

**Request for Graduate Student Desk – Civil & Environmental Engineering**

Request for Fall \_\_\_\_\_ or Request for Fall & Spring \_\_\_\_\_

Student Personal and Contact Information

Student Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Student e-mail Address \_\_\_\_\_

Academic/Research Information

Your status – MS, PhD, Post-Doc, Visiting Scientist, etc \_\_\_\_\_

Academic program area (for example, Geotechnical Engrg) \_\_\_\_\_

Describe your need for graduate student office space. Specifically note if you are or will in the upcoming semester be working directly with a faculty member on a research project. If you have funding (GTA, GRA, hourly, etc), note the type and source of funding.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred office space location \_\_\_\_\_

Faculty Approval

Faculty Name \_\_\_\_\_ Signature \_\_\_\_\_

Mark one: \_\_\_\_ Academic advisor      \_\_\_\_ GTA supervisor      \_\_\_\_ Faculty

**FOR CEE OFFICE USE:** Location assigned \_\_\_\_\_

Keys issued \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_