



University of Michigan – Dearborn
College of Engineering and Computer Science
A Step-By-Step Guide for CECS Distance Learning Students

Welcome to the College of Engineering and Computer Science at the University of Michigan – Dearborn. Now that you have been admitted to a web-based graduate program in CECS, you will need to complete the following steps. If you have any questions as you work through the list, please contact Susan Guinn, program manager, at 313-593-3892 or sguinn@umich.edu.

- 1) Make an appointment with an academic advisor to discuss your graduate program plan of work. This appointment can be conducted by telephone, email, or in-person.

Software Engineering	Dr. David Yoon	dhyoon@umich.edu	313-436-9146
Automotive Systems Engineering	Dr. P.K. Mallick	pkm@umich.edu	313-593-5582
Engineering Management	Dr. Swatantra Kachhal	kachhal@umd.umich.edu	313-593-5053
Computer Engineering	Dr. Adnan Shaout	shaout@umd.umich.edu	313-593-5308

- 2) Review the Engineering Computer Services and UM-Dearborn computing guides found at the following web sites.
<http://www.engin.umd.umich.edu/ECS/help/csg/csgWI2006.pdf>
<http://www.its.umd.umich.edu/accounts/newaccounts.html>
- 3) Obtain a computer user name and password for BOTH UM-Dearborn and the College of Engineering and Computer Information Science. You will need these to access your email, and to access software applications that may reside on CECS servers.
- 4) Establish your UM-Dearborn email account. UM-Dearborn students are required to regularly review emails sent to their UM-Dearborn email addresses. This email address will serve as your formal contact with UM-D. You will also need this information to access library and other resources at UM-D and at the UM-Ann Arbor campus.
- 5) Create a user profile on the Virtual Learning Tool platform. (Use your “unique name” and “kerberos” password to avoid having multiple user names and passwords to remember.)
<http://vlt.engin.umd.umich.edu>. Follow the *VLT User Guide* to familiarize yourself with the platform before the term begins.
- 6) Enroll in courses that you select each term. You can register directly via the internet at the following web site. Special permission to register is not required.
https://web-sis.umd.umich.edu/pls/prod_dad/twbkwbis.P_GenMenu?name=homepage
- 7) Read and follow all of the policies and procedures regarding registration and tuition payment.
<http://www.umd.umich.edu/current/index.html>
- 8) Read the Examination Proctor Information and submit the accompanying form to the Engineering Professional Development Office. This form must be completed each term.