

# **Graduate Student Handbook**

**Department of  
Chemical & Biomolecular Engineering  
Fall 2007**

# THE DEPARTMENT

## DEPARTMENT STAFF

Administrator: Lynn Johnson (ljohnson@jhu.edu) – MD 225, 410-516-8294

Academic Program Coordinator: Lindsay Spivey (spivey@jhu.edu) – MD 224A, 410-516-4166

Budget Analyst: Michelle Murray (mclancy2@jhu.edu) – MD 224, 410-516-7143

## COPY ROOM (Maryland 223)

We have one large copier available for your use. See the secretary if you need assistance with the machine.

## SHIPPING SUPPLIES

All shipping supplies are also located in the copy room. We most commonly use FedEx. When sending packages by FedEx, you must call 1-800-GOFEDEX and arrange a pick-up. The operator will provide you with a confirmation number. Place all packages to be picked-up by FedEx outside of MD 221.

## FAX MACHINE (Maryland 221)

The department fax machine is in Maryland 221, the main department office.

## GRADUATE STUDENT LIAISON COMMITTEE

The Graduate Student Liaison Committee represents the graduate student body in the Department. The group is a voice for all graduate students and works to create a cohesive work and social environment in Chemical and Biomolecular Engineering. The committee meets regularly with the Chair of Chemical and Biomolecular Engineering and is the formal liaison between graduate students and the faculty. The committee also organizes social and athletic events that bring together faculty, graduate students, and undergraduates on a regular basis.

### Committee members:

Co-Chairs

Christina Alves, Glenna Meister

Social Coordinators

Morgan Armstrong, Matt Dallas, Terrence  
Dobrowsky, Jess Whitman

Sports Coordinators

Nick Boylan, Jeannine Coburn

Graduate Recruitment Coordinators

Jen Tullman

## KEYS

See the secretary in Maryland 221 for keys. Key requests cannot be filled immediately. Allow at least one business day.

## MAIL

All mail for our department is to be delivered to Maryland Hall, Room 221. Faculty mailboxes are located in MD 221, and graduate student, as well as visiting scholar and post doc, mailboxes are located in MD 226.

## DEPARTMENTAL GRADUATE STUDENT POLICIES AND CRITERIA

### Doctor of Philosophy

The Ph.D. degree is awarded for original research performed under the guidance of a thesis advisor. There are five formal requirements for this degree.

The student must take six graduate-level courses, and is expected to attend seminars throughout his or her years in residence in the program. The student must enroll in graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University. There are four required core courses: Thermodynamics & Statistical Mechanics for Chemical & Biomolecular Systems, Fundamentals of Biotransport Phenomena, Cellular and Molecular Biotechnology of Mammalian Systems, and Interfacial Phenomena in Nanostructured Materials. The student selects additional engineering or science courses with the help of the graduate advisor to design a curriculum appropriate for the student's engineering interest. Students must maintain a B average in coursework and satisfactory progress in research. In addition all first year students must enroll in 540.490 Chemical and Biomolecular Engineering Safety during their first semester. Each year thereafter students must attend a departmental safety refresher course.

**TA Policy:** All students must serve as teaching assistants (TAs) for two semesters during the first two and a half years of study. The two and a half year time frame may be extended if TA positions are not available.

The typical workload for a TA is on average 10 hours per week. During mid-term and/or final exam periods, TAs might need to spend up to 20 hours in one week. Duties may vary from course to course. However, in general:

1. The TA should be prepared to give a 1-1.5 hour recitation section every week. To this end, the TA should possess a complete mastery of the fundamentals. To achieve this, the TA is expected to spend on average 3 hours per week for reviewing course material. Although it is not required, the TA might find helpful to attend the instructor's lectures.
2. The TA should have office hours (typically a 1-hr window which has to be different from the recitation section) to address students' queries pertinent to the course. The office hours should be chosen in such a way to accommodate all students attending the course.
3. The TA may be asked to grade certain problems from a homework set or all problems from certain homework sets. However, the TA should not spend on average more than two hours per week on such a task. Most importantly, the TAs are not required to prepare the homework sets which will be distributed to the class. However, they may be occasionally asked to "modify" or "contribute" a problem.
4. The TA may be occasionally asked to give class lectures. In such cases, detailed notes should be provided to the TA by the instructor.
5. The TA may be asked to help the instructor grade the mid-term and/or the final exams. In this case, the solutions along with clear grading instructions should be provided by the instructor. The latter should closely supervise the TAs and address all of their queries during this exercise. The

TAs are not required to devise the questions of the mid-term and/or final exams.

If the imposed workload is higher than that specified above, the students should report this to the Director of the Graduate Program and the Department Chair.

NOTE: Elective courses do not count towards fulfillment of the graduate student TA requirements.

The student must pass a departmental candidacy exam for the Ph.D. program. This oral exam focuses on material covered in an undergraduate chemical engineering curriculum, including transport phenomena, thermodynamics, and reaction kinetics. Graduate students normally take this exam during the first year of graduate study.

The student must also pass the University's Graduate Board Oral (GBO) exam. This exam is administered by a committee of five faculty members consisting of the research advisor, another member of the Department of Chemical and Biomolecular Engineering, and three faculty members from other science or engineering departments. The GBO is a comprehensive examination in the candidate's field of specialization and requires proficiency on the graduate level in areas outside the major field. The exam is usually taken by the fifth semester.

The student must write a thesis based on original research and defend it before three faculty members (at least two of whom are from the Department of Chemical and Biomolecular Engineering).

There is no foreign language requirement for the Ph.D. degree. A student with a strong undergraduate background usually earns the Ph.D. degree in four to five years.

### **DEPARTMENTAL PhD QUALIFYING EXAM**

The departmental PhD qualifying exam is an oral exam, consisting of questions to test comprehension of basic undergraduate chemical engineering concepts. Questions on the student's doctoral thesis are not allowed and a thesis proposal is not required for the exam.

Students entering the graduate program with a BS or MS degree in chemical engineering take the exam after completing two semesters of study. The exam is offered in late May/early June each year as well as in January.

#### **Format**

The chemical engineering faculty is divided into three examining areas: thermodynamics, transport phenomena, and chemical kinetics/reactor design. Students are randomly divided into groups of three. One student from each group of three then enters a particular examination room and is examined by the faculty members on one of these topics for up to 25 minutes. After a five minute break, the students rotate to the next examining room/subject. This process is repeated until all three topics are covered. No discussion of the examination is allowed until all groups have completed the examination. One particular faculty member is designated as the moderator for a particular examining area, which consists of 2 to 4 questions on undergraduate material drawn from the following textbooks:

- Chemical Kinetics & Reactor Design:  
Levenspiel, "Chemical Reaction Engineering"  
Fogler, "Elements of Chemical Reaction Engineering"
- Thermodynamics:  
Smith & Van Ness, "Introduction to Chemical Engineering Thermodynamics"  
Sandler, "Chemical and Engineering Thermodynamics."
- Transport Phenomena:  
Bird, Stewart and Lightfoot, "Transport Phenomena"  
Welty, Wicks and Wilson, "Fundamentals of Momentum, Heat, and Mass Transfer." --

The students are also expected to have mastery of material and energy balances as presented, for example, in Felder & Rousseau, "Elementary Principles of Chemical Processes."

Syllabi of the related undergraduate courses are provided prior to the exam in order to specify the topics covered by the examination.

### **Evaluation**

Following completion of the oral examination by all the students, the faculty members meet as a group to determine each student's overall performance. The student's classroom performance and research productivity at Hopkins are also considered in this overall evaluation. The possible outcomes are as follows:

- i) Pass with honors
- ii) Unconditional pass
- iii) Conditional pass
- iv) Conditional fail
- iv) Unconditional fail

In the case of a conditional pass, the student must complete the additional requirements, such as taking an additional course(s) and/or fulfilling a teaching assistant requirement, before continuing towards the Ph.D. degree. In the case of a conditional fail, the student does not demonstrate an adequate understanding of one or two of the topic areas of the oral examination and must retake these topics. Each student is allowed to take the qualifying examination or certain areas of the qualifying exam twice, provided that the student is in good academic standing and has achieved satisfactory research progress. Students who fail the departmental qualifying examination twice will not be permitted to continue toward the Ph.D. degree.

### **Ph.D. THESIS CRITERIA**

The Ph.D. advisor, after consulting with the Ph.D. candidate, recommends to the department chair the formation of a thesis committee, which consists of the thesis advisor, another faculty member of the department and a third faculty member from outside the department. The Ph.D. candidate must meet with the thesis committee before scheduling a defense of the thesis. It is expected that the members of the thesis committee will serve as the readers of the thesis. Three readers are needed for the Ph.D. thesis. The Ph.D. thesis must be submitted to the readers two weeks before the scheduled defense of the thesis.

## **Masters of Science in Engineering**

Students have two options in pursuing an M.S.E. in Chemical and Biomolecular Engineering.

### *1. Master's of Science in Engineering (requiring an essay)*

There are two formal requirements for this degree. The student must take six graduate-level courses, and is expected to attend seminars throughout his or her years in residence in the program. The student must enroll in at least two semesters of graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University. There are four required core courses: Thermodynamics & Statistical Mechanics for Chemical & Biomolecular Systems, Fundamentals of Biotransport Phenomena, Cellular and Molecular Biotechnology of Mammalian Systems, and Interfacial Phenomena in Nanostructured Materials. The student selects additional engineering or science courses with the help of the graduate advisor to design a curriculum appropriate for the student's engineering interest. Students must maintain a B average in coursework and satisfactory progress in research. In addition all first year students must enroll in 540.490 Chemical and Biomolecular Engineering Safety during their first semester. Each year thereafter students must attend a departmental safety refresher course.

The student must write an essay based on original research and literature review and present his or her results at an open seminar attended by the faculty and students. The essay must be approved by the departmental graduate committee which consists of the graduate research advisor and at least one more faculty member from the Department of Chemical and Biomolecular Engineering.

### *2. Master's of Science in Engineering (coursework only)*

The student must take ten graduate level courses and is expected to attend seminars throughout his or her years in residence in the program. The student must enroll in at least two semesters of graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University. There are four required core courses: Thermodynamics & Statistical Mechanics for Chemical & Biomolecular Systems, Fundamentals of Biotransport Phenomena, Cellular and Molecular Biotechnology of Mammalian Systems, and Interfacial Phenomena in Nanostructured Materials. The student selects additional engineering or science courses with the help of the Director of the graduate program to design a curriculum appropriate for the student's engineering interest. Students must maintain a B average in coursework to complete this degree.

### *Important Notes for all M.S.E. candidates:*

1. All non-ChemBE engineering undergraduate students, who wish to get an M.S.E. in Chemical & Biomolecular Engineering, will have to not only take the relevant graduate level coursework but also complete five key undergraduate courses:

- a. 540.303 Transport Phenomena I
- b. 540.304 Transport Phenomena II
- c. 540.301 Kinetics
- d. 540.203 Engineering Thermo
- e. 540.204 Applied Physical Chemistry

2. Whiting School graduate policies on double-counting courses: <http://engineering.jhu.edu/graduate-double-counting/>

# THE UNIVERSITY

## **ATHLETIC CENTER**

**410-516-5229**

**The Ralph S. O'Connor Recreation Center**

**<http://web.jhu.edu/recreation/>**

The Recreation Center is located on the north end of campus next to the track. Regular hours during the school year are (Pool hours are different!!!):

Monday through Friday: 6 a.m. – 12 a.m.

Saturday and Sunday: 10 a.m. - 10 p.m.

The pool, tennis courts, squash/racquetball courts are open to all Hopkins students with a valid student I.D. (JCard).

They offer classes in both the spring and the fall. They are informal and no registration is needed for most of them. Just show up at the appropriate times. Classes are open to full-time students, faculty and staff of the University. Most equipment can be either rented or borrowed with your I.D.

## **BANKING**

Two on-campus banking options exist for graduate students, the JHU Federal Credit Union and First National Bank of Maryland. The offices of both are in the basement of Gilman Hall. You may want to compare these with off-campus banks regarding important account features and bank policies.

### **JHU Federal Credit Union**

<http://www.jhfcu.org/>

410-516-8230

### **First National Bank of Maryland (Allfirst)**

[http://www.anytimebank.com/home\\_d.html](http://www.anytimebank.com/home_d.html)

410-516-8315

## **BOOK CENTER**

**410-662-5850**

**3330 St. Paul Street**

**<http://johns-hopkins.bncollege.com>**

It is managed by Barnes and Noble. It sells new and used textbooks, study aids, school supplies, sportswear, class rings, and discount books. They have a broad selection of non-course books, including everything from serious, academic press and non-fiction to popular fiction and magazines. Gift items include Hopkins T-shirts, sweats, mugs, and other paraphernalia. There's also a good selection of snacks. In addition, the bookstore buys and sells used books from students and faculty, fills special orders, and provides next-day film developing.

## **COMPUTER LAB, KRIEGER (HAC LAB)**

**160 Krieger Hall**

**<http://www.jhu.edu/~hac/haclab/>**

Student consultants are available in the lab (M-Th 10 am-9 pm and F 10 am-5 pm) to assist students, faculty, and staff with any problems that arise. Lab assistants can sometimes answer basic technical questions and solve minor computer problems. Be aware, however, that these staffers, mainly undergrads, are not computer experts. Though they receive some training, their skills and competency tend to be very basic. During business hours, the more advanced student consultants are available in the back office of the HAC lab. You can also send questions to the student consultants via e-mail.

Housed in a room adjacent to the HAC lab is the Multimedia Development Center (MMDC). At the MMDC, you will find a wide range of up-to-date software and hardware for video editing, sound editing, image processing and multimedia authoring, and the staff is available for assistance. Center use is primarily by reservation; reservations can be made online.

HAC offers a variety of short courses (most are single-session) on computing each semester and in the summer. A schedule of courses can be picked up at HAC's Information Center, 170 Krieger. Sign up for the courses at the lab assistant's desk by the entrance to the lab. For more info, call the User Support Coordinator (410-516-8096).

## **COMPUTER PURCHASE**

If you need to purchase your own computer, contact the consultants at HAC for information on discounts. Despite the special student discounts, however, it may be cheaper to buy a computer through a catalog or a local discounter like Computer City. Be sure to shop around and always ask about special deals for students.

## **ELECTRONIC MAIL**

E-mail, considered by many the greatest communication innovation since the Pony Express, gives grad students a fast and free means of connecting with friends and colleagues around the world. In fact, you can also often sign up for conferences, submit paper proposals, and learn about job openings by e-mail. More and more departmental and service offices at Hopkins are becoming accessible by e-mail as well.

To use the JHU e-mail network you must open an account. Any full-time, registered student with a valid JCARD can get an "instructional account." You can do this on your own by entering the JHUVMS system (easy to do using one of the terminals in the lab), typing SETUP at the USERID prompt and following the on-screen instructions. Or you can use Netscape to access the online form. If these options seem too daunting, just ask for help in the lab. The account will become available within 24 hours and entitles you to send and receive e-mail as well as to gain access to services on the internet, run statistical analysis programs from the central terminals, and process and print text meeting the standards of the Graduate Board.

The standard instructional account allows you to use these services for a certain amount of time per day. For most students the amount allotted is ample, but those needing a bigger computing "budget" can get a "thesis account." You can get the application form for this larger account at the HAC Accounting Office in Garland 40.



It is very important that you regularly check your JHU email account, even if you use another address for personal mail. The university will send you announcements via your JHU address and you will be responsible for the information.

### **EMERGENCY LOANS**

The university offers no-interest emergency loans of up to \$300 with a one-month payback time. If you borrow less than \$50, they will give it to you in cash. The loans are intended to pay for things like: rent, food, etc., **not** university-associated bills, such as health insurance or late registration fees.

### **GRADUATE BOARD**

<http://www.graduateboard.jhu.edu/>

The Graduate Board is responsible for the administration of University-wide policies and procedures for the award of Master of Arts, M.A.; and Doctor of Philosophy, Ph.D.

### **GRADUATE REPRESENTATIVE ORGANIZATION**

<http://www.jhu.edu/gro>

The GRO is a university-wide organization made up of graduate representatives from most of the departments on campus. Our department's GRO liaisons are Bryan Grabias and Tommy Tong.

The GRO meets regularly to discuss issues and problems with university policy, and works with the administration and trustees to come up with solutions. They also organize picnics and parties to provide socializing between graduate students outside of departmental borders.

Please visit their web address at [www.jhu.edu/gro](http://www.jhu.edu/gro) where the GRO guide is published.

### **HEALTH AND WELLNESS CENTER**

<http://www.jhu.edu/~shcenter/>

**410-516-8270**

Located in AMR II, the Student Health and Wellness Center offers comprehensive outpatient or "office" care, lab services, allergy desensitization, gynecological care, counseling and contraceptive services, counseling and immunization for international travel, referral for specialty consultation, and individual and group health education classes. Confidential and anonymous HIV testing is also available. Clinical services are provided by physicians from the Johns Hopkins and Union Memorial Hospitals and by certified nurse practitioners and nurse midwives. In the event of an after-hours medical emergency, which cannot wait until the center re-opens, you can reach the Health Center's on-call physician by contacting the Security Office at x6-7777.

### **HEALTH INSURANCE**

#### **US Residents and Non-residents**

It is a University policy that all full time graduate students maintain adequate health insurance coverage. As a full-time student, you must either purchase the University Student Health Insurance Plan or sign a waiver indicating you have health insurance coverage comparable to the University's plan. International students do not have the option of waiving University coverage. Details about the Student Health Insurance Plan offered by the University are provided in detail on the Chickering Group website ([www.chickering.com](http://www.chickering.com)).

The cost of the University Health Plan for the 07-08 academic year is currently \$1379.00.

## **INTERNATIONAL STUDENT OFFICE**

**410-516-1013**

**3103 N Charles Street**

**<http://www.jhu.edu/~isss/>**

The Office of International Student & Scholar Services aims to assist all international students and scholars at The Johns Hopkins Homewood campus to acquire and maintain their appropriate visa status. A second function of the office is to help international students and scholars cope with obstacles they may face when making a transition from one setting to another. The staff is prepared to help international students deal with the issues they may face daily in adapting to an academically and culturally different environment.

When you reach campus, the Office of International Student & Scholar Services staff should be your first source of important information. It is therefore necessary that you meet our staff soon after your arrival at The Johns Hopkins University. Staff members can answer your questions and advise you about immigration regulations, financial concerns, health matters, housing, employment possibilities, and other issues relating to your period of stay in the United States.

The Johns Hopkins University offers a wide range of student services at Homewood, and when necessary, the Office of International Student & Scholar Services will refer you to other offices that can more fully address your needs and concerns.

## **JCARD**

**JCARD Office**

**Phone: 410-516-5121**

**Location: 51 Garland Hall**

Your last step in the registration process will be to get your JHU "JCARD." This is your official JHU student identification card, which also gives you access to many campus services, so you will want to get it quickly.

To get your JCARD, bring your 'confirmation of registration' form to the ID Card Services Office the day after you register. (Data is transferred from the registrar's system to the JCARD system overnight.) They will take your picture and prepare your card in a few minutes. The JCARD contains your name, classification (student, staff, faculty), birth date, randomly generated ID number, and library bar code number. When you swipe it through a JCARD reader, the reader accesses your record in the database for privilege and account information. This frightening amount of data lets the card serve a variety of functions, including improving security and practically eliminating the need to carry cash on Hopkins territory. (Unfortunately, the card does not display your current registration status, so you may need to keep your confirmation of registration on hand for student discounts in the community.)

If you lose your JCARD during business hours, report the loss to the JCARD Office (410-516-5121); at other times report it to the Security Office (410-516-4600). They will temporarily suspend the use of your card so that your accounts can't be accessed. For a replacement you need to go in person to the office and pay the \$15 charge. Note: If you report your card as missing and then find it again, bring it to the office for reactivation.

## **You'll need a valid JCARD:**

At JHU libraries, for entrance and library privileges.

At the Academic Computing Lab (Krieger) and other student computer labs, to get in.

At the Homewood bookstore (Gilman) you can use it as ID for checks (and must, if you have no other valid picture ID).

At the Allfirst bank branch (Gilman), to cash checks if you don't have an account there.

At the Office of Student Employment, to pick up a paycheck.

At the Athletic Center, for entrance.

## **You can use the JCARD as a debit card:**

*To make copies at the MSE Library.* You can put a debit account on the card for this purpose either with cash, by using the VTS ('value transfer service') machine in the copy room on the main floor, or by check, at the Support Services Office on A Level of the library.

*For dining services.* The JCARD serves as a debit meal card once you sign up for one of the meal plans.

*At some vending machines on campus and laundry centers in university housing.* To open an account for these purposes, deposit a check at the RAD station in Levering, Wolman, or Shriver.

## **JHUNIVERSE**

**[www.jhu.edu](http://www.jhu.edu)**

The homepage for all Hopkins. It is extensive and informative. You can access information about any Hopkins schools, departments, or libraries, student and faculty directories, HAC resources, and student activities, just to name a few. In fact, most questions having anything to do with Hopkins can be answered by finding the appropriate lists or homepages or e-mailing listed resource people. To go to other internet sites, just click "beyond JHU."

## **JHU SECURITY ESCORTS**

*Walking Escorts:*

Walking escorts are available twenty-four hours a day on campus and off within two blocks of the MSE Library. They are provided by student monitors (5 p.m. to 2 a.m.) and campus officers.

*Rotunda Express Shuttle:*

The Rotunda Express Shuttle runs 4:30 p.m. to 1:45 a.m. daily, stopping on campus, at various apartments, and the Rotunda and Superfresh shopping centers.

*Escort Vans:*

Escort vans are on call from 5p.m. to 3a.m. daily. They will pick you up and drop you off anywhere within a one mile radius of the center of campus, departing from the front of the MSE Library and Wolman Hall every half hour. There is an average wait time of 15 minutes between a telephone request and pickup. After 3 a.m. transports are limited to those traveling to or from the campus and are provided by a Campus Security patrol vehicle.

## **LIBRARY, MILTON S. EISENHOWER (MSE)**

**<http://www.library.jhu.edu/>**

The MSE houses the university's main research collection, which includes over 2.4 million volumes, 14,000 journal subscriptions, and 3.5 million microforms. Open stacks, a highly qualified staff, and easy access to a wide variety of electronic information services make the MSE conducive to study

and research.

## **PARKING**

<http://www.jhu.edu/parking/>

### **7 Shriver Hall**

Call or stop by the parking office to get current rates. Sign up as soon as you can after registering, or you may not get a space. To be eligible for a parking permit you must present:

1. Proof that you live more than one mile from the university;
2. A valid JHU Student ID;
3. Proof of current student status (registration materials);
4. Vehicle registration.

There are some overpriced meters (\$.25 for 15 minutes) on campus that are open for anyone's use. Be forewarned, though: they ticket if your meter runs out. At \$20 per violation, it can get expensive fast. If you get two tickets and don't pay them, your car will be booted (i.e., rendered immobile), and it won't be released until you pay all outstanding tickets plus a \$50 penalty. Out-of-state plates don't protect you; you will be traced and billed through student accounts.

The meters are in effect Monday through Thursday, 7 am-8:30 pm and Friday 7 am-6 pm. Late evenings and weekends you can park almost anywhere on campus for free.

### **Off Campus Parking**

Parking in the vicinity of Hopkins is scarce, and Charles Village has only limited areas for parking. The police take great pleasure in handing out parking tickets, and Baltimore City has no qualms about towing your car away. To avoid accumulating tickets and to risk having a boot put on your car, it is important to park legally.

Here are some options:

#### *Homewood Garage*

Homewood garage is a university-owned parking garage for JHU students who live in the Charles Village area. The cost of parking there is \$25.00/month. The garage is small and there is a long waiting list. If you are interested, you should contact the University Housing Office.

#### *Apartment Building Garages*

A few of the apartment buildings near Hopkins have parking facilities. Be sure to find out what the parking situation is near your building and how long the waiting list is for any associated parking lots or garages. Apartment parking spaces can cost from \$35.00 to \$55.00/month.

#### *Section 12 Parking*

Baltimore city provides residential parking permits for several of the side streets near campus. If your address qualifies you for these permits the cost is only \$10.00/year. This is probably the best way to go.

To obtain a permit, you must make a trip down to the department of Public Works Residential Parking Office in City Hall at 20 N. Holiday Street, Room 7. Call the office to make sure that you are eligible and to confirm the cost. Things you need to bring are:

1. student ID
2. vehicle registration
3. lease agreement

### *Private Garages*

If you would rather not park your car on the street and do not make it into Homewood garage, you have one last option. Several of the home owners near campus have garages that are for rent. There are usually signs posted or ads in the papers for these places.

### **SAFETY IN BALTIMORE**

Please keep in mind that Baltimore is a city, and much like any other metropolitan area, requires that you be aware of your surroundings and potential for undesirable circumstances. In addition to other awareness measures, try to walk in groups after dark when moving around the city, especially off campus, and if you are at all in doubt, call the Hopkins security shuttle for a ride home. Also, be aware of your surroundings and avoid listening to headphones or talking on the phone while walking at night as this is a distraction.

In general, take your safety seriously, although the Hopkins campus is relatively safe, incidents have and will continue to occur.

## HOUSING

Homewood Housing Office

410-516-7962

Wolman Hall at 34<sup>th</sup> and Charles

<http://www.jhu.edu/~auxen/offcampus/>

A good source of apartment listings is in the Housing Office, on the first floor of Wolman Hall, directly across from the Milton S. Eisenhower Library, on Charles Street. Their office hours are 8:30 to 5:00, Monday through Friday. You may be asked to show some I.D. proving your affiliation with the University before they let you look at their listings and use their phone. The letter of acceptance from the department is considered a valid ID.

The *Hopkins Gazette* and the *Hopkins Newsletter* also have listings of apartments and houses for rent. Or pick up the "Apartments Shoppers Guide" at the housing office or in any large grocery store.

Here's a list to get you started.

### Apartment Guide Index

Our apartment guide is divided into two pages. The first page will have basic information including the name of the building, the address, the phone number, and rental prices. The second page will have the amenities offered by each apartment.

Studio	Smaller, one room style apt
Efcy(Efficiency)	Like the studio, some places make distinctions between the two
One-Four	Bedrooms
Lease	Lease length requirements
AppFee	Application Fee
Deposit	Security deposit, usually refundable
H&W	Heat and hot water, P means landlord pays and U means unpaid
Elec	Electricity, P means landlord pays and U means unpaid
Parking	Y and a number denotes the price of parking per month and N means street parking
Floor	Floor, C for carpeted or H for hardwood
Laundry	Laundry facility is offered B, on premise or U, per unit
AC	C for central air or W for window unit
Heat	H for central or heat pump, R for radiator, B for baseboard
Desk	Whether there is a courtesy desk on premise
Pet	Y is yes, Y with a number is the pet deposit, ND means no dog, YC means cats only, Y_\$ means yes with a deposit
Furn	Whether the apartment is furnished or not
Elev	Whether there is an elevator or not
Co-sign	Most apartments will require a co-signer

## Landlord Trouble

As a tenant, you have several options when a problem with your landlord occurs. First, attempt to remedy the problem by notifying the landlord, preferably by certified mail. This avoids the possibility of later misunderstandings and further serves to maintain a record of your efforts to solve the problems. This is particularly true if you later vacate. After being notified of a serious defect, the landlord has a "reasonable time" in which to make the necessary repairs. If notification elicits no response, you should contact a local housing agency, such as the Baltimore Neighborhoods Inc. or the Attorney General Consumer Protection Agency.

### *Baltimore Neighborhoods Inc.*

410-243-6007      2217 St. Paul Street

Mon-Fri 9-5, phone lines open until 4

Working statewide for housing justice, their counselors help with complaint concerning housing discrimination and landlord-tenant problems.

### *Baltimore City Department of Housing and Community Development*

410-396-4176

They will inspect your apartment for violations (heating problems, hot water leaks, lead paint, faulty doors and windows) on request. If violations are found, the Department notifies your landlord, who has 30 days in which to make necessary repairs.

For violation of legal rights, you can contact the Baltimore County Legal Aid Bureau (296-6705), the Baltimore City Legal Aid Bureau (539-5340), or the American Civil Liberties Union (ACLU) at (889-8555).

## Renter's Insurance

Your landlord's property damage insurance does not insure your furniture and personal belongings. Check the Yellow Pages under "Insurance," and get quotes from different carriers. The most convenient is All State (410-467-9600), located in the nearby Rotunda Mall.

## Utilities

### *Cable*

Comcast	252-1000
TCI: Installation	800-800-2223
Customer Service	800-932-2007

### *Gas & Electric*

BG&E	685-0123 or 234-5000
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### *Local Telephone*

Bell Atlantic: Installation	954-6260
Repairs	954-6611

### *Long-Distance Telephone*

AT&T	800-222-0300
MCI	800-333-4000
Sprint	800-877-4000
Directory Assistance	1+area code+555-1212

### *Post Office*

Hampden Post Office	235-2448
Homewood Post Office	889-2722
Roland Park Post Office	323-3868

*Sanitation and Recycling*

Trash pick up days 396-5916

Recycling Office (Baltimore) 396-7678

Recycling Office (Hopkins) 516-5592

*Water*

Baltimore City and County 396-5398



## 2007–2008 Academic Calendar for the Krieger School of Arts & Sciences and the G.W.C. Whiting School of Engineering

2007	
August 31 - September 4	Orientation for all new undergraduates
September 3	Labor Day—classes suspended
September 4–5	In-person registration for graduate students
<b>September 6</b>	<b>First day of classes</b>
October 15	Fall Break Day—classes suspended
November 12–21	Undergraduate registration for spring term
November 22–25	Thanksgiving Vacation
December 10	Last day of classes
December 11–12	Reading period
December 13–20	Final examination period
December 21–January 6	Mid-year Vacation
2008	
January 7 –25	Interession
January 21	Observance of Martin Luther King's birthday; No Interession classes
January 24–25	In-person registration for graduate students
<b>January 28</b>	<b>First day of classes</b>
March 17–23	Spring vacation
April 14–25	Undergraduate registration for fall term
May 2	Last day of classes
May 5–7	Reading period
May 8–15	Final examination period
May 22	University Commencement

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**ON-CAMPUS**

Information	516-8000
Chemical Engineering Dept	7170
Fax	5510
Athletic Center	7490
<b>Banks</b>	
1st National	8315
JHU Credit Union	8320
Book Center, Barnes & Noble	8317
Chaplain	8188
Computer, HAC Lab	7892
Counseling Center	8278
Graduate Representative Organization	7682
Health Clinic	8270
Housing Office (University)	7969
International Student Services	8058
Library, MSE	8370
Parking Office	4600
Payroll, Student	8032
Post Office	8316
Purchasing, Whitehead Hall	8383
Registrar, Graduate Records	8082
Security, Emergency	7777
Shuttle, DC	8338
Shuttle, Escort & Van Service	8700
Sports, Information--Hopkins	889-4636
Sports, Recreational	5229
Supply Store, Mudd Hall	7028
Tax Office	8442

**OFF-CAMPUS**

Emergency - Fire/Ambulance/Police	911
Directory Assistance	411

**Airline Information**

American	850-5800
Continental	(800) 525-0280
Delta	768-9000
Northwest	(800) 225-2525
TWA	338-1156
United	850-4557
US Air	727-0825

**Airports**

BWI General Info	859-7111
Ronald Reagan Nat'l	(703) 685-8000
Dulles	(703) 471-7838
Baltimore Gas & Electric	685-0123
Bell Atlantic	954-6260

**Bus**

MTA	539-5000
Trailways	744-9311

**Hospital**, Union Memorial 554-2000

**Taxis**

BWI Shuttle	(800) 287-4227
Yellow Cab	685-1212

**Trains**

Amtrak	(800) 872-7245
MARC Train	(800) 325-7245
Penn Station	291-4260