How To Survive

Penn Engineering
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Letter from the Editor

This 2nd Edition of “How to Survive Penn Engineering” was rewritten and compiled by the Engineering Deans’ Advisory Board in the Spring of 2011. Members that worked on this project include Lindsey Eatough, Alec Miller, Keegan Dubbs, Matt Sternberg, Nicholas McGill, and Chloe Moussazadeh. This guide is dedicated to all of those Engineers who explored and found their way and in turn have a desire to impart that knowledge as a legacy to those who would follow them.
The Engineering campus will be your home away from home. It is the group of buildings clustered around 33rd street near Franklin Field and Hill College House. The campus is comprised of 5 buildings: Skirkanich Hall, the Laboratory for Research on the Structure of Matter (LRSM), Levine Hall, the Moore School Building, and the Towne Building. Many of your engineering, science, and math courses will take place in these buildings. You will also be able to find great places to study within these buildings as well as many valuable resources.

Below is a map of the entire engineering campus. The buildings are all pretty close together, and Towne, Skirkanich, Levine, and Moore are all connected from the inside! Sometimes the buildings can get a little bit confusing, but don’t worry you’re not alone, and people are more than willing to help with directions.

**Moore School Building**
Moore is home to some very valuable resources such as,

- Moore 100 Computer lab: a great place to get some work done and take advantage of engineering's free, but limited printing.
- Electrical and Systems Engineering Department Office
Detkin Lab

**Towne Building**  
Office of Academic Programs (Towne 111): Your go-to place for anything involving advising or academic needs. (They also always keep the front desk stocked with candy.)  
Computer Labs: Great place to get some work done.  
Bioengineering Labs  
Chemical and Biomolecular Engineering Department Office (311A)  
Mechanical Engineering and Applied Mechanics Department Office (Room 229)  
Dean’s Office  
Heilmeier Hall  
Engineering Library: See Engineering Library section for full information.  
Raisler Lounge: Location of many engineering events; located on the second floor.

**Levine Hall**  
Accenture Café: Plenty of chairs and a few computers to sit and take a break between classes. They serve Starbucks coffee, snacks, and to-go meals. You can also use dining dollars here!  
Wu and Chen Auditorium: Located on the first floor; holds many guest lecture events.  
GRASP Lab  
IKON Copy Center: The hot-spot for all of your printing and copying needs.  
Weiss Tech House: the student-run hub of technological innovation, another location to use free printing, and a great place to grab a snack.  
CETS Office: Computing and Educational Technology Services, an IT resource for faculty and students.  
Computer and Information Science Department Offices (311)

**Laboratory for Research on the Structure of Matter (LRSM)**  
Materials Science and Engineering Department Office (125)  
MSE Study Lounge- Study room for MSE majors, located on the second floor.

**Skirkanich Hall**  
Bioengineering Department Office (240)  
Berger Auditorium – It’s in the basement. Beware, there is no cell reception in here.

**Hayden Hall**  
Some BE professors’ offices

**Vagelos Labs**  
Some CBE professors’ offices
ACADEMIC ADVISING

Advisors
There are four types of advisors for engineers (except bioengineers, who have five). Each type of advisor is best for something different. The following is a guide to who does what best.

Professional Advisors: The advisors in The Office of Academic Programs (Towne 109) know the most about school policies and procedures. Towne 109 advisors are great for questions about things like registration rules, petitioning, dual degree programs, and study abroad. Towne 109 has walk-in advising hours Monday through Thursday when students can come in without an appointment and see an advisor, but they are always accessible by email, and are willing to make appointments.

Faculty Advisor: You will be assigned a faculty advisor within the major you’ve selected. If you’re curriculum deferred, you are assigned an advisor from Towne 109. If you change your major, your advisor will change automatically. Faculty advisors can help you with electives in your major, research opportunities, and career directions. Most majors also require that you have your electronic Worksheet (or Course Planning Guide (CPG)), available through Penn InTouch, signed off by your faculty advisor to register.

Undergraduate Curriculum Chair: The Undergraduate Curriculum Chairs oversee the curriculums in their respective departments. As a result, these are great people to go to for advice about changing your major or curriculum. In fact, if you do change your engineering major, you will need to be signed off by your undergraduate curriculum chair.

Undergraduate Coordinator (Undergraduate Assistant) Based on the department, these advisors have different titles, but they are all capable of advising on curriculum requirements for your major. They can also answer questions about pre-registration, petitions, and can sometimes make suggestions for internships and full-time jobs.

BE: Kacy Cross is the Associate Director for Advising, Catherine Lawrence is the Undergraduate Program Coordinator.
CBE: Meghan Godfrey is the Undergraduate Assistant
MEAM: Oliva Brubaker is the Associate Director of Undergraduate Programs
ESE: Denice Gorte is the Undergraduate Coordinator
CIS: Jackie Caliman is the Associate Director of Advising, Cheryl Hickey is the Administrative Coordinator
MSE: Vicky Lee is the Undergraduate Program Coordinator
Don’t hesitate to ask them any questions. You should make them your best friends!

- **Orientation Peer Advisors (OPA):** These advisors are engineering students who are assigned to you before your freshman year at Penn. You should be contacted by your OPA during the summer before your freshman year and you will meet him or her during New Student Orientation Week (NSO). OPAs are valuable resources to find tips on how to manage extracurricular activities, where to hang out, and how to adjust to Penn in general. They might not know specifics on course requirements or rules and regulations, but they can refer you to the best places to find out. While further meetings are not required beyond September, we recommend that you stay in touch with your OPA over the course of the year as they can offer valuable advice as new things develop throughout your freshmen year, and even after that.

- **Other Advising Resources**
  - Office of Multicultural Programs: These advisors provide academic support programs for minority students in the engineering disciplines. Some of their programs include the Penn Engineering Freshman Coaching Program, the NSF/AMP Undergraduate Research Program, high school outreach programs as well as academic counseling.
  - Advancing Women in Engineering (AWE): This program is dedicated to recruiting, retaining, and promoting women in Penn Engineering. They provide resources and support to women in the engineering school. Their career counseling events are also highly attended. For more information, their office is located in 310 Levine Hall.

## Career Services

An additional resource for advising is Career Services, located in the lower level of the McNeil Building in Suite 20. Career Services offers resources for exactly what their name says – a career. The resources at Career Services become more relevant as you come closer to beginning a career, but it’s good to be aware of what’s there.

**Counselors:** The career counselors have four basic functions: career advice; help with resumes, cover letters, and applications; job hunting; and pre-med/law/grad/business advice. Counselors are available by both appointment and walk-in (check the Career Services website [www.vpul.upenn.edu/careerservices](http://www.vpul.upenn.edu/careerservices) for walk-in availability). Appointments can only be made by phone. Check your email regularly for important announcements from counselors specifically for engineers.

**Pregraduate Advisors:** Pre-Med/Law/Grad/Business—There is an entire counseling system in place for those who would like to go on to graduate, medical, law or business school. Counselors are available to discuss concerns specific to these students.

**Penn Engineering Mentoring Program** pairs engineering freshmen with Penn alumni for one year. Information sessions and registration are held each year in early February.
Programs: There are a number of special services and events that Career Services offers beyond just advising. 

ECAD — Engineering Career Day. Every year organizations come to Penn specifically to hire students. They look for everything from graduate students wrapping up their thesis to undergraduates looking for summer internships. ECAD is a huge annual event held at the Sheraton in September. ECAD is just one of many places to begin looking for summer internships. Of course, keep your eye on your email as there more than 15 career fairs throughout the year. 

Workshops — Career Services holds more than 80 workshops each year on a variety of topics including resumes, interviewing, and internship panels with guest speakers and alumni.

Job Search:

Job Postings – Two online systems are available for you to access job listings. PennLink includes full-time and summer internships. iNet is a consortium of ten universities sharing their internships. Schools include Penn, Stanford, Harvard, MIT, Duke, Georgetown, Rice, NYU, Northwestern, USC, and Yale. 

OCR — On Campus Recruiting. OCR allows organizations to recruit and interview Penn students on campus through Career Services. It is a searchable database on the Career Services website called PennLink.

Web Page: Their Penn Engineering specific webpage can be accessed from their main page, which is available on Penn Portal (www.upenn.edu/pennportal). It offers information for job hunting, research into different careers, statistics (called Career Surveys) on past Penn graduates and current students, and information on applying to graduate school. It’s a good place to research your options for what to do after college.

Recommendations File — Career Services has partnered with Interfolio to maintain recommendation letters for interested students and Alumni. This makes asking for recommendations easier. Professors or employers just have to write a recommendation once, and then Career Services will distribute it for you by an online request. Ask the Career Services receptionist about opening a file. See http://www.vpul.upenn.edu/careerservices/credentials/ 

Library: The Career Services Library has information about companies that recruit at Penn, ranking books for graduate schools, statistics on career paths taken by Penn alums, and other useful information. The Career Services librarian gives tours to make students aware of just how much information they have.
SURVIVING ACADEMICS

How To Find Old Exam Files

The Old Exam File is a collective resource of faculty-approved exams given by Penn professors in a variety of undergraduate courses. These exams are authorized for use by Penn students only. They should be used as a study tool in preparation for future exams. The OEF is available on Blackboard at http://courseweb.upenn.edu. First time users must register for access to this resource.

Send an email to tutoring@pobox.upenn.edu to register for access to the online Old Exam file. Provide them with your name, Penn ID #, and email address. You will be able to access the OEF in 24 hours.

For registered OEF users:
- log-onto Blackboard using your Penn ID#
- click on the course documents icon
- view and print the exam from the subject list

Updates to the OEF catalog will be made periodically to maintain a file which is reflective of the most recent additions or deletions made to this online resource.

At the professor’s request, some exams are not available online. These exams are listed in the catalog with a "P" and must be ordered for pick-up. To order an exam that is not available online, complete the OEF order form (limited to 5 exam per request, per day).

The paper exam will be available for pick-up the next day between the hours of 1:00-4:00, Monday to Friday.

The location for OEF pick-up is:

The Tutoring Center
220 S. 40th Street, Suite 260
(215) 898-8596

Office Hours, Monday-Friday: 9:00 am-5:00 pm

How To Approach Professors

It’s easy to get in touch with professors; usually, you just have to send a quick email to the professors and they’re happy to chat. The Penn Engineering directory is your one stop shop for any professor’s email [http://www.seas.upenn.edu/directory/departments.php].

A sample email is provided below:
Dr. Agarwal --

I’m a sophomore in Materials Science and have really enjoyed your class. I was hoping to chat with you more about nanowires and their different applications in the future of mobile devices. Would you be available to meet this week?

Thank you.

-- Joe Student

There are some special cases in which a professor routes all of his meetings through a secretary. These professors are listed below with their secretary’s email as well.

Specialty cases:

- Dr. Dan Koditschek
  - Delores Magobet <magobet@seas.upenn.edu>
- Dr. Peter Davies
  - Pat Overend <poverend@lrsm.upenn.edu>

**Study Spots**

There are many resources and study areas scattered around the engineering campus, and great places to buckle down between classes or meet up to work on group projects.

1. Weiss Tech House
   Located on the second floor of Levine Hall, the Weiss Tech House is one of the best resources in SEAS. There are several computers, a small sitting room, and free coffee and hot chocolate. There are large tables in the middle of the room for group work. In addition, the Weiss Tech House offers up to 30 pages of free printing. During the summers, they offer grants for projects and sponsored internships through their Innovation Fund, a resource definitely worth checking out. During the week, the Weiss Tech house is open from 9 AM – 12AM, 9AM – 5PM on Friday, and is closed on the weekends. For more information, check out their website at [www.tech-house.upenn.edu/](http://www.tech-house.upenn.edu/). We strongly recommend that you check out this facility and what it has to offer. Everybody should benefit from this resource.

2. Humphrey Lounge
   Located Towne 364, this lounge has webmail stations and couches. It is a great place to get some reading done, or take a nap in between classes.
3. Math / Physics / Astronomy Library

The Math/Physics/Astronomy Library is located on the 3rd floor (room 3N1) of the David Rittenhouse Laboratory, on the corner of Walnut and 33rd Street. Study space includes tables, carrels and lounge seating. In addition the library has a group study room called the Halpern Room (check with the MPA library circulation desk for availability). The library has four Dell computer workstations with CD drives which provide access to the Internet and email and to the library’s website and electronic resources. If you have any questions, please contact Annette Day, Head of the Math/Physics/Astronomy Library, at daynet@pobox.upenn.edu or (215) 746-0228.

4. Biomedical Library

The Biomedical Library is located behind the Quad on Hamilton Walk just west of 36th Street. Resources available include many computer workstations, tables, carrels, and couches to study on, and current editions of many medical journals. It’s fairly quiet there and the closest library to the Quad, making it a popular destination for a lot of students. If you have questions, please contact Melanie Cedrone at mcedrone@mail.med.upenn.edu.

5. Chemistry Library

The Chemistry Library is located on the fifth floor of the Chemistry Department Class of ’73 building, on the northeast corner of 34th and Spruce Streets. The library is open to the public from 9AM-5PM on weekdays and has extended hours for members of the Penn community when school is in session. The front of the library contains lounge seating, as well as group study tables. Additional table space is available in the back of the library by the bound journals. There are five computers in the main section of the library that can be used to access the library’s electronic journals, books, and databases. For a list of the locations of all libraries on campus, visit the library website at: (http://www.library.upenn.edu/locations/)

6. Van Pelt Library

Van Pelt is located on College Green. The library is open from early in the morning until Midnight with the basement undergraduate study center open 24/7. The library extends its hours during exams to accommodate the higher volume of students. There are many places to study including several floors of study carrels in the stacks and group study rooms available to book on www.library.upenn.edu.

7. The Engineering Library

See Page ___ for information about the Engineering Library.
Tips on Policies and Procedures

The Undergraduate Handbook
What it is: In the Undergraduate Handbook, you can find pretty much anything about the School of Engineering and Applied Science. This is all extremely useful information regarding everything academic.
Where I can find it: http://www.seas.upenn.edu/undergraduate/handbook/index.php

The Almanac (Important Dates for Engineers!)
What it is: The almanac presents the academic calendar for all of the University of Pennsylvania and includes important dates such as: holiday breaks, the add/drop period, registration, and more!
Where I can find it: http://www.upenn.edu/almanac/3yearcal.html

The Add/Drop Period for Classes
What it is: The Add/Drop period for classes is a period of time that runs a few weeks into the beginning of each semester to give students a chance to try out courses and drop them if necessary. After the “Add” period ends, there are still a few weeks left of the “Drop” period. At this time you can only drop a class and no longer add one. Additionally, during this time you can still change your grade type to or from Pass/Fail. A few weeks later, the “Drop” period will be over and you can no longer drop courses. Be sure to write down when these deadlines are!
Where I can find it: These dates can be found on the Almanac.

The Mock Schedule
What is it: This is a tool provided for students to be able to come up with mock course schedules for the next semester before Advanced Registration or general Registration begins. This is a great way to see what courses can fit into your schedule and come up with back up options if a course you want to take happens to be full.
Where I can find it: Go to Penn In Touch (https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html). On the left hand side under “Registration and Planning” click the link to “My Mock Schedules.”

Advanced Registration
What it is: Advanced Registration is a period where you enter your course requests for the next semester. Not taking part in Advanced Registration is a huge mistake because classes fill up before the Add/Drop Period of the following semester.
Where I can find it: You will need the Faculty Sign Off Form from Towne 111 and a printed copy of your CPG (see The Course Planning Guide section below). Use Penn In Touch to select your courses for advanced registration under “Registration and Planning” and click the link to “Register for Courses.”
The Course Planning Guide (CPG)

What it is: The Course Planning Guides, or CPGs, are useful for planning out your courses for future semesters. Using CPGs and planning your curriculum ahead of time ensures that you will allot enough semesters and courses to get your requirements fulfilled for graduation. Luckily, the entire CPG system can be found online! Create a CPG for each of your majors and minors so that you can keep track of your requirements for each. After you have created a worksheet, you have to actively put courses onto the CPG by doing one of two things: manually assign or “Auto Assign.” It is very important to stay up-to-date with your CPG so you can be aware of what requirements you have left to complete and how many electives you can take each semester. Additionally, when you meet with your advisor, it is good to have a completed CPG with you. Each semester for most majors, you will have to be cleared for Advanced Registration. To do so, your Faculty Advisor will need to sign off on your CPG. You will need to print both the Term View and the Requirement View.

Where I can find it: Go to Penn In Touch. Click on “Academic Planning Worksheet” under “Registration & planning.” Here you will be able to create as many CPGs as you have majors/minors.

What if I cannot get into a course?
Don’t worry! This could be for two reasons:

The class is full: First, your best bet is to keep checking Penn In Touch to see if a spot opens up from someone dropping the class. Students add and drop constantly at the beginning of each semester so continue to check. If that does not work and you would really like to take the class, go to the class and afterwards approach the professor to see if they can raise the maximum limit on the class or ask if there is a waiting list for the class.

You need a permit: If you are blocked from a course, it is possible that you cannot register because you need a permit for the class. In order to take the class you must receive permission. First, go to Towne 111 to check if the course is a realistic request and to find out the best way to go about solving your particular case. Often you can obtain permission from the instructor or a department head.

The Petition for Action

What it is: If you want to receive exception from school rules or curriculum requirements, you must fill out a petition form, which requires the signature of your Faculty Advisor and a concise explanation of your request. You submit the form to Towne 111 and you will receive a notification by email of whether your request was approved. Petitioning is actually quite common so don’t hesitate to do it. For example, you might petition to have a grade type changed after the deadline, or you might petition to get permission to register for a class that you are blocked from.

Where I can find it: See below under “Undergraduate Forms.”
### Pass/Fail Grading

**What it is:** Pass/Fail grading means that instead of receiving a letter grade on your transcript, you just get a P (for Pass) or an F (for Fail). This option is meant for classes in disciplines that are unfamiliar to you. Since you cannot take any courses for your major Pass/Fail, we recommend that you use this option for elective classes that are interesting to you but for which you do not want to spend a great deal of time studying for. It’s a great way to take electives and not have to worry about your grade in that course. Under normal circumstances, you can take up to 4 classes with the pass/fail grade type throughout your coursework at Penn, and only 1 per semester. For the full policy, visit:


**Where I can find it:** You can indicate whether you want to take a class pass/fail when you register on Penn In Touch

### Undergraduate Forms

**What it is:** There are several different forms you will need to fill out each semester or to take different courses of action. They are all online in one location since Towne 111 went paperless several years ago!

**Where I can find it:**
http://www.seas.upenn.edu/undergraduate/advising/forms.php

### The Engineering Library

Penn Engineering has its own library on the second floor of the Towne Building. There are resources there which are specific to Penn Engineering, as well as computers and space for studying. It’s a good place to go if you have some time to study between classes. We’ve highlighted some of their most valuable resources below:

**Journals:** The Penn Engineering library contains current editions of journals that are engineering specific. Lots of journals are online and can be accessed through Penn’s main library website ([www.library.upenn.edu](http://www.library.upenn.edu)) but some are available only in print, especially for older articles. Their great resources when writing lab reports or technical papers.

**Penn Engineering Tutoring Center:** Held in the east end of the library, the Penn Engineering Tutoring Center is a satellite center for the larger Penn Tutoring system, and are really helpful if you need some help in a class.

**Scholarly Commons:** Ever wonder what kind of research your professor does? Scholarly Commons is a portal which holds all of the recent papers put out by Penn faculty and staff. It also contains dissertations by recent graduate students.

**Laptops/Computing:** There are computers available in the west end of the library which offer internet, MSOffice, EndNote, Photoshop and other
software. Limited free printing is available from these computers. There are also laptops which can be checked out for four hours at a time for in-library use. The entire library (as well of the rest of the Towne Building) is wireless. **Penn Engineering Study Collection:** Created in 2005, the Penn Engineering Study Collection consists of textbooks in basic subjects like math, physics, biology, and chemistry. If you’re having trouble understanding something the way it’s presented in your textbook, a book from the Study Collection might present the material in a better way. Also, these textbooks are a resource for people who are looking for more practice problems in preparation for a test. The Study Collection is housed in the east end of the library in the Group Study area, and the textbooks are for in-library use only. This is an extremely useful resource. **Librarians:** If you have any questions regarding how to get books that aren’t in the library, how to access things online, or anything about finding information in general, ask the librarians.

**Technical Communication Program**

The Technical Communication Program (TCP) provides peer tutors who can help you with technical writing and oral presentations for SEAS classes. TCP also works directly with certain classes in each department in SEAS. The TCP and SEAS library personnel work hand in hand with these classes to ensure the development of good communication skills and proficiency in finding reliable research materials. Students who want to refine their written and oral communication skills can sign up for EAS 500, Technical Communication in Engineering Practice, after they have completed their Critical Writing Seminar.

For more information about TCP, go to [http://www.seas.upenn.edu/~tcp](http://www.seas.upenn.edu/~tcp)
Computing and Educational Technology Services (CETS)

CETS is a computing support system specifically for engineering students and staff. CETS provides several PC and Linux computer labs, multimedia classroom systems, online and walk-in support, e-mail, printing, and more. For more information on CETS check out their website at http://www.seas.upenn.edu/cts/

Support Services
CETS is in charge of all Penn engineering e-mail. If you have any issues with your e-mail account, you should turn to CETS for help. They provide both online and walk-in support. So try e-mailing or reporting a problem online via their website. You can also try stopping by room 169 in the Moore building. CETS also provides multimedia support for the SEAS community.

Computer Labs
There are 5 labs within the engineering buildings. These are:
- Towne M62 (PC)
- Towne M70 (PC)
- Moore 100 computing suite (PC and Linux)
- Moore 207 (Linux)
- Cyber Cafe in Levine Hall (PC)

The Cyber Cafe is not so much a lab, as a lounge space with a few available computers. The Towne labs tend to be quieter, but the Moore labs have available group tables, which are great for collaboration.

Software
CETS offers free and discounted software to engineering students through their website. Services such as the MSDNN Academic Alliance offers Microsoft products to students for free as a download and for an extremely discounted rate as a CD. Just go to: http://www.seas.upenn.edu/cts/software/

Remote Desktop
Weather too poor to walk to engineering? Need to run Matlab? No problem. CETS has set up a remote desktop service that allows students to remotely log into a “virtual lab” set up with all of the programs of a standard engineering computer lab. Connect through Windows, Linux, or Mac. Directions for setting this up are located here: http://www.seas.upenn.edu/cts/answers/virtualLab.html

CETS Answers
Go to CETS Answers to learn how to navigate through most computer issues. Additionally, this service includes instructions on how to use snapshot, an auto-backup service that the ENIAC server runs on all student and faculty accounts so that you do not lose all of your work.
File Backups (AKA How not to lose all of your work)

The worst feeling in when you lose the final draft of your research paper. Don’t let this happen – there are plenty of great backup services out there. Every Windows 7 and recent Mac computer has a built-in hard drive backup program that does all of the work for you. Linux users will find rsync to be a great utility for robust syncing and backing up.

Mac OSX: http://support.apple.com/kb/ht1427
Linux: http://samba.anu.edu.au/rsync/

For easy file syncing, use the user friendly Dropbox. Dropbox creates a folder on your hard drive that automatically syncs to the Dropbox website and any other computer with Dropbox installed. Basic accounts are free and give you 2 gigs of space. Link: www.dropbox.com
How To

How to Find Food By Engineering

In the daytime there are plenty of food options by the Engineering Quad. There are two food trucks right between DRL and Levine on 33rd Street. One of them serves Mexican food and one of them serves cheesesteaks, breakfast sandwiches, and more (Frieda’s). Accenture Café, located on the first floor of Levine, also has a ton of options including sandwiches, bagels, pastries, meal bars, salads and coffee. Also, the people behind the counter there are some of the nicest people on campus so you should definitely befriend them ASAP. There is also a hidden treasure—vending machines—in the hallway that joins 2nd floor Town to 3rd Floor Levine. If you are willing to actually go somewhere to get food, your options really open up: Hill, Starbucks, and the food court (Taco Bell, Quiznos, La Famiglia Pizza, A&W, and a Mediterranean place with the best shakes on campus) are on the corner of 34th and Walnut. There is a McDonalds at 324 S. 34th Street if you are willing to walk past HUP.

In the nighttime you have to be a little cleverer. Of course, the vending machines between Towne and Levine are open all night along with the coffee vending machine in Accenture Café. The Starbucks at 34th and Walnut is also open fairly late. Otherwise, your best bet is still http://www.campusfood.com. What up Allegro’s! (Just make sure you have them deliver to the address of the building you’re in!) The HUP McDonald’s is open all night, as well as any of the two Wawa’s on campus.

How to buy or rent textbooks

Everyone looks forward to the beginning of the semester because no one has work and everyone is free to hang out and have fun. But the beginning of the semester also brings the stress of buying books. DO NOT buy books until your classes are absolutely finalized. That way you don’t have to deal with returning them. You can borrow them from friends or find them in Van Pelt.

Once you do decide to buy books, try to find them as cheaply as possible or else you could end up spending over $1000 per semester on books alone. Your best bet is to buy them through the Penn Book Bazaar from an upperclassman who has already taken the class. This is fast and cheap and you would be helping the older student out as well. You can also buy them new or used on Amazon, which could also save you around $30 per book. Renting is another great option if you treat your books well. You can find rental programs at the bookstore and at http://www.chegg.com.
How to Find Key Resources

Office of Student Affairs:
Location: 200 Houston Hall
Phone: 215-898-6533
osa@dolphin.upenn.edu

Counseling and Psychological Services (CAPS)
Location: 133 S. 36th St (Above the Ann Taylor Loft on the 2nd Floor)
Emergencies: 215-349-5490 (Ask for the CAPS Clinician On Call)
Otherwise call: 215-898-7021
caps@pobox.upenn.edu

Career Services
Location: Suite 20 (Basement), McNeil Building
Phone: 215-898-7531
Engineering Advisors: Rosette Pyne, Jamie Grant
www.vpul.upenn.edu/careerservices/

Transportation:

Penn Transit
For Schedules or a Map: http://cms.business-services.upenn.edu/transportation/schedules-and-stops/shuttles.html

You can also call:
215-898-RIDE (7433) for a Ride

Need an escort to walk you across campus?
Call: 215-898-WALK (9255)

How to get to Fox Gym

Fox gym is one of the best-kept secrets near the Engineering quad. Located in Hutchinson, part of Franklin field, it’s a two level gym for Penn faculty and students. Just like Pottruck, Fox requires a PennCard for entry, and provides free lockers, so just bring your own lock. The gym has tons of workout equipment including treadmills, bikes, free weights, and circuit machines. There are also free classes on Mondays and Wednesdays. You enter through the glass doors at the rear of Franklin right across from the squash courts. It’s a great place to stop off between classes to do some of that “de-stressing” we talked about earlier.
How to study efficiently

One of the hardest parts about transitioning to college is getting used to different study habits. You will most likely find that you are in class much less than you ever were in high school. Here are some study tips to help you do the best you can do!

A good rule of thumb is that for every hour you are in class you should spend two hours outside of class doing work, reading, or reviewing your notes.

A great habit to get into, and that will help reduce the amount of cramming you need to do, is to review your notes for 5 minutes before and after class.

A calendar can do wonders to prevent an exam from sneaking up on you.

Form study groups! Lot’s of time there’s too much reading to conquer it on your own.

If you have an hour break between classes, don’t waste it! An hour of concentrated work is better than three scatter-brained hours.

Do your homework. Seriously, you’ll thank yourself later.

Remember, it’s okay if you don’t ace every test. If you focus more on learning rather than the grade, the scores will come on their own.

If you have tried all of the above and you are still having trouble, contact the Tutoring Center. (INSERT TUTORING CENTER CONTACT INFORMATION)

How to survive an all-nighter

First of all, try to be as organized as possible throughout the semester for projects and exams so that you will be well prepared and not need to pull an all-nighter.

However, if you happen to need to pull an all-nighter, here are some survival tips:

- Always have snacks
- Work with a friend so that you are not alone
- Do not walk anywhere alone late at night
- Wawa is open 24 hours plus there are vending machines in the engineering school for snacks
- If you can, take 10 minute power naps every couple hours

How to be prepared

At the start of each semester before classes start, go and find where each of your classes are located. Become familiar with the buildings and their safety exit plans in case of emergency.

After you make the trek all the way to engineering, it’s not very fun to walk all the way back to the high rises because you forgot your laptop charger. Here’s a list of important items you’ll want to have in your backpack:

- Food
  - Sometimes you need a little something to get you through the day. Trail mix, granola bars, dried fruit, and candy (for those especially long classes) are all good choices.
Be forewarned: fruit may be nutritious, but it’s not a pretty sight if you leave it in your backpack over break.

- Calculator
  - Essential engineering fare for problem sets.
- Reusable water bottle
- Chargers
  - Make sure to pack your phone and laptop charges so you can stay linked in with the world!
- Flash drive
- Headphones
- Stapler / paper clips
- Extra pens, pencils, and erasers
- Notebook

Please note that this is just a sample list. If you find that there are other things that you need on a regular basis, make your own list carry it around with you to make sure that you are prepared for anything.

STUDENT GROUPS

There are about 30 SEAS-specific student groups, along with hundreds of other student groups open to all on campus. Some involve academics, others are more social, and several target professional development. All of the SEAS organizations can be found online at [https://fling.seas.upenn.edu/~esac/wiki/info.php](https://fling.seas.upenn.edu/~esac/wiki/info.php). Below are a few groups that are important to all engineers.

**Engineering Student Activities Council (ESAC):**
ESAC oversees all student organizations run through SEAS and provides funding to these groups. By offering facilitative support, ESAC has greatly enhanced leadership among SEAS undergrads. Joining student groups is a great way to make an impact on campus while meeting new friends. In a recent study performed by one student group, approximately 65% of SEAS undergraduates are involved in at least one SEAS group. Learn more at [http://fling.seas.upenn.edu/~esac/wiki/index.php](http://fling.seas.upenn.edu/~esac/wiki/index.php).

**Engineering Deans’ Advisory Board (EDAB):**
EDAB is the organization that wrote this guide. Their (our) largest mission is to serve as a liaison between the SEAS administration and students. They take on projects that inform the dean about the wishes and needs of SEAS
undergrads and undertake projects to improve SEAS. Each year EDAB organizes free
department-head lunches so students can meet their administrators. In the past,
EDAB has improved late night dining options in the engineering school, redesigned
group study spaces, and wrote the SEAS White Paper, which detailed the state of
SEAS. Learn more at http://fling.seas.upenn.edu/~edab/wiki/.

Penn Engineers Without Borders (PennEWB):
The Penn chapter of EWB is a non-profit humanitarian
organization that focuses on both educating the local
Philadelphia community about engineering and sustainable
development, as well as helping developing communities
worldwide with their basic engineering needs through real,
hands-on engineering projects. In the past, EWB has travelled to Cameroon and
Honduras to build latrines and water distribution systems. Learn more at
http://www.pennewb.org/.

Society of Women Engineers (SWE):
SWE seeks to inform the community and its members of the
success and potential of women engineers and to motivate
women to become leaders in their field and change their image
in the work force. This non-profit service organization provides
members with the opportunity to learn about various technical career paths and to establish working relationships with
professionals. This club is also active in community service
projects, particularly those that encourage young women to pursue their interests in
science and technology. Additionally, they offer many social events so their
members can get to know each other and form lasting friendships. Learn more at
http://www.seas.upenn.edu/~swe/.

Theta Tau: With over 30,000 initiates in 48 chapters nationwide,
Theta Tau is the nation’s oldest and largest co-ed professional
ingineering fraternity. The fraternity strives to develop and maintain
a high standard of professional interest among its members and to
unite them in a strong bond of fellowship. Each year they hold events
ranging from social, professional development, community service,
and external relations. They hold rush events during late September
for the Fall semester and late January for the Spring semester. Find
out more at http://www.seas.upenn.edu/~thetatau/.

For more information on other SEAS student groups, check this out:
Definitely look into them! They’re a lot of fun and extremely beneficial, especially as
a freshman.
Departmental Information

Academic Programs Office (APO)  
Towne 111  
(215) 898-7246

Eduardo Glandt: Dean and Robert D. Bent Professor, CBE
Vijay Kumar: Deputy Dean for Education and UPS Foundation Professor, MEAM
Jan Van der Speiegl: Associate Dean for Education and Professor, ESE

Joseph S. Sun: Vice Dean for Academic Affairs and Director, APO
Ellen Eckert: Associate Director for Undergraduate Admissions and Advising
Sonya Gwak: Associate Director for Student Affairs and Graduate Admissions

Not Pictured:
: Assistant Director for Student Life and Special Programs
Cynthia Buoni: Associate Director for Student and Administrative Services
Megan Doherty: Associate Director for International and Service Learning Programs
Bioengineering (BE)
be@seas.upenn.edu

Department Chair: David F. Meaney
Undergraduate Chair: Andrew Tsourkas
Undergraduate Program Coordinator: Catherine Lawrence
Associate Director of Advising: Kacy Cross

Skirkanich Hall Suite 240
(215) 898-8501

Department Bio: Penn Engineering is home to one of the oldest and most successful bioengineering departments in the United States. Our undergraduate and graduate programs consistently rate among the top 10 in the country. Bioengineering capitalizes on Penn's great institutional strengths, including a compact urban campus of 12 separate schools, geographic proximity linking the engineering and medical schools within one city block, and a collaborative, integrated environment that allows students and faculty to transcend disciplines with curricula, research, technology, and patient care.

Chemical and Biomolecular Engineering (CBE)
chembiom@seas.upenn.edu

Department Chair: Kathleen Stebe
Undergraduate Chair: Wen K. Shieh
Undergraduate Assistant: Meghan Godfrey

Towne 311A
(215) 898-8351

Department Bio: Penn Engineering has the oldest continuously operating degree-granting program in chemical engineering. Since its inception in 1893, we have been expanding the frontiers of knowledge in the field. We are very proud of our educational programs, both at the undergraduate and graduate levels, and we are absolutely committed to preparing our students for leadership roles in the biological, chemical, pharmaceutical, and electronics industries. Our department consists of distinguished faculty who maintain research programs in areas ranging from catalysis and reaction engineering to surface and colloid science.
Computer and Information Science (CIS)

cis-info@cis.upenn.edu

Department Chair: Susan B. Davidson
Undergraduate Chair: Steve Zdancewic
Associate Director of Advising: Jackie Caliman

Department Bio: Penn Engineering is the birthplace of the modern computer. It was here that the ENIAC, the world's first electronic, large-scale, general-purpose digital computer, was developed in 1946. Since this auspicious beginning more than five decades ago, the field of computer science at Penn has been marked by exciting innovations.

Electrical and Systems Engineering (ESE)
es@seas.upenn.edu

Department Chair: Daniel E. Koditschek
Undergraduate Chair: Santosh Venkatesh
Undergraduate Program Coordinator: Denice C. Gorte

Department Bio: Electrical and Systems Engineering is focused on synthesis of devices and design theory underlying the interface between the material world and the information and work humans seek to exchange with it and each other. Originating from a merger of the formerly distinct Electrical Engineering and Systems Engineering Departments, ESE represents our school's response to the rapidly-changing intellectual and career landscape of engineering at the vital junction of “atoms and bits.”
Department Bio: The Mechanical Engineering and Applied Mechanics undergraduate curriculum gives our students hands-on, real world lab work in addition to a strong background in theoretical knowledge. Interactive, design-centered assignments create educational experiences that are preparing Penn's mechanical engineers for the problems they will solve in industry and research.

Department Bio: Materials Science and Engineering is recognized for the quality of its educational program and the research activities of world-renowned faculty. The interests of the faculty are diverse and topical and include cutting edge programs in nanoscience and nanotechnology, biomaterials, ceramics, polymers, and metals.