

ON-BOARDING CHECKLIST FOR CHE & MSE

Welcome to the department(s)! In order to provide you with the information and training you will need to succeed while here, we ask that you complete this one-page document and meet with the areas listed under your position. The contact information for each can be found here:

<https://mse.engineering.ucdavis.edu/directory/staff-directory>

Name:
Position :
(i.e. Professor, Graduate Student, Staff)

Department (circle one): CHE / MSE
Supervisor (if known):

FACULTY:

Academic Personnel: Rebecca saeteurn@ucdavis.edu	Financial Services: chms-finance@ucdavis.edu
AMCaT Lab: Andrew athron@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
CAO/Manager: Susan smlopez@ucdavis.edu	Advising Student Services: ech-or mse-advising@ucdavis.edu
Equipment Management: chms-finance@ucdavis.edu	Safety Services: Bill wdoering@ucdavis.edu

ADJUNCT FACULTY:

Academic Personnel: Rebecca saeteurn@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
AMCaT Lab: Andrew athron@ucdavis.edu	Safety Services: Bill wdoering@ucdavis.edu
CAO/Manager: Susan smlopez@ucdavis.edu	Advising Student Services: ech-or mse-advising@ucdavis.edu
Financial Services: chms-finance@ucdavis.edu	Advising Student Services: ech-or mse-advising@ucdavis.edu

GRADUATE STUDENT:

Advising Student Services:ech or mse-advising@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
Safety Services: Bill wdoering@ucdavis.edu	AMCaT Lab: Andrew athron@ucdavis.edu

RESEARCH SCHOLAR:

Academic Personnel: Rebecca saeteurn@ucdavis.edu	Financial Services: chms-finance@ucdavis.edu
AMCaT Lab: Andrew athron@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
CAO/Manager: Susan smlopez@ucdavis.edu	Safety Services: Bill wdoering@ucdavis.edu

STAFF:

CAO/Manager: Susan smlopez@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
Financial Services: chms-finance@ucdavis.edu	Safety Services: Bill wdoering@ucdavis.edu

STUDENT ASSISTANT:

Advising Student Services:ech or mse-advising@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
Safety Services: Bill wdoering@ucdavis.edu	

VISITING SCHOLAR:

Academic Personnel: Rebecca saeteurn@ucdavis.edu	IT Computing Services: coeithelp@ucdavis.edu
AMCaT Lab: Andrew athron@ucdavis.edu	Safety Services: Bill wdoering@ucdavis.edu
Financial Services: chms-finance@ucdavis.edu	

Thank you for your completing the onboarding process. You've now established contacts and resources that will be useful during your time with us. For any additional questions, please contact the Business Office at chms-officehelpdesk@ucdavis.edu