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Welcome to the Program in Survey Methodology

We promise to make every effort to provide a high-quality learning experience, and an enjoyable time at the University of Michigan. This handbook includes a lot of generally useful information, although some of it may not apply to you.

The first year of your graduate career will present you with your greatest opportunity to develop a sense of collegiality and community with your peers. Collegiality will be most important within the program, but is also an important facet of cross-disciplinary interaction. The University and PSM provide many opportunities that help to enhance this important aspect of your graduate career. It is up to you, however, to take advantage of these opportunities.

The Program in Survey Methodology office is located in Room 4050 on the fourth floor of the Institute for Social Research. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. If you have any specific needs or questions not addressed in this book, you can always approach one of the staff members below.

Fred Conrad, Director, Rm 4009, 936-1019
Jim Lepkowski, Associate Director, Rm 4010, 936-0021
Jill Esau, Educational Programs Administrator, Rm 4042, 647-4620
Nancy Oeffner, Survey Methodology Program Administrator, Rm 4005, 615-6226
Patsy Gregory, Student Administration Assistant, Rm 4050, 647-3592
Sumi Raj, SMP Administrative Assistant, Rm 4006, 764-4369
Elisabeth Schneider, Student Administrative Assistant, Rm 4050, 763-2359
Jodi Holbrook, Student Services Assistant, Rm 4050, 764-6595
The Teaching Staff
The teaching staff at the Program in Survey Methodology brings together faculty and scientists from the social and behavioral sciences in the College of Literature, Science, and the Arts; the School of Public Health; and the Institute for Social Research. Moreover, the quantitative strengths of disciplines such as communication studies, economics, education, political science, psychology, sociology, and statistics are integral to the empirical underpinnings of the program. With its depth and breadth of curriculum; faculty who are outstanding researchers, teachers, and mentors; exceptional research opportunities at the Institute of Social Research; and the extraordinary range of course offerings at the University of Michigan, the program offers qualified students superb educational opportunities.

This guide contains important information to help make the transition to life as a graduate student at the University of Michigan easier. It represents the collected wisdom of staff, graduate students, and faculty.

The Institute for Social Research has its own facilities separate from the University. Descriptions of services of both ISR and of UM are presented in this handbook.
Facilities

Building and Bay Access
All students are given the opportunity to receive 24-hour/7 days access to the ISR building and the PSM/SMP bay and Commons. Please check with Nancy Oeffner or Sumi Raj to sign a key request form.

The Commons
A shared Commons area is located between the Bays 4050 and 4026. This space is for the use of PSM/SMP students, faculty and staff. Students may use the refrigerator, microwave, toaster oven, tables, chairs, and couch; there is also a computer to access email and the internet. It is a convenient spot for students to meet, socialize, study, or have lunch. Please contribute to the Spring Water fund if you wish to drink the bottled water. All students are responsible for cleaning up after themselves after using the Commons. Students employed at SMP will also be included in a rotating weekly cleaning schedule of the Commons.

Conference Rooms
The PSM/SMP area has a small conference room (4036), which may be used by PSM students for meetings or for a quiet place to have a phone conversation or study, if it is not being used by faculty or SMP staff. There are also several conference rooms on the sixth floor of ISR and several other rooms throughout the building that may be reserved. Contact Jodi Holbrook to reserve a room.

Duplicating Department
PSM students may pay for coursework or personal copying in the ISR Duplicating Center (647-1406) in room 160, in the basement of Wing I. Duplicating Services hours are 7:30 a.m. to 4:45 p.m., Monday through Friday. Students with questions regarding ISR Duplicating Service can contact them at (734) 647-1406 or duplicating@isr.umich.edu.

Glass House Cafe
A small cafeteria is located on the first floor of ISR. It serves coffee, bagels, sandwiches, soups, salads, and a variety of other snacks and drinks. The cafeteria is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. They accept cash and credit cards.

The Population Studies Library
The Population Studies Center (PSC) Library is open to all members of the ISR community. The library is located on the first floor of the Thompson building, near the north elevators. Staff is available from 8:00 to 5:00, Monday through Friday.

Vending Machines
Vending machines are located on the second floor of Wing 2.
Department

Email
Your uniqname will be added to a group of all PSM PhD or MS students in the program. We use these email groups to send information regarding items that may be of interest to graduate students, such as job opportunities and university events.

Faxes
The PSM fax number is (734) 764-8263. This fax machine can be used only to receive faxes. Faxes received by PSM will be placed in your PSM student mailbox. Faxes can be sent (for a fee payable at the time of service) from ISR Duplicating in Room 160, or from Kinko’s at the corner of Liberty and Thompson Streets.

Other nearby copy centers include:
- Kinko’s, 530 E. Liberty, 761-4539
- Dollar Bill Copying, 611 Church, 665-9200

ICPSR Data Access
Students have campus wide access to ICPSR’s vast data archive through ICPSR Direct. ICPSR Direct is a service that provides direct access to the ICPSR data holdings for all students, faculty, and staff at ICPSR member institutions. With ICPSR Direct, any user with an authorized UM login may download data from ICPSR, without going through a local campus representative. More information can be found on the ICPSR website: http://www.icpsr.umich.edu.

Mailboxes
After your study begins, you will be assigned a mailbox in the PSM/SMP bay area. Please check your mailbox on a regular basis as we distribute announcements and messages. Mail is picked up and distributed once a day, Monday-Friday. Intercampus mail envelopes are available near the mail boxes. First class stamps are available for purchase at the ISR information desk on the first floor.

Phone
We will take telephone messages at the PSM office, (734) 647-0038, and messages will be put in your student mailbox. If you are working at ISR and have been assigned a workspace, there are phones in the bay available for your use. Long-distance phone calls should be made with a cell phone or paid with a personal phone card. If an occasion arises, however, when you are not able to access your phone card or cell phone, you will be responsible for reimbursing the program for the charges incurred.
**Population Studies Center Library Access**

The Population Studies Center (PSC) allows PSM students access to their library facilities on the first floor of ISR. In addition to their book collection, the facilities include six computers, two printers and a copier, all located in a comfortable environment with tables and chairs for informal meetings and side chairs for reading. For more information about what services the PSC Library offers, visit [http://www.psc.isr.umich.edu/dis/infoserv/](http://www.psc.isr.umich.edu/dis/infoserv/).

PSM students who are actively enrolled in the program are given access to the library seven days a week from 7:00 a.m. until midnight. The library is open during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday). Your UM ID cards (discussed in detail below) will grant you access outside of those hours when swiped in the card reader near the entrance to the library. Only those who are granted access should be in the PSC Library after hours. Everyone who enters must use an M-Card to unlock the door via the swipe device outside the door. Please do not open the doors for anyone who does not have PSC access on his or her M-Card.

While we trust that our students will respect the property of the library, a few helpful reminders are listed below. See Jill Esau with any questions or concerns.

- Please be especially careful with food and drink. If an accident occurs after business hours (such as spilling a beverage), leave a note and follow-up as soon as possible with the library staff during business hours.
- The computers, printers, and copier are to be used only for school-related work.
- Limit printing and copying to a reasonable amount. Please exercise discretion in determining what amount is reasonable.
- While the library is a pleasant environment conducive to socializing, please limit group activities to study groups or collaborative project work associated with your courses.
- Access is limited to PSM students who are registered for classes. You may, however, bring guests to the library if they are students in PSM classes. You are responsible for the appropriate behavior of your guests.
- If you rearrange the furniture, please restore the library to its original arrangement before leaving. Be sure to dispose of any trash appropriately.
- Students may use the library collection while in the facility, but remember to return materials to their original location or check with library staff about borrowing materials for a longer time.

**Printing**

SMP printers are to be used only for research project work. Personal and course-related printing should be done using your UM login at any of the public computing access sites.
Program for the Education and Evaluation in Responsible Research and Scholarship (PEERRS)
Faculty, staff, and students working on projects involving human subjects are required to complete special on-line training. After you sign on to the website http://my.RESEARCH.umich.edu/peerrs, you will be asked to complete a short survey. The results are used to determine which modules you need to complete. ISR requires that you take the Human Subjects-Behavioral Science module. Nancy Oeffner will work with students to make sure the proper certification is obtained.

PSM Office
The Program in Survey Methodology (PSM) is a part of the Survey Methodology Program (SMP). The programs are encompassed in the Survey Research Center (SRC), the largest unit within the Institute for Social Research (ISR). The department office is located in Wing 1 of the ISR building.

Social Events
Regular PSM social events occur throughout the term. There are occasional parties sponsored by PSM. We will notify you of such events as they are scheduled. Program sponsored events are great chances not only to mingle with other graduate students, but also to see faculty outside of the classroom setting. Attendance is highly recommended. Please make sure to RSVP to all events in a timely manner so we may plan appropriately.

Spring Water Club
SMP faculty, staff, and students are welcome to contribute $20 annually for access to the cold spring water kept in the Commons. These funds are also used to pay for miscellaneous supplies (plastic wear, plates, etc.), as well as cards and refreshments for various celebrations. See Nancy Oeffner or Sumi Raj to contribute.

SRC Staff Peer Advisor Program
The SRC Staff Peer Advisor Program is a confidential, informal, and impartial option for SRC staff members to discuss workplace issues and concerns. Peer Advisors are appointed SRC staff volunteers who are dedicated to promoting and facilitating fairness, equity, and humane treatment in the workplace.

Peer Advisors are intended to assist staff members in problem solving and the identification of appropriate campus resources in an attempt to:

- Informally assess a situation
- Develop and discuss options (i.e., advice and counsel)
- Coach on dispute-resolution skills and strategies
- Encourage constructive discussions
- Identify patterns and causes of conflict in the organization and recommend systemic improvements

More information can be found at the following website:
http://sites.isr.umich.edu/dnn/diversity/Home/tabid/1039/Default.aspx
**Supplies**
Supplies in the supply closet in Bay 4050 are paid by research projects and are not to be used by students for course work or personal use. Supplies for coursework may be purchased at a variety of local office supply stores including:

- **Michigan Union Bookstore**, 530 S. State Street, (734) 995-8877
- **Ulrich’s Bookstore**, 549 E. University Avenue, (734) 662-3201

**Timekeeping**
Students employed on research projects at ISR will complete electronic timesheets either biweekly or monthly. You will be given a login and access to charge to the account established for your project. Timesheets are approved by Nancy Oeffner. Some PhD students may be directly appointed to a project and will not be required to complete a timesheet. Those students, however, will be asked to certify their effort in writing after completing a mandatory education module. More information on the certificate process will be given to those affected.

**Trash and Recycling**
There are numerous trash bins (clear liners) and recycling bins (blue liners) throughout the office and building. The University encourages everyone to recycle. Trash bins are emptied on a limited basis so please take odiferous items to the large trash bin located in the electrical room, 4015.

**Video Compressed Technology**
Many PSM courses are offered simultaneously in College Park, Maryland through the Joint Program in Survey Methodology. The partnership between the Program in Survey Methodology and the Joint Program establishes a second site for PSM in the Washington, D.C. area. This partnership enriches course offerings in Ann Arbor through the use of compressed video technology enabling a course to be taught simultaneously in both locations. University of Michigan faculty and staff, most associated with the Survey Research Center, teach in the Joint Program, sometimes at the College Park campus, sometimes in Ann Arbor. Several classrooms at the Institute for Social Research in Ann Arbor (ISR rooms 368, 4036 and Perry Room G300) and several in the Joint Program offices in College Park, are equipped with this technology. An instructor in Ann Arbor or College Park can see, hear, and communicate with students at the remote site. Instructors travel between the host site and the remote site on a regular basis to have face-to-face contact with students at both locations.

Please keep in mind that since we have this partnership with JPSM we do not follow all of the University of Michigan calendar dates. For example, JPSM does not have a Fall study break so classes will continue during this time. The course syllabus is the best resources for class schedules.
Workstation Etiquette
Space in ISR is always at a premium, and that is especially true in the PSM/SMP area. Students working on ISR projects are assigned to small work stations in SMP; some students may have to share their workspace with another student due to increasing numbers in the program. The work stations are in close proximity to one another. Therefore, we ask that you be considerate of others and avoid prolonged, loud conversations either in person or on the telephone, playing music without a headset, or spilling your belongings beyond your space.
Computing

Account Information
Each student is given a university-wide computer account. At the University of Michigan your uniqname becomes a gateway to computing, information, and many services that will be used throughout your career at U-M. The Information Technology Services (ITS), formerly known as ITCS, web site, http://www.itcs.umich.edu/ is a good place to learn about general computer resources at the university.

Unique name and password
The first step for you in accessing university services will be to acquire a “uniqname” and password, http://www.itcs.umich.edu/uniqname/. Three days after you accept the offer of admission you will receive an e-mail from ITS that will help you set-up your Uniqname and Basic Computing Package. The e-mail will include a "one-time identifier" and steps to create the Uniqname. Two reminders will be sent if you have not created a uniqname. If you have not received this email message before the PSM orientation, consult one of the PSM staff members.

Once you have established your account and its associated uniqname, you will have an e-mail address in the form <uniqname>@umich.edu, and will be able to use public computing sites and printing. Some university offices will begin sending email to your U-M account to share important information or to request that you complete some important transactions online. Often email is the only method of notification.

Your uniqname is your University of Michigan computing ID and will be part of your permanent email address. That means it is public information. It will be with you as long as you are affiliated with the university, even after graduation.

Keep you unique name and UMICH password secure. Your password proves you are who you say you are. Never tell anyone your UMICH password. The University of Michigan will never ask you for your password, nor will the university send you email requesting your password information. Ignore all email messages requiring you to provide such information.
Computing at ISR
ISR uses a Microsoft network that is overseen by the Survey Research Center (SRC) computing staff. The members of the computing staff strive to make computing as easy and trouble-free as possible, but their services are not free. **Please do not contact the SRC computing section for help without first obtaining permission from Nancy Oeffner.**

Students working on ISR projects will be assigned to a workstation and computer, as well as a username and password for the ISR network. Each computer must have a profile set up for the individual using the machine before you can login to the network. Students not employed at ISR are welcome to use the guest login on the computer in the Commons room for email and internet access. Printing is limited to your work as paper is a resource shared with SMP research projects. If you are assigned to a computer please make sure you download all critical Windows updates as they become available. Students are responsible for backing up their hard drive. Downloading software unrelated to your work is not permitted.

**Wireless Access**
Wireless internet is available in most university buildings; The ISR building has wireless access as well does Perry. To access this, simply connect to the “MWireless” network and open a browser window. The browser should open a page that prompts you for your login and password. Wireless locations are located at [http://www.itcom.itd.umich.edu/wireless/campus_map/](http://www.itcom.itd.umich.edu/wireless/campus_map/).

Before using the service take a few minutes to configure settings on your Wi-Fi device, [http://www.itcom.itd.umich.edu/wireless/security.php](http://www.itcom.itd.umich.edu/wireless/security.php). It only takes a few minutes to set up MWireless, and then access is automatic. For additional information, consult the ITS website, [http://www.itcom.itd.umich.edu/wireless/](http://www.itcom.itd.umich.edu/wireless/).

MWireless is the most secure Wi-Fi network. This network is available to those who have a valid U-M uniqname and associated password. This connection limits you to certain ports, which may cause some of your programs to be unable to access the internet. For information on these limits, go to [http://www.itcom.itd.umich.edu/vpn/](http://www.itcom.itd.umich.edu/vpn/).

MWireless uses WPA2-Enterprise to allow network access and to provide strong security, including data encryption, and is the preferred method for Wi-Fi connections. To configure a device to use MWireless you must be in an area on campus where that SSID or network name is being broadcast. Short videos and detailed instructions are provided for different operating systems, [http://www.itcom.itd.umich.edu/wireless/connect/](http://www.itcom.itd.umich.edu/wireless/connect/)
**Wireless Security**

Wireless technologies are still relatively insecure. By using the MWireless network you are accepting that it is possible, though difficult, for others on this network to intercept the information you send and receive through the network. MWireless is the most secure wireless network on campus available to all U-M faculty, staff and students. It is a Wi-Fi Protected Access 2 (WPA2) network that is based on the IEEE 802.11i standard and uses the Advanced Encryption Standard (AES) to encrypt all of the data between your wireless device and the Access Point (AP). It provides the strongest level of encryption available today. Before using MWireless, you will need to configure your wireless device, [http://www.itcom.itd.umich.edu/wireless/security.php](http://www.itcom.itd.umich.edu/wireless/security.php)
The ABCs of Registration and Enrollment

Academic Program - To Register You Will Need:

- A University computer account (uniqname) and temporary password. (This should have been sent to you over the summer as a batch email from Graduate Admissions)
- A registration time: graduate students will be allowed to register as they receive a registration appointment through batch email. (When you receive your password, you will know that you have permission to register.)
- A student ID number which you can find out when you access the registration site, https://wolverineaccess.umich.edu/.
- Course selections.
- To check the “final” fall Time Schedule and Course Guide for available courses. Visit http://www.umich.edu/~regoff or www.lsa.umich.edu to find course descriptions and class details.
- You should register online through the website, Wolverine Access. This site will also enable you to review your financial aid and register your local address.

Students with questions regarding the registration procedure should call the Office of the Registrar at (734) 647-3507. Please refer to the class Time Schedules (http://ro.umich.edu/schedule/) or the University’s student information web site, Wolverine Access (https://wolverineaccess.umich.edu) for information concerning open classes, changes in selections, late registration, and fee adjustments. Those who need to be “matriculated,” i.e. given permission to enroll and receive the batch email with temporary password, should contact Rackham admissions if they have not already received it.

Course Materials

Most survey methodology courses will have materials available on CTools (https://ctools.umich.edu/gateway/). CTools is an advanced web-based course and collaboration environment. It combines the course management features of CourseTools, UM’s original course management system, with the project and research collaboration features of UM WorkTools. CTools is a set of tools designed to help instructors, researchers and students create sites on the web.

Coursepacks may also be used as course materials. Coursepacks for survey methodology courses will be available to purchase at ISR Duplicating Services, located in the basement of the Institute for Social Research. Copies are priced at 0.4¢ per page. Cash and checks are always accepted; credit cards accepted for purchases over $10.00. ISR Duplicating Services hours are 7:30 a.m. to 4:45 p.m., Monday through Friday. Students with questions regarding ISR Duplicating Service can contact them at (734) 647-1406 or duplicating@isr.umich.edu.
Credit System
Most graduate courses at Michigan are one term long and are given a value of three credit hours. Credit hours reflect the number of hours a student attends discussions and does outside reading each week during a four-month term. Most graduate courses are classified as proseminars, and they usually meet two hours a week.

Full Time Enrollment and F1 Visa Holders
Students with F1 US visas must be registered full-time. Full time is defined as eight credit hours for certificate, master’s, and pre-candidate graduate students. For pre-candidates and candidates with a relevant master’s degree, or 21 or more hours completed toward their PhD degree, or who hold a 0.25 graduate assistantship, the total for full time status is six credit hours. This rule is mandated by federal immigration regulations and monitored by Rackham’s International Admissions Office.

Grades
Graduate courses are graded on a nine-point scale with the highest grade being A+. Students must take all courses counting toward their degree for a letter grade. A student must earn a cumulative Grade Point Average (GPA) of a B (3.00 on a 4 point scale) and must receive a minimum of a B in a required course. A student falling below this minimum in a given term or half term will be placed on academic probation for the following term or half term of enrollment. Failure to meet this requirement could result in the department recommending to the University any of the following actions:
1. admit a student on probationary status;
2. place a continuing student on probation;
3. require a student to withdraw from the University; or
4. not confer a degree or certificate.

All students are responsible for being familiar with the Rackham Graduate School Academic policies including those relevant to Coursework, Grading and Academic Standing found at the following link: http://www.rackham.umich.edu/current-students/policies/academic-policies/section4#45.

Avoid receiving grades of ED (unofficial drops), which are computed as failing grades on a transcript. EDs are given because an official drop was not correctly processed or because an instructor did not turn in a grade or an incomplete. Take the initiative to find out why an ED was given and work with the instructor to have it removed from your record.

Please see Appendix A for the Program in Survey Methodology Grade Requirement Policy.
Helpful Hints
1. The beginning and end of each term are the busiest times for campus resources such as the cashier’s office and campus computing sites. If you can get to these places as early in the day as possible (9:00 a.m.), you will have better luck beating the undergraduate crowd.
2. Given the busy nature of most professors’ schedules, it is sometimes better to use e-mail to contact them.
3. Most classes, unless otherwise specified by the professor, start ten minutes after the time printed in the Time Schedule. This is known as “Michigan time.”

Late Registration
After the third week of the term, students must go to the Registrar’s office to make changes in schedules, including late registration, dropping, adding or modifying classes. For more information on altering your enrollment, please contact the PSM staff. For the Fall term, students may make adjustments until the last day that classes meet in December but will receive a grade of “W” if a class is not dropped during the first three weeks of the term. If you elect a course and never attend, you must drop the course, or an ED (unofficial drop/failure) will be generated by the Registrar. Always check to make sure that a drop has been properly processed.

Late Registration Fee
If you are not registered before the first day of class, a late registration fee will be assessed to your account.

Putting Together a Schedule
Students can register through the Wolverine Access after receiving their uniqnames. Students are encouraged to register before the first day of classes to avoid paying late fees. Online registration will allow students to drop, add, modify, and waitlist classes. Every class has its own course number.

Rackham Graduate Student Handbook
All graduate students need to review the Rackham Graduate School Student Handbook and become familiar with the policies and procedures of the Graduate School: http://www.rackham.umich.edu/current-students/policies.

Student Identification Cards or “M-Cards”
M-Cards are issued in Room 1011, from 8am-5pm of the Student Activities Building. Consider this card as your passport to the University. You should carry it with you at all times. It gives you access to the library system, recreation facilities, student-priced tickets for University musical, sports, and theatrical events, and entry to some controlled-access campus computer sites.
Tips on Classes

- Most graduate courses are small, but sometimes courses become crowded. Check with the instructor about signing up for the wait list or receiving permission (formerly known as an “override”) to register, if necessary.
- Courses in other Rackham departments may be elected as cognates. When you sign up for a cognate, make sure that you sign up for graduate credit. You can do this by checking the graduate catalog for a list of other departments’ graduate courses and using the graduate-level course number when courses are cross-listed.
- Grading is on a nine-point scale with the highest grade being A+ (9.0). PSM students are required to maintain a B (5.0) in SurvMeth courses to remain in good academic standing. Students are strongly encouraged not to take a grade of Incomplete in a course. A student has two semesters, including spring/summer, to make up incomplete work.

Visiting (Auditing) a Course

With permission of the advisor and the course instructor, a student may enroll in a course as a visitor (auditor), rather than for credit. A visit (audit) will not be counted toward degree credit requirements. Full fees will be assessed at the current rate of tuition. After registering for the course online via Wolverine Access, the student must register for this status in person at the Registrar's Office, and present a Drop/Add form with the signatures of both the instructor and the student's department graduate chair or advisor.

Transcripts

Official copies of transcripts may be obtained from the Registrar or ordered through Wolverine Access. Wolverine Access will also allow you to print unofficial copies of your transcript online.

Tuition Bill

Tuition waivers are usually credited directly toward student accounts by the middle of the term. Do not be alarmed if a tuition bill arrives in late September. Some fellowships may not cover registration and other student fees, so it is your responsibility to pay the fees by the due date on your bill in order to avoid being assessed late charges. The University does offer a tuition payment plan. Please find details at the following link: http://www.finops.umich.edu/student/payments/paymentplans.

Registration fees are approximately $30 per term. You can check the fees you owe through Wolverine Access.

Wolverine Access

Wolverine Access (https://wolverineaccess.umich.edu/f/u24l1s13/normal/render.uP) provides a summary of course availability, academic records, financial aid status, and your tuition bill. Your uniqname and password will get you into the system.
Some Advice about Getting Advice

Please be careful about whom you ask for advice. You will have many questions about the program, financial aid, specific courses, and so forth once you have entered the program. Your best course of action is to go directly to the people who are responsible for the area about which you have questions. The following is a list of helpful sources of information that can provide you with accurate answers.

Advising
Each new semester you are required to schedule an appointment with your advisor. Your advisor is there to help guide you with your graduate career.

Campus Information
The University of Michigan maintains an information desk at the Michigan Union on State Street. The desk is open all year, 19 hours a day. They can be reached via the Internet at http://www.umich.edu/~info/, or by phone at (734) 763-5750. They are a good source for information regarding campus units’ hours of operation, locations, services, events, directions, transportation to/from/around Ann Arbor, UM history and trivia, the academic calendar, etc.

Faculty Areas of Interest
If you are interested in studying with a specific professor or studying a particular topic, you should speak directly with that professor. You should inquire about their plans as far as what courses they intend to teach and their availability for supervising the type of program in which you are interested. You will also find information about faculty research interests in the faculty section of the webpage.

Financial aid
- Financial Aid Office (Student Activities Building)
- PSM Director
- PSM Assistant Director

Program Requirements
- PSM Director
- PSM Assistant Director
- PSM Website www.isr.umich.edu/gradprogram
- PSM Course Planning Guide

Rackham Graduate School requirements
http://www.rackham.umich.edu/current-students/policies/academic-policies
Words of Wisdom
Remember that course work is just the start of your education and career. Other words of wisdom for first year students include:


- Plan on attending departmental events in relevant subfields. These include lecture series, brown-bag presentations, and job talks. Join e-mail groups that include presentations from other units such as the Psychology and Sociology Departments, or area centers at ISR. Please note that PSM offers several brown bag lectures in the fall and winter terms. **PSM students are expected to attend all of these JPSM/MPSM Seminar Series sessions.**

- You may also wish to join other relevant professional organizations in your field in order to receive their journals and take part in their annual meetings.

- Start a filing system to outline the articles you read for each class. These can be used in the future to review for preliminary examinations or as a start for preparing a bibliography for teaching your own classes. They are absolutely essential to the successful completion of your graduate work.

- There are opportunities to attend meetings and conventions, such as those offered by the following organizations:
  
  - **Midwest Association of Public Opinion Research**, [www.mapor.org](http://www.mapor.org)  
    The MAPOR Annual Conference takes place each November.
  
  - **American Association of Public Opinion Research**, [www.aapor.org](http://www.aapor.org)  
    The AAPOR Annual Conference takes place each May.
  
  - **American Statistical Association**  
    The Annual Joint Statistical Meeting takes place each August.
Financial Matters
There are a number of financial aid offices around campus, each with a specific purpose. Some are listed here with the hope of helping you avoid confusion later.

Office of Financial Aid
2500 Student Activities Building (SAB), (734) 763-6600. This office handles applications for National Direct Student Loans, Guaranteed Student Loans, and also maintains a list of work-study positions available through the University: http://www.finaid.umich.edu/Employ/.

Rackham Office of Fellowships and Recruitment
0120 Rackham, (734) 764-8119, https://www.rackham.umich.edu/search/node/fellowships. This office administers the Barbour Scholarship, Rackham Merit Fellowship, Rackham Predoctoral Fellowships, University Fellowships, One-Term Rackham Fellowships, and Research Partnerships. In all cases except the Research Partnerships, a student must be nominated by the department to be considered for the award. The department will keep you apprised of forthcoming scholarships, fellowships, or grants. Please see Patsy Gregory with any questions regarding fellowship opportunities.

Student Accounts
2226 Student Activities Building (SAB), (734) 764-7447 or toll-free at (877) 840-4738. This office is a division of Student Financial Operations, http://www.sfo.umich.edu/, and handles billing questions and disbursement issues.

Tuition Rates
Tuition rates are based on full-time enrollment. General information regarding tuition rates for current and future terms is available on the Office of the Registrar website http://www.umich.edu/~regoff. Information on your personal student account is accessible through Wolverine Access.
Employment Matters

Research Positions
All Master degree students are offered employment as a part time research assistant as part of the offer of admission. Assignments will be made at the beginning of each fall term. A member of the administrative staff will contact you with the paperwork necessary for your employment. You will also be contacted about two important aspects of work within the Institute for Social Research:

1. **PEERRS** - the University of Michigan's Program for Education and Evaluation in Responsible Research and Scholarship. PEERRS consists of educational modules and short tests covering basic rules, procedures and professional norms for the responsible conduct of research by anyone involved in research and scholarship at the University of Michigan.
2. **ISR’s Pledge of Confidentiality** ([http://sites.isr.umich.edu/confidentiality/](http://sites.isr.umich.edu/confidentiality/))

Summer Internships
Master’s level students are required to complete an internship at a suitable organization during their first summer. More information about this will be provided at the appropriate time.

Timekeeping
Proper timekeeping for the work that you do as a research assistant is essential. You are expected to keep track of the work that you complete and report the time you have worked accurately.

A few hints:
1. Within the Institute for Social Research, you will utilize what we refer to as ET (electronic timekeeping.) You will be provided an account that corresponds to the project you are working on, this is the account you should use to charge your time worked. Reporting your hours worked is how you receive a paycheck.
2. If you work outside ISR, you may have a different process for reporting your time.
3. You should only charge **actual time worked**.
4. No student should work more than 20 hours per week without Program permission. International students are limited to 20 hours per week during the academic year due to visa policies.
Campus Services

Counseling and Support Services
There is a 24-hour emergency telephone service, (734) 996-4747, for immediate assistance. For additional non-emergency counseling, referral and information services, call (734) 764-8312.

Discrimination or Harassment Issues
The Program in Survey Methodology and the Institute for Social Research are dedicated to ensuring a safe environment in which to work or study. Discrimination or sexual harassment will not be tolerated. If, at any time, you are uncomfortable with a faculty member, staff or another student, you are encouraged to seek assistance from PSM administrative staff. Your concerns will be kept confidential and given our highest priority until the problem has been resolved. You may also take your concerns directly to the UM Office of Institutional Equity (734-763-0235). Our goal is to make sure your experience in the Program in Survey Methodology is free from discrimination or harassment so you are able to concentrate fully on work and study while you are with us.

Emergencies
Dial 911 or call the Ann Arbor Police or Fire Departments for any life-threatening emergency. For other types of emergencies on campus, such as being locked out of your office or car, losing your purse or wallet, etc., contact the Campus Department of Public Safety at (734) 763-1131. (Dial 3-1131 from a campus phone or text 377911.)

The office evacuation is a team effort. Notify everyone and assist with the office closedown. If time permits turn off computers, shut doors and take your valuables. People that need help should stand in designated areas in the stairwells if a fire, or the nearest bathroom if a tornado. They should ask people to notify the Department of Public Safety (DPS) or someone wearing an official orange vest, that they need assistance. Give DPS their name and location. See http://www.compute.isr.umich.edu/ISREAP/index.html for additional information.

Fire Alarm: The fire alarm is low and soft in tone. Take the stairs and exit to the street. Stand across the street from the building. Do not reenter the building until advised to do so. Fire extinguishers are located near the stairwells.

Tornado or Extreme Weather Alarm: Notification is by email and word of mouth. Go to the basement. Stay away from windows and large open spaces. Please note that Ann Arbor tests their emergency siren at 1:00 pm, every Second Tuesday of each month, March – November. You do not have to evacuate for the test siren.
Health Services
Payment of tuition entitles you to the use of the University Health Service (UHS) facilities, 207 Fletcher Street, (734) 764-8320. If you wish to purchase health insurance, contact the UHS Managed Care and Student Insurance Office, room 2109, (734) 764-5182 or (866) 368-0002. There are also reduced-cost dental clinics operated by the Dental School, (734) 763-6933, and a special routine care program for students called M-Dent. Below, please find specific numbers for departments within UHS:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>EMERGENCY DEPARTMENT</td>
<td>936-6666</td>
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<tr>
<td>Allergy &amp; Immunization Clinic</td>
<td>764-8325</td>
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<tr>
<td>Appointment Scheduling</td>
<td>764-8325</td>
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<tr>
<td>Appointment Cancellations</td>
<td>763-3557</td>
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<tr>
<td>Business Office</td>
<td>764-7380</td>
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<tr>
<td>Eye Care Clinic</td>
<td>763-0291</td>
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<tr>
<td>Women’s Health Clinic</td>
<td>763-9184</td>
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<tr>
<td>Health Promotion &amp; Community Relations</td>
<td>763-1320</td>
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<tr>
<td>HIV Testing and Counseling</td>
<td>647-4657</td>
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<tr>
<td>Laboratory</td>
<td>764-8305</td>
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<tr>
<td>Managed Care Department</td>
<td>764-5182</td>
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<tr>
<td>Nurse Advice Line</td>
<td>763-4511</td>
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<tr>
<td>Nutrition Clinic</td>
<td>764-8325</td>
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<tr>
<td>Optical Shop</td>
<td>647-4300</td>
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<td>Pharmacy</td>
<td>764-7387</td>
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<tr>
<td>Physical Therapy</td>
<td>764-8349</td>
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<td>UHS General Information</td>
<td>764-8320</td>
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<td>UHS Mental Health Services</td>
<td>647-4657</td>
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<td>Counseling and Psychological Services</td>
<td>764-8312</td>
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<tr>
<td>Dental Services (School of Dentistry)</td>
<td>763-6933</td>
</tr>
<tr>
<td>UM Student Health Insurance</td>
<td>647-5182</td>
</tr>
</tbody>
</table>

International Students
International students should contact the International Center, 603 E. Madison, Ann Arbor, MI 48109, (734) 764-9310. The staff at the Center will be able to help with visa problems and with virtually all other matters of concern. The center also helps international students obtain a Social Security number and a driver’s license.
Legal Services
Student Legal Services (SLS), a Division of Student Affairs, is a full-service law office available to currently enrolled students at the University of Michigan-Ann Arbor campus. SLS is staffed by four attorneys who are licensed to practice in the State of Michigan, as well as the United States District Court and the Sixth Circuit Court of Appeals.

The services provided by SLS are funded through a student fee which you pay at the time of enrollment. There are no additional fees charged for the services of the attorneys. The student, however, is responsible for postage, long distance calls, and all costs of litigation including court filing fees and service fees.

Areas covered include landlord/tenant disputes, other property related matters, criminal defense, driver license restoration, divorce/family law, employment grievances, wills, consumer problems, auto repair disputes, collection, bankruptcy, insurance, notary service, and true copy service.

SLS is located in the Michigan Union, Room 2304. Their phone number is (734) 763-9920.

Libraries
A complete listing of all campus libraries with hours of operation is available from the Graduate Library, and the Rackham website will provide detailed information about using the libraries. The following libraries are the ones usually used by PSM graduate students:

Harlan Hatcher Graduate Library
Information/Reference Desk, (734) 764-0400

Kresge Business Administration Library
701 Tappan, Room 3330, (734) 764-1375

Law Library
S-180 Legal Research Building (734) 764-4252

University Reserves (Shapiro Undergraduate Library)
Circulation, (734) 764-7490

Safety
SafeRide is a service that transports students, faculty, and staff to their residence or vehicle within a one-mile radius of campus. Riders may use this service once per evening and must present a valid U-M ID. Additional information may be found at http://studentlife.umich.edu/article/late-night-transportation.
**Night Ride** is a $5 shared-ride taxi service within the city of Ann Arbor. This program runs from 11:00 p.m. to 6:00 a.m. Monday through Friday and from 7:00 p.m. to 7:30 a.m. Saturday and Sunday. To request a ride, call the SafeRide number (734) 647-8000 and select menu option three.

Additional special transportation service information may be found at [http://pts.umich.edu/taking_the_bus/special_services.php](http://pts.umich.edu/taking_the_bus/special_services.php)
Housing

The most accurate and current information comes from the University Housing Information Office, http://www.housing.umich.edu, 1011 Student Activities Building (SAB), (734) 763-3164. Local real estate agents can also direct you to housing. Housing in Ann Arbor can be hard to find and expensive.

Family Housing

The University offers housing for married couples or same-sex partners, and for students with children. Northwood Apartments, located on North Campus, offers one-, two-, and three-bedroom apartments and condominiums. Free shuttle bus service is provided between the campus and all student housing.

All University apartments have a range and a refrigerator and most are equipped with basic furnishings (linens, bedding, curtains, dishes, and rugs are not included). The efficiency units normally consist of a kitchen with a dining area, bathroom, closet, and a living room with a hide-a-bed. The furnished one-bedroom apartments are similar and have one bedroom furnished with a bed and chest of drawers. Two- and three-bedroom condominiums are usually unfurnished.

Off-Campus Housing

The University Housing Information Office an excellent listing of apartments (mostly unfurnished) in the Ann Arbor area along with a map showing where the buildings are located. The web site is https://offcampushousing.umich.edu/. We strongly suggest that those of you looking for off-campus or married housing write and specify what kind of housing information you will require. Extensive unfurnished housing is located from one to five miles away from campus and includes over seventy apartment complexes.

University Housing Information
1011 Student Activities Building (SAB), Ann Arbor, MI 48109-1316

Average rental rates for 2015-16 based on a twelve-month lease, for furnished or unfurnished housing within walking distance of central campus, are as follows:

- Studio/one-bedrooms: $450-750 per month
- One-two Bedroom $750-1000 per month
- Two-3 Bedrooms: $850-1300 per month

Hint: Try to find housing in which the rent includes the cost of heat. Most houses are older and without good insulation, Michigan winters can be long and cold.
Apartment leads may be obtained from the following sources: The Ann Arbor News, The Michigan Daily, bulletin boards at the Housing Office (1011 Student Activities Building), Michigan Union (basement), Michigan League (first floor), Angell Hall (first floor), and the Graduate Library Lounge (third floor).

The Housing Information Office will occasionally have listings for homes, farmhouses, or cottages farther away from campus, usually within a 45-minute drive. If you are looking for something in a small community outside of Ann Arbor, the closest towns around us are Ypsilanti, Saline, Chelsea, Dexter, Milan, and Whitmore Lake.

Student Cooperative Housing
Student Cooperative Housing has a long history and rich tradition in Ann Arbor, beginning with the first student co-op houses founded in the 1930s. From small beginnings, they have grown into the Inter-Cooperative Council, http://www.icc.coop/ (ICC), a network of 21 student-owned and -operated houses accommodating nearly 600 students. The ICC co-ops remain one of the most economical alternatives available in student housing. They operate on a room and board plan, with all utilities included, for $575-1,200/month (eight-month lease). This one charge per month covers all basic costs (many include laundry, TV, parking, etc.). Each member makes a commitment to work (four to six hours per week) in the management, maintenance, and day-to-day operation of the house. Each member is also expected to take part in house meetings where decisions and policies that affect the members are made. Membership is open to all interested students on a first-come, first-served basis. Meal contracts are also available for students residing outside the co-op houses. Students interested in this type of housing should contact the ICC office at 337 East William, (734) 662-4414.

There are also cooperative townhouses. You pay a fee to join the cooperative, but payments can be less than rental units and you will get your initial fee, plus interest, back when you leave Ann Arbor. These are so popular that many have waiting lists, but putting your name on a list and moving in at a later date can pay off in attractive long-term housing options.

Cooperative
Arrowwood Hills Townhouses,
2566 Arrowwood Trail (734) 665-3116

Colonial Square
3012 Williamsburg Road (734) 971-5710

2351 Shadowwood Drive (734) 971-9270

Inter-Cooperative Council
337 E. William Street, Ann Arbor, MI 48104, (734) 662-4414
http://www.icc.coop/
Pinelake Village
2680 Adienne Drive, Ann Arbor, MI 48103, (734) 994-9177

University Townhouses
3200 Braeburn Court, Ann Arbor, MI 48108, (734) 973-1292

Village Town Homes
2220 Pittsfield Road, Ann Arbor, MI 48104, (734) 971-1304

Housing Leads
The classified sections of the following newspapers often have many listings for available housing. See http://www.mlive.com/, an affiliate of The Ann Arbor News, for local ds.

The Ann Arbor News
111 N Ashley Street, Ann Arbor, MI 48104, (734) 994-6989
http://www.mlive.com/ann-arbor/

Ann Arbor Observer (monthly)
2390 Winewood Avenue, Ann Arbor, MI 48103, (734) 769-3175
http://annarborobserver.com/

Craigslist (http://annarbor.craigslist.org/)

The Michigan Daily (University of Michigan’s student-run newspaper)
420 Maynard, Ann Arbor, MI 48109, (734) 418-4115
http://www.michigandaily.com/

Temporary Housing
If you need a temporary room while you are looking for housing, the following places of accommodation are either on campus or within walking distance:

Bell Tower Hotel
300 S. Thayer, Ann Arbor, MI 48104, (734) 769-3010

Campus Inn
615 E. Huron Street, Ann Arbor, MI 48104, (734) 769-2200

Michigan League
911 N. University, Ann Arbor, MI 48109, (734) 764-3177

Oxford Housing Conference Services
627 Oxford, University of Michigan, Ann Arbor, MI 48109, (734) 764-5297
Arriving and Getting Settled in Ann Arbor

Additional Expenses
Your first few months will be the most expensive. In order to avoid hardship during that period, we suggest that you arrange for sufficient funds.

Emergency Loans are available from the Office of Financial Aid, Room 2011, Student Activities Building (734) 763-6600. Up to $400 can be borrowed as an emergency loan without having to see a financial aid officer.

Airport Transportation
You should be aware that there is no university-sponsored shuttle service from the Detroit Metropolitan Airport (Detroit Metro) to Ann Arbor. Taxi companies such Reliable Airport Service, (734)-260-8615, and Ann Arbor Taxi, (734) 741-9000, feature service to and from the airport.

Banking
There are a variety of banks in the Ann Arbor area. http://www.bank-locations.com/bank_city/MI-Ann%20Arbor/. To assist you, contact information for two local banks is given below:

**PNC Bank** will open checking accounts for no monthly fee. Please note that funds may not be available for immediate withdrawal. National City is now PNC.

Locations near campus are:
- 101 S. Main Street
- 1100 S. University Ave.
- Or contact National City at (734) 995-7820 or [https://www.pnc.com/](https://www.pnc.com/)

**TCF Bank** will open checking accounts with a monthly fee. Please note that funds may not be available for immediate withdrawal. TCF locations near campus are:
- 401 E. Liberty, between Division and Fifth
- 1123 S. University
- Or contact TCF bank at (800) 452-1890 or [https://www.tcfbank.com/](https://www.tcfbank.com/)

Other Ann Arbor area banks are: Bank One Michigan, (734) 995-8155; and Comerica Bank, (800) 643-4418. There is also the University of Michigan Credit Union located at 333 E. William, (734) 662-8200.
**Campus Maps and Tours**
Select maps of Ann Arbor and campus are located at the back of this handbook. Other campus maps and information about the University are available at the Campus Information Center (CIC) at the Information Desk on the first level of the Michigan Union. Check in with the Office of New Student Programs (located off of the Student Activities Building) for walking tours.

**Parking on Campus**
Parking is difficult in Ann Arbor. Please note that many streets are one-way. Parking costs approximately $1.25 per hour. In addition to street parking, for-fee parking is located at the following locations:

- Maynard Street, between William and Liberty Streets
- Washington Street, between State and Division Streets
- Thompson Street meter lot, across from West Quad, one block south of ISR

Gray parking meters belong to the City of Ann Arbor and are enforced Mondays through Saturdays between 8 a.m. and 6 p.m., except holidays. Maize and blue meters belong to UM and have the same times of enforcement. Most meters around Central Campus (Michigan Union area) are two-hour meters. You can find some four-hour meters on Madison Street between Packard and State. All city parking meters are enforced between 8 a.m. and 6 p.m. Check the meter to see how long you have to pay for parking. All city meters are free on Sundays. You do want to be careful to feed your meters. An expired city meter parking ticket ranges between $5.00 and $25.00 depending on when you pay it; an expired University meter parking ticket is between $6.00 and $25.00. If you have even one unpaid city ticket, your car may be towed regardless of where it is parked.

**Local Employment**
The University offers employment opportunities for students and their families. Submit your application materials to either the Ann Arbor Campus Employment Office or the Medical Center Human Resource Department Office.

**Campus Employment Services Offices**

**Wolverine Tower**—Room G250, [http://umjobs.org/](http://umjobs.org/)
3003 South State Street, Ann Arbor, MI 48109-1281
(734) 764-6580

**Medical Campus**, [www.med.umich.edu](http://www.med.umich.edu)
300 North Ingalls Building—Room 8A04, Ann Arbor, MI 48109-0422
(734) 647-2385

**Spouse Employment**
Spouses seeking employment can contact one of the University Personnel offices. Listings are available on the web sites noted above.
Shopping

Furniture

Used
Treasure Mart, 529 Detroit Street, (734) 662-1363. This second-hand store has everything from antiques to garden rakes.

UM Property Disposition, 3241 Baxter (North Campus). Property Dispo sells furniture, computers, and other items that various university units no longer need. Call (734) 764-2470 for further information.

Auctions, flea markets, and garage sales are advertised in the local newspapers throughout the summer and early fall. Also, look for the annual Kiwanis Sale in September, and the Kiwanis store is open year-round.

New
There are many sources of new furniture in town. Cost Plus World Market on South State Street, just north of Briarwood Mall, can be a good low-cost source.

Food

ALDI is a discount grocery store located at 2340 Dexter Avenue.

Ann Arbor Farmers Market is an open air market located at 315 Detroit Street. Local vendors set up stalls and sell fresh produce, home baked goods, flowers, pottery, etc. It is open on Wednesday and Saturday mornings from April through December.

Arbor Farms Market is located at 2103 W Stadium Boulevard. They offer local and organic produce, grass feed meat and sustainably-harvested seafood.

Busch’s is a local grocery store that is located close to campus on 2240 S. Main, and near the corner of Plymouth and Green in northeast Ann Arbor.

Kerrytown Market & Shops is located at 407 N 5th Avenue. It is a collection of shops including a butcher shop, fish market, wine and cheese shop, vegetable market, spice and oil merchants along with other specialty stores.

Kroger 1919 S. Industrial (south of campus), 4008 Maple Road (west of Ann Arbor) and 2641 Plymouth (north of campus), is a large grocery store that has a large selection of food and health needs.
Meijer is located at 3825 Carpenter Road in Ypsilanti, and at 3145 Ann Arbor-Saline Road near I-94, a few miles from campus. Meijer, open 24 hours a day, seven days a week, is a great place for one-stop shopping: groceries, prescriptions, video, clothing, liquor, hardware, home improvement, and furniture.

The People’s Food Co-Operative, 216 N. Fourth Avenue, (734) 994-9174, provides high quality, reasonably priced, nutritional health food.

Plum Market is located at 375 N Maple Road.

The Produce Station is located at 1629 S. State Street.

Sparrow Market is located within the Kerrytown Market & Shops at 407 N 5th Avenue.

Trader Joe’s, 2398 E. Stadium, (734) 975-2455, is a grocery store featuring fresh produce, meat, and seafood, as well as an extensive beer and wine selection.

Whole Foods Market, 3135 Washtenaw, (734) 975-4500 and 990 W. Eisenhower, (734) 997-7500, is a full service all-natural grocery store featuring organic produce, vitamins, deli, meat, and seafood, as well as an extensive beer and wine selection.

Ethnic specialty food stores can also be found throughout the Ann Arbor area.

International Food Markets

East and Southeast Asia

Tsai Grocery (Chinese, Japanese, with some Korean and Thai food)
3115 Oak Valley Drive, Ann Arbor, MI 48103, (734) 995-0422

Hiller’s (Japanese food section in a general American supermarket.)
3615 Washtenaw Avenue, Ann Arbor, MI 48104 (in Arborland), (734) 677-2370

Hua Xing Asia Market (China, Thailand, Japan, Korea, Philippines, Indonesia, Etc.)
2867 Washtenaw Avenue, Ypsilanti, MI 48197, (734) 528-3388

Manna International Food & Gifts (Korean)
1149 Broadway St, Ann Arbor, MI 48105, (734) 663-6868
Wide variety of oriental food including Korean food.

Dong Yu China Market (Chinese, East and Southeast Asian)
2765 Plymouth Rd., Ann Arbor, MI 48105, (734) 669-8821
A large oriental supermarket which carries, vegetables, meat, frozen seafood, along with a very large selection of frozen Chinese food such as buns and dumpling etc.
Great Land Supermarket (Asian)
4177 Carpenter Road, Ypsilanti, MI 48197, (734) 677-8288
Similar to Dong Yu China Market, but has live lobsters, crabs, and fish.

European

Morgan & York (European)
1928 Packard Street, Ann Arbor, MI 48104, (734) 662-0798
Excellent selection of imported cheese and wine from France, Italy, and Spain; great beer section, which also keeps imported beer from Germany and Belgium. There are also Scandinavian seafood products.

Zingerman’s Deli (European)
422 Detroit Street, Ann Arbor, MI 48104, (734) 663-DELI
An upscale gourmet deli (http://www.zingermans.com) with traditional Jewish food, gourmet cheeses, olive oils, bread, pastries, etc.

Latin

ZZ’s Produce (Mainly Latino, Indian, and Middle Eastern)
4092 Packard Rd., Ann Arbor, MI 48108, (734) 822-0494

Brazamerica Gift Basket Express (Brazilian)
619 S Main St., Ann Arbor, MI 48104, (734) 996-0123

Mediterranean, Middle East & Near East

Aladdin’s Market (Halal)
3188 Packard St, Ann Arbor, MI 48108, (734) 971-2150

Golfside Market (Middle Eastern)
2642 Golfside Drive, Ann Arbor, MI 48108, (734) 434-4433

Jerusalem International Market (Mediterranean)
1713 Plymouth Rd., Ann Arbor, MI 48105, (734) 668-7773

South Asia

Bombay Grocers (Indian/Pakistani Grocery)
3022 Packard St, Ann Arbor, MI 48108, (734) 971-7707

Foods of India (Indian)
1143 Broadway (near Plymouth Road), Ann Arbor, MI 48105, (734) 332-0500
Shopping
http://www.internationalcenter.umich.edu/life/shopping.html

**Arborland** on Washtenaw Avenue near U.S. 23 is a big-box strip mall. The Maple Village and Westgate Shopping Centers, both on Maple at Jackson are additional strip malls. There are also complexes on the east side of town at Carpenter and Packard and Carpenter and Ellsworth. There is city bus service to all of these centers.

**Book Stores** Ulrich’s, (734) 662-3201; The Michigan Union Book Store (734) 995-8877 are the best sources for textbooks and school supplies as well as Michigan memorabilia. You will also find computer and art supplies at some of them. You’ll find the Barnes & Noble on Washtenaw at Huron Parkway, on the way out to Arborland from town. There are also a variety of rare and used bookstores in the Ann Arbor area.

**Briarwood Mall** (100 Briarwood Circle) at State St. and I-94 is the major traditional enclosed shopping mall. (734) 761-9550

**K-Mart** is located at 215 N. Maple Road, within the Maple Village shopping complex.

**Meijer** is located at 3825 Carpenter Road. in Ypsilanti, and at 3145 Ann Arbor-Saline Road near I-94, a few miles from campus. Meijer, open 24 hours a day, seven days a week, is a great place for one-stop shopping: groceries, prescriptions, video, clothing, liquor, hardware, home improvement, and furniture.

**Target** is located directly across Ann Arbor-Saline Rd. from Meijer as well as next to Meijer on Carpenter Road on the east side of town. (2000 Waters Road)

**Wal-Mart** is located in a strip mall on 25152 Ellsworth Road near Hewitt Road in Ypsilanti.
Ann Arbor Area and Campus Community

The University of Michigan is located right in the middle of Ann Arbor. There are no formal boundaries between the campus and the community. University properties and facilities are spread throughout the city, with the four campus areas placed among commercial and residential areas. Several of Ann Arbor’s shopping areas are interspersed with campus buildings. The downtown area is a shopping and business district, which covers just a few blocks and is easily accessible on foot, by bicycle, or by bus.

About half of Ann Arbor’s residents are University affiliates—students, faculty, and staff members. Ann Arbor provides a variety of attractions to its residents. Some of Ann Arbor’s attractions, such as the Botanical Gardens, the Arboretum, and many cultural events, are affiliated with the University. Other events, such as the Summer Festival and the art fairs are joint ventures between the city, the University, and private organizations and businesses.

Athletic Opportunities

The University’s varsity sports schedule kicks off in the fall in the country’s largest college football stadium. Student tickets for home games should be purchased immediately after registration at the Athletic Ticket Office (1000 S. State). Bring both your ID card and the athletic coupon that you receive at registration. Football tickets are sold on a first-come, first-served basis, but seating is arranged according to credit hours completed as a UM student. Admission to the games of many of the varsity sports is free of charge. Any student’s spouse may purchase a season ticket or a package plan that allows entrance to all varsity sports just as if he or she had an ID card.

Participation in volleyball, swimming, basketball, paddleball, racquetball, tennis, golf, track, softball, and many other sports are available to students through an informal sports and intramural program. For a fee, you can play golf at the University course on Stadium Blvd. Runners of all sorts can find races in the area. The Ann Arbor Bicycle Touring Society has an extensive ride calendar. There are also university-sponsored groups for sailing and aviation.

Access to the University recreation facilities is granted to any student currently enrolled at the University. The Central Campus Recreation Facility (CCRB) is located at 401 Washtenaw Avenue, near Geddes and the Hill Area Dorms. Most recreational buildings include indoor track facilities, exercise rooms, weight rooms, tennis courts, basketball courts, handball and squash courts, saunas, and swimming pools. Admission is free for enrolled students during the academic year; a small fee is imposed for spouses, and a locker purchased in any one facility entitles you to a transient locker in any other facility. Call the Central Campus Recreational Building hotline, (734) 763-3084, for details.
**Entertainment and Nightlife**

Ann Arbor enjoys a lively theater and music scene. Local bands perform regularly in various bars, nightclubs, and coffeehouses. The Ark and the Firefly Club are familiar stops for nationally-known blues, folk, and jazz musicians. The Michigan Theater offers art films, classic films, and live concerts. The University Musical Society provides a wide variety of concerts, including famous symphony orchestras, soloists, chamber groups, dance, jazz, and drama from around the world. The departments of Music, Dance, Musical Theater, and Theater and Drama of the University of Michigan keep both students and Ann Arbor residents busy with many different performances, from operas to dance concerts to interactive theater. During the summer, the Summer Arts Festival at the Power Center hosts a variety of well-known performers, while Top of the Park offers free nightly movies and live bands, all in an outdoor setting. Ann Arbor also offers an incredible selection of restaurants.

**Leisure and Recreation**

- **Kelsey Museum of Archaeology** is located at 434 S. State. This museum displays exhibits on the ancient civilizations of the Mediterranean world and Near East, (734) 764-9304.

- **Matthaei Botanical Gardens** has interesting nature trails and a greenhouse. Matthaei is located on Dixboro Road between Plymouth and Geddes Roads, (734) 647-7600.

- **Nichols Arboretum**, also known as “the Arb,” is within walking distance of campus, and is located on Geddes Road.

- **University of Michigan Museum of Art (UMMA)** is located at 525 South State Street. The museum displays work from the University’s permanent collection as well as regular special exhibitions, (734) 764-0395.

- **University of Michigan Museum of Natural History** is located on 1109 Geddes. This natural history museum displays material on the origin and evolution of the universe, planetarium shows, and displays relating to natural history, including one of the Midwest’s largest dinosaur displays, and information on Native American peoples, (734) 764-0478.

**Weather in Ann Arbor**

Ann Arbor enjoys typical mid-western American weather. Summers are warm, with temperatures in the 80s or 90s and lows in the 60s. Winters are generally cold, with high temperatures in the 30s or 40s and lows in the 20s. Precipitation averages between two and three inches of rain or snow per month.
# Religious and Spiritual Resources

http://www.umich.edu/~religion/ARC_spiritual_resources.html

## Assembly of God
- Ann Arbor Assembly of God, 2455 Washtenaw 769-4157

## Baptist
- First Baptist Church of Ann Arbor, 517 E. Washington 663-9376
- Crossroads Community Baptist Church, 2580 Packard 971-0773

## Bible
- Calvary Bible Church, 8318 Carpenter Road 434-4044
- Grace Bible Church, 1300 S. Maple Road 663-0589

## Christian Reformed
- Campus Chapel, 1236 Washtenaw 668-7421

## Church of Christ
- Ann Arbor Church of Christ, 2500 S. Main Street 662-2756

## Church of Christ, Scientist
- First Church of Christ, Scientist, 1833 Washtenaw 662-7474

## Greek Orthodox
- St. Nicholas Greek Orthodox Church, 3109 Scio Church Road 332-8200

## Episcopal
- Episcopal Student Foundation Canterbury House, 721 E. Huron 665-0606
- St. Andrews Episcopal Church, 306 N. Division 663-0518

## Friends
- Ann Arbor Friends Meeting House (Quakers), 1420 Hill 761-7435

## Latter-Day Saints
- Church of Jesus Christ of Latter Day Saints, 914 Hill 668-7795

## Lutheran
- Lord of Light Lutheran Church, 801 S. Forest 668-7622
- University Lutheran Chapel, 1511 Washtenaw 663-5560

## Mennonite
- Shalom Community Church, 1346 Ravenwood 761-7366
Presbyterian
- First Presbyterian Church, 1432 Washtenaw 662-4466
- Westminster Presbyterian Church, 1500 Scio Church Road 761-9320

Reformed Church in America
- University Reformed Church, 1001 E. Huron 662-3153

Jewish
- Hillel Foundation, 1429 Hill 769-0500
- Chabad House, 715 Hill 995-3276
- The Jewish Resource Center, 1335 Hill 996-2000

Muslim
- Islamic Center of Ann Arbor, 2301 Plymouth 665-6772

Roman Catholic
- St. Mary’s Student Parish-Newman Center, 331 Thompson 663-0557
- St. Thomas the Apostle Church, 530 Elizabeth Street 761-8606

United Church of Christ
- Bethlehem United Church of Christ, 423 S. Fourth Avenue 665-6149

Inter-Denominational (Christian)
- Chi Alpha Christian Fellowship, 3580 Wagner Ridge Ct. 222-8802
- Campus Crusade for Christ 355-1916
- University Christian Outreach, 416 East Huron 677-3662

Interfaith
- Guild House, 802 Monroe 662-5189
- Ecumenical Center and International Residence, 921 Church 662-5529

Buddhist
- The Jewel Heart Tibetan Buddhist Center, 1129 Oak Valley Dr. 994-3387
- Zen Buddhist Temple, 1214 Packard 761-6520

Hindu
- Chinmaya Mission, 4760 Packard 434-1740

Unitarian Universalist
- First Unitarian Universalist Church, 4001 Ann Arbor-Saline Road 665-6158

Predominately African American Settings
- New Grace Apostolic Church, 2898 Packard 477-6888
- New Hope Baptist Church, 218 Chapin 994-4620
Maps

Greater Ann Arbor
Angell Hall Computing Site and Labs

The Angell Hall computing site is located at 444 Mason Hall. It is the large courtyard (sometimes called “The Fishbowl”) within the Angell Hall/Mason Hall joint building on Central Campus. Twenty-eight email and web-only express stations are located at the front of the computing site. These stations provide quick access to email and the web without having to wait in line for a regular-use station.
Appendix A

Program in Survey Methodology Grade Requirements

Cognate Course Grade Expectations
Students must complete the necessary cognate and elective coursework with the grade of a B- or better.

Program in Survey Methodology Guidelines
Students enrolled in study within the Program in Survey Methodology must adhere to the following minimum standards:

• Must take all courses used toward degree requirements for a letter grade
• Must earn a B or better in all required coursework
• Must earn a B- or better in all cognate area coursework
• Must have a cumulative grade point average of 3.00 (B) or better.
• Must be making satisfactory progress toward the completion of degree requirements and be within the time limits of the degree program, including approved extensions
• Must demonstrate ability to succeed in the degree program

A degree is conferred based on the recommendation of the Program in Survey Methodology to Rackham Graduate School. Failure to meet these minimum standards may result in a student not being recommended for a degree.

It is each student’s responsibility to see that all requirements are met and recorded by the last day of classes in the term they have applied for degree/diploma.

Rackham Graduate School Guidelines
To maintain satisfactory academic standing, graduate students must make satisfactory progress toward their degrees and have a minimum Rackham cumulative grade point average (GPA) of B (3.00 on a 4.00 point scale). Programs may have requirements above the Rackham minimum for maintaining satisfactory academic standing. Students who fall below the GPA requirement of their graduate program or Rackham are placed on academic probation. Courses in which grades of D or E are earned cannot be used to fulfill degree requirements.

For additional detail on the Rackham Graduate School guidelines: http://www.rackham.umich.edu/policies/academic_policies/section4/.

Required Course Grade Expectations
All students must earn a minimum grade of a B in a required course. A required course is any Survey Methodology (SurvMeth) or other department course (Biostat or Stat) that is taken as part of the degree requirements. Ultimately, a required course is any non-cognate or non-elective course taken to fulfill degree requirements.