

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
UNIVERSITY OF PITTSBURGH**

REQUEST FOR GRADUATE STUDENT DESK

Date: _____ Room Assigned: _____

Name: _____
(Last) (First) (M.I.)

E-mail Address: _____ Local Tel. #: _____

Program Area: _____ Advisor: _____

Degree Sought (MS or PhD): _____ Full or Part Time?: _____

Support: (TA, GSR or Other): _____

RULES OF DESK ASSIGNMENT AND USE

- A. No one is guaranteed the use of a desk for any length of time.
- B. Desk assignments are finalized at about the end of the second week of any Term.
- C. In assigning our desks we follow the following order of priorities:
 - 1. Teaching Fellows and Teaching Assistants
 - 2. Graduate Student Researchers
 - 3. Ph.D. candidates registered full-time
 - 4. Ph.D. students registered full-time
 - 5. M.S. students registered full-time
 - 6. Ph.D. candidates and students registered part-time
 - 7. M.S. students registered part-time
- D. Any assignment is for one Term only. At the beginning of every term, the assignments are reviewed and permission to use a desk may be withdrawn.
- E. Permission to use a desk may be terminated at any time if the desk is not used or if its use interferes with other activities in the room.
- F. As long as you are assigned to a desk, you should have your name displayed somewhere on it or above it.