

## **Mechanical Engineering Student Resources**

### **ME Office – 3138 Learned Hall**

**Office Staff (general)** – Office staff personnel (Carol Gonce and Lucas Jacobsen) are available to answer questions and direct students to the appropriate office(s) for assistance. Office staff will also provide assistance for fundraising solicitations for student projects that have been approved by the dean, the department chair, and endowment. Photocopies, transparencies and faxing can be requested from office personnel, with a recommended 2-hour lead-time for photocopies and transparencies. The fees are posted in the ME Department Office. Students may have mail sent to them at the ME Office. There are mailboxes available. Please check for mail periodically.

**Graduate Secretary** – Graduate students should contact the Graduate Secretary regarding any informational requests and will direct them to the proper contact. The Graduate Secretary maintains graduate academic files as up-to-date as possible and keeps a cross-reference sheet for fulfilling the degree requirements in that file.

**Undergraduate Secretary** – Undergraduate students should contact the Undergraduate Secretary regarding any informational requests and will direct them to the proper contact. The Undergraduate Secretary keeps your academic file up-to-date and keeps a cross-reference sheet for fulfilling the degree requirements in that file.

**Technical Staff** – Graduate students must have their individual advisors contact the technical staff with any requests. Undergraduate students must have their instructor contact the technical staff with any requests. This will help the technical staff with time scheduling. Specifically, these requests are directed towards computers, computer access, and electronic problems.

**Shop** – Graduate and undergraduate students must make arrangements with the Shop Personnel (Charles Gabel and Justin Lohrmeyer) for access to the shop facilities.

**ME Computing Room** – Each ME student will be able to open the door for room 3117 Learned Hall with his/her student ID card. To activate your ID card, please contact Carol Gonce in 3138 Learned Hall. Copies of the Computer Lab guidelines should be requested in the ME Office. Food and drink are not allowed around the computers but can be consumed in the main entry area.

**E-mail** – E-mail addresses should have been set up for all students upon entering KU.

**Research Laboratories** – Each laboratory is assigned to a specific faculty member. You will need to contact that faculty member for privileges to use that lab. Keys will be issued to the labs for a fee of \$20/key. The fee will be returned upon return of the key(s). For labs with key pads or KUID card readers, please see Carol Gonce in 3138 Learned to arrange for access.