

Account Number

Department:

Vessel Number:

Requested By: Anshul Kogar

* Email: [Blackened]

Lab Location: [Blackened]

* Phone Number: [Blackened]

Submit Request
Physics Illinois
Liquid Helium Facility

171 Loomis
217-333-1918
liquid-helium@physics.illinois.edu
http://physics.illinois.edu/research/liquefier.asp
PHYSICS MACHINE SHOP PROFESSIONAL REQUEST FORM

*Request placed by: [blackacted]
Department: 
*Phone: 
*Account number: 
*Project title: 
*Description of work: 

Total file upload cannot exceed 2 GB. If you have files totalling in excess of 2 GB, please email them directly to machine.shop@illinois.edu.

Upload supporting files: [Choose File] No file chosen

Estimating labor costs can be time-consuming. The time it takes making an estimate will be charged to you.

No [ ] Do you want an estimate before work begins?
No [ ] Do you want an estimated date of completion before work begins?

*Desired date of completion: [click the textbox for calendar]

Request Project
MACHINE SHOP STUDENT TRAINING WAITLIST

Due to the large number of people waiting to be trained, we are now providing you with a way to put your name on the training waitlist. When a spot becomes available and your name is next on the list, a machinist will notify you of the training date and time for which you are scheduled.

Account number: 
Type of training: regular
Availability for training:
First Choice
Second Choice
Third Choice

GRAD STUDENT TOOLBOX
- Blog
- Change passwords
- Directory
- Liquid Helium Facility
- Machine Shop
- Phone Bill
- Key Request
- Teaching Assistant Preferences

Information
- New Graduate Students
- Research Openings
- Physics 596
- Degree Requirements
- Qual Information
- Search Theses

Job/Internship Opportunities
- Jobs for Physics Students

Evaluations
- Ph.D. Self-Evaluation Student
  Input Screen (Physics)
- Ph.D. Student Evaluation
  Feedback (Physics)
Physics Illinois Machine Shop

144 MRL
217-300-6338
machineshop@physics.illinois.edu
http://physics.illinois.edu/research/machine-shop.asp
<table>
<thead>
<tr>
<th>Key</th>
<th>Door Keys</th>
<th>Group Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>AABA</td>
<td>(Common)</td>
<td>Aksimentiev Group</td>
</tr>
<tr>
<td>AABA39</td>
<td></td>
<td>Aer Group</td>
</tr>
<tr>
<td>AABA4</td>
<td></td>
<td>Aksimentiev Group</td>
</tr>
<tr>
<td>AACB12</td>
<td></td>
<td>Bertin Group Key</td>
</tr>
<tr>
<td>AACB14</td>
<td></td>
<td>Berman Group Key</td>
</tr>
<tr>
<td>AACB16</td>
<td></td>
<td>Bond Group Key</td>
</tr>
<tr>
<td>AACB6</td>
<td></td>
<td>Bussia Group Key</td>
</tr>
<tr>
<td>Aero SKD1-High Energy</td>
<td>Chemla Group Key</td>
<td></td>
</tr>
<tr>
<td>Aero SKD2-Physics Van</td>
<td>Clegg Group Key</td>
<td></td>
</tr>
<tr>
<td>Demarco area</td>
<td>Demarco Group Key</td>
<td></td>
</tr>
<tr>
<td>Demarco Mech. Room</td>
<td>Deo Group Key</td>
<td></td>
</tr>
<tr>
<td>Giannetta Machine Shop</td>
<td>Dimarco Group Key</td>
<td></td>
</tr>
<tr>
<td>Graduate Office</td>
<td>Giannetta Group Key</td>
<td></td>
</tr>
<tr>
<td>Grand Master</td>
<td>Giannetta Group Key</td>
<td></td>
</tr>
<tr>
<td>Ha area</td>
<td>Giannetta Group Key</td>
<td></td>
</tr>
<tr>
<td>Ha Mechanical Room</td>
<td>Giannetta Group Key</td>
<td></td>
</tr>
<tr>
<td>ICMT</td>
<td>Gillet Group Key</td>
<td></td>
</tr>
<tr>
<td>ICMT</td>
<td>Gillet Group Key</td>
<td></td>
</tr>
</tbody>
</table>

**GRAD STUDENT TOOLBOX**

- Blog
- Change passwords
- Directory
- Liquid Helium Facility
- Machine Shop
- Phone Bill
- Key Request
- Teaching Assistant Preferences
- Information
  - New Graduate Students
  - Research Openings
  - Physics 596
  - Degree Requirements
  - Qual Information
  - Search Theses
- Job/Internship Opportunities
  - Jobs for Physics Students
- Evaluations
  - Ph.D. Self-Evaluation
  - Student Input Screen (Physics)
  - Ph.D. Student Evaluation Feedback (Physics)
Lync!

It is recommended you use your personal cell phone to make personal long distance phone calls.
TEACHING ASSISTANT PREFERENCE FORM FOR FALL 2011

What percent Teaching Assistantship are you requesting? Also please disclose any RA appointment you expect to have.

0%  TA appointment for Fall 2011
0%  RA appointment for Fall 2011

Please tell us the times during the week you ARE ABLE to teach (i.e. not attending class, group meetings. Explain other special circumstances in the comments box). Scheduling has become difficult. Note that clicking on a box means you are available for the 1 hour and 50 minute block starting at that time. Please mark as many times as you can. We will try to accommodate your scheduling preferences.

Please rank your preference for assignment from the following courses (select at least three). Please pick at least 2 of the following courses: 101, 102, 140, 211, 212, 214

<table>
<thead>
<tr>
<th>n</th>
<th>Course</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Any</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Any</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Any</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Any</td>
</tr>
</tbody>
</table>

Comments on your schedule

Grad Student Toolbox

- Blog
- Change passwords
- Directory
- Liquid Helium Facility
- Machine Shop
- Phone Bill
- Key Request
- Teaching Assistant Preference Information
- New Graduate Students
- Research Openings
- Physics 596
- Degree Requirements
- Qual Information
- Search Theses

Job/Internship Opportunities

- Jobs for Physics Students
- Evaluations
- Ph.D. Self-Evaluation Student Input Screen (Physics)
- Ph.D. Student Evaluation Feedback (Physics)

Please select your 1st, 2nd, and 3rd time preferences.

<table>
<thead>
<tr>
<th>Time Preference</th>
<th>First Preference</th>
<th>Second Preference</th>
<th>Third Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Morning (8AM-10AM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Day (10AM-6PM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Evening (6PM-10PM)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select a work schedule preference.

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>I prefer my sections all in one day</td>
<td></td>
</tr>
<tr>
<td>I prefer my sections spread over two or more days</td>
<td></td>
</tr>
</tbody>
</table>
When should I arrive on campus?

Calendar of startup events

Domestic Students: Arrive By Monday, August 13, 2012. You will be receiving an email to complete section 1 of your I-9. Please bring the following documents with you: Social Security Card (original, not copy) for name verification, Passport or Driver’s License for purposes to 227 Loomis Lab. You cannot hold an appointment without this information viewed by the graduate office.


Bring all documents for employment purposes (You should receive a Temporary Control Number (TCN) from International Scholar Services) to 227 Loomis Lab.

If you need to take the Oral English Proficiency Test: The test is given the week of TBA. Note that all international students who will be employed as a TA need to take this test, unless you have already taken the internet based TOEFL and provided us your speaking score (this includes those of you who another school). You can register to take the Oral English Proficiency Test by contacting Mel Schweigart in the Graduate Office.

Follow this link for resources in preparing for the Oral English Proficiency Interview: http://ite.illinois.edu/testing/oral_proficiency.html

Information for Teaching Assistants

- Mandatory Teaching Orientations Schedule (information for Teaching Assistants)
- Give us your teaching preferences and schedule (please wait to fill this out until after new students)
- Detailed Information on the Teaching Assistants Orientations

Traveling to Champaign-Urbana

- Driving directions from Chicago, Indianapolis, St. Louis, and Bloomington-Normal airports

CHECKLIST FOR WHEN YOU ARRIVE ON CAMPUS

- Obtain your student ID card (An Absolute Must!)
- University NetIDs
- Look up your Illinois NetID *New students will not appear here until your official notice of admission is processed by Graduate College Office.

The Qualifying Examination

- The Qual (you will receive an e-mail in July asking you to sign up for the Qual if you want to take it as a summer exam)
- Qual FAQ
- Qual Archive
Below are available openings in research groups, grouped by research area. Please take a moment to look through each opening, and contact the person in the contact section in order to join a research group.

**Astrophysics/Cosmology**

Charles Gammie  
**Contact Information:**  
Charles Gammie (gammie@illinois.edu)  
**Websites to visit:**  
http://rainman.astro.illinois.edu/gammie/  
**Additional Comments**  
Theoretical / Computational astrophysics; Black holes, star formation, planet formation.

Telemachos Mouschovias  
**Contact Information:**  
Telemachos Mouschovias (tchm@illinois.edu)  
**Number of Positions Open:** 4  
**Additional Comments**  
Research Area(s): Theoretical Astrophysics; Cosmic Magnetic Fields; Astrophysical MHD (analytical and numerical) Magnetic Fields.

**Biological Physics (theoretical)**

Oleksii Aksimentiev  
**Contact Information:**  
Oleksii Aksimentiev (aksiment@illinois.edu)  
217-333-6495  
**Websites to visit:**  
http://bionano.physics.illinois.edu/  
**Number of Positions Open:** 2  
**Additional Comments**  
Several projects are available in the general area of theoretical biophysics including but not limited to (i) molecular mechanics of DNA replication, (ii) molecular motors and (iii) nanopore sequencing of DNA and proteins.

Zaida Luthey-Schulten  
**Contact Information:**  
Zaida Luthey-Schulten (zan@illinois.edu)  
217-333-2556  
**Websites to visit:**
If you can't explain it **simply**, you don't understand it well enough.

--- Albert Einstein

Physics 596

Graduate Physics Orientation
Fall 2012

The whole of science is nothing more than a refinement of everyday thinking. Albert Einstein, Physics and Reality, 1936

Course Details

Lecture/Discussion 11:00 a.m. - 12:50 p.m., Fridays
144 Loomis Laboratory of Physics

Instructor

S. Lance Cooper
218 MRL (Research Office), 333-2589, [email]
227B Loomis (Departmental Office), 333-8702
DEGREE REQUIREMENTS

Master's Program
- Master's of Science Degree Requirements

PhD Program
- General PhD Degree Requirements
- Choosing Your Courses
- The Qual
- Is the Illinois qual really hard? Here are the facts.
- Choosing a Thesis Advisor
- Thesis Research Areas
- The Prelim
- The Final Examination "Thesis Defense"
- The Thesis
- The End Game—Registration, Resignation of Appointment, and Exit Interview

Academic Options
- Computational Science and Engineering Option
- Illinois Medical Scholars Program (Joint Ph.D./MD)
Electricity and magnetism at the intermediate level (Physics 436), including boundary value problems. Typical texts are *Lorrain, Corson and Landau*, *Christy, and Nayfeh and Brussel*, with mathematical competence expected at the level of Chapters 1 through 7 of *Jackson*, and the electromagmagnetics and waveguides may be covered on the exam, although not at the level of Chapter 8 in *Jackson*.

Statistical physics at the intermediate level (Physics 427), including the use of the Boltzmann, Gibbs, Fermi, and Bose-Einstein distributions of gases, and black-body radiation. Typical texts are Chapters 1 through 14 of *Kittel and Kroemer* and Chapters 1 through 13 of *Reif*. These range suggested as a study guide; other topics may be covered on the exam, as shown in the example.

Quantum mechanics at the intermediate level (Physics 486, 487) and the beginning graduate level. Typical texts are *D. Park, Merzbacher, Baym, Landau and Lifshitz, Sakurai, and Schiff*. Typical undergraduate texts are *Sakurai*.

The examination is constructed to test your knowledge of the fundamental principles in each category, with no emphasis on physical interest. In particular, the portion of the examination dealing with quantum mechanics is selected to be the most important aspects of the subject: state and scattering problems, few-level systems, the Pauli theory of electron spin, and perturbation theory.

Admitted graduates are strongly encouraged to prepare for the qualifying examination by studying the subject matter, problems, and content, which are available on-line. More information is available in the *Qual FAQ*. You may find the MIT "Referee Uncertainty" helpful.

**When the Qual Exam is Offered**

The written qualifying examination is given during the first or second week of the fall semester at the beginning of their third semester that they are enrolled in the department, although they may elect to take their exam at the end of their second semester, or on one further attempt, which must be taken at the next offering. A "free shot" is available to all students enrolled in the program who are in good standing on the term of failure on the exam. Failure on the exam is not counted against the student, but a pass is a "pass"able pass. Thus, if you do poorly on the exam, you are encouraged to take nothing to lose, and you may gain valuable insight into your own strengths and weaknesses to guide you in your selection of classes.

Some notes are allowed during the qual. You may bring one "pure math" integral table (e.g. *CRC Handbook of Mathematical Formulae, or Grads of Integrals, Series, and Products*). You *may not* bring handbooks or textbooks containing physics formulae. Electronic calculators or slide rules, handwritten notes, laptop computers, or other aids are permitted in the examination room. A printed handout of traditional physics form is available for the exam. In recent years, the overall pass rate on the qualifying examinations has been 80-90 percent.

For more information about the qual and relevant dates, contact the *Associate Head for Graduate Programs* (227 Loomis, 217-333-3645).

**Frequently Asked Questions (FAQ)**

**Qual On-line Archive**
<table>
<thead>
<tr>
<th>Student</th>
<th>Advisor</th>
<th>MS Degree Date</th>
<th>PHD Degree Date</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abadan, Yavuz</td>
<td>Klein, Miles</td>
<td>1/15/1993</td>
<td></td>
<td>Resonant inelastic x-ray scattering from insulating carbonates</td>
</tr>
<tr>
<td>Abbamonte, Peter</td>
<td>Klein, Miles</td>
<td>1/15/1994</td>
<td>1/15/1999</td>
<td>Planar tunneling spectroscopy of thin-film Nb, Nb/nnm/semiconductor</td>
</tr>
<tr>
<td>Abou Salem, Walid</td>
<td>Greene, Michael</td>
<td>10/15/2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acioli, Paulo</td>
<td>David, Chuang</td>
<td>5/12/1991</td>
<td>10/15/1995</td>
<td>A quantum Monte Carlo study of pseudopotentials and critical points</td>
</tr>
<tr>
<td>Acquarelli, Ronald</td>
<td></td>
<td>10/15/1999</td>
<td></td>
<td>The effects of instantons in a finite temperature quantum system</td>
</tr>
<tr>
<td>Adagideli, Mario</td>
<td></td>
<td>12/17/2001</td>
<td></td>
<td>Semiclassical approaches to Quantal Andreev Billia</td>
</tr>
<tr>
<td>Adawi, Sammy</td>
<td></td>
<td>8/4/1980</td>
<td></td>
<td>Inhomogeneous Superconductivity</td>
</tr>
<tr>
<td>Adjibadda, Ashraf</td>
<td></td>
<td>5/13/2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aji, Vivek</td>
<td></td>
<td>10/15/2002</td>
<td></td>
<td>Dynamic critical phenomena of the superconducting transition</td>
</tr>
<tr>
<td>Akcakir, Olcay</td>
<td></td>
<td>12/17/2001</td>
<td></td>
<td>Silicon NanoCrystal Characterization by Fluorescence</td>
</tr>
<tr>
<td>Akkineni, Veliyan</td>
<td>David, Chuang</td>
<td>5/11/2008</td>
<td></td>
<td>Pairing and superfluid properties of polarized dilute liquid HeI</td>
</tr>
<tr>
<td>Alcala, Jose</td>
<td>Gratton, Enrico</td>
<td>5/16/1982</td>
<td>10/15/1987</td>
<td>Fluorescence lifetime distributions in proteins</td>
</tr>
<tr>
<td>Ali, Muzaffar</td>
<td>Ravenhall, David</td>
<td>5/15/1977</td>
<td>1/15/1983</td>
<td>Medium energy proton induced fission in uranium-235</td>
</tr>
</tbody>
</table>
Chief Data Scientist (posted on 7/26/2012)

Ji Su is an ecommerce company that provides services to consumers looking for smart, energetic, entrepreneurial individuals to join the team. We are looking for a Chief Data Scientist who enjoys working in a fast-paced, data-driven company.

Delivery of the consumer services requires powerful algorithms including machine learning, perceptron, and feature selection. We are looking for a Chief Data Scientist who enjoys working with the following algorithms:

- First and foremost, we are looking for an "off the chart" intelligent individual with the following algorithms is an enormous plus. At a minimum, the individual must have worked with the following algorithms.
- Other critical qualities include the ability to quickly learn and apply new techniques, and solid understanding of these algorithms.
- We are open to the right MS student. Other critical qualities include the ability to quickly learn and apply new techniques, and solid understanding of these algorithms.

We are willing to take a chance on the right person who may not have the ideal training. After all, the University of Illinois, who has spent most of his career in marketing and sales roles.

If you are interested and believe you are a good solution for the role, please send your resume over to...
Be sure to click the Save Evaluation button at the bottom to save your changes.

When you’re ready to submit your self-evaluation, check the checkbox first, then click the Save Evaluation button.
TAs will want to add the Class Administration module.

Not seeing your course? Contact the Undergraduate Office at undergrad@physics.illinois.edu
### PHYS101 Sections

Choose the sections of your class that you would like have included in the roster.

**Fall 2013**

- **A1 Lecture**
- **A2 Lecture**
- **D2B Discussion/Recitation**
- **D2G Discussion/Recitation**
- **D2H Discussion/Recitation**
- **D2N Discussion/Recitation**
- **D2P Discussion/Recitation**
- **D2Y Discussion/Recitation**
- **D3B Discussion/Recitation**
- **D3G Discussion/Recitation**
- **D3S Discussion/Recitation**
- **D3V Discussion/Recitation**
- **D3Y Discussion/Recitation**
- **D4B Discussion/Recitation**
- **D4G Discussion/Recitation**
- **D4H Discussion/Recitation**
- **D4N Discussion/Recitation**
- **D4P Discussion/Recitation**
- **D4S Discussion/Recitation**
- **D4V Discussion/Recitation**
- **D4X Discussion/Recitation**
- **D5H Discussion/Recitation**
- **D5N Discussion/Recitation**
- **D5P Discussion/Recitation**
- **L1A Laboratory**
- **L1E Laboratory**
- **L1K Laboratory**
- **L1M Laboratory**
- **L2A Laboratory**
- **L2E Laboratory**
- **L3A Laboratory**
- **L3E Laboratory**
- **L3K Laboratory**

### Format Information

When you click the View Roster button below, you will be presented with a table of the rosters for the sections you selected on the left.

You can select this table by clicking and dragging from the upper-left corner to the lower-right corner of the table. Once you’ve done that, you can copy it using the Edit menu above and paste it directly into another program such as Excel or Word.

[View Roster] [View Photos] [Export to Excel]

### Privacy Statement

The photographs of students of the University of Illinois at Urbana-Champaign that are obtained from the i-card database are considered to be confidential data.

Photographs may be distributed on request for strictly academic uses, such as for an academic advisor’s file or a class roster. A reasonable fee may be charged for photos. These photos may be viewed only by faculty or other regular, permanent University staff members in the conduct of their employment-related responsibilities. Instructors who are not regular, permanent University employees may view photos for class rosters only if they are responsible for assigning grades to students or are otherwise authorized to handle confidential student data.

Photographs may not be displayed in a public or semi-public manner, such as on department bulletin boards or Web sites, without the individual’s express consent on file with the i-card Programs Office.

Hard copy of photographs no longer in use must be disposed of in a secure manner, such as shredding.

If you handle student photographs, please take the Office of Admissions and Records’ online tutorial about the Family Educational Rights and Privacy Act (the federal law pertaining to confidential student data). The tutorial is available at the Office of Admissions and Records Web site at [http://www.registrar.illinois.edu/staff/ferpa/](http://www.registrar.illinois.edu/staff/ferpa/).
The person assigned to section D3 is: [Redacted] (@illinois.edu)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Discussions 1</th>
<th>Discussions 2</th>
<th>Discussions 3</th>
<th>Discussions 4</th>
<th>Discussions 5</th>
<th>Discussions 6</th>
</tr>
</thead>
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If you need to deny a request for an excuse, be sure to enter why in the [Deny notes] section. What you enter here will be sent to the students.
Engineering IT Helpdesk

Walk-in hours:
Monday - Friday in MRL 264
9am - 12pm and 1pm - 5pm
Have a Question? Come in!
We also have the following services:
- Print/Scan
- 24/7 Tech Support
- University-Owned Machines

Need to get connected?
- We manage the wireless network
- Bring in your device and we'll take care of the setup

STAFF

MRLCFC USER ROOM

Hours of Operation
for MRL 264

Mon - Fri, 8am - 5pm

203-393-1234
Engineering IT

264 MRL
217-333-1313
engrit-help@illinois.edu