Life in the CS Department

PhD Student Orientation
September 15, 2021

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Alex Ozdemir - CS space committee PhD student rep
Life in the CS Department

I.  Your Life Line

II.  Finance - purchases, travel, reimbursements

III. Space updates
Your Life Line

= Your Faculty’s Administrator!

Listing found at:

https://cs.stanford.edu/internal/admin-info/assignments-era-and-admin-staff

When all else fails, go to:

Jay Subramanian & PhD student services team:

jayanthis@stanford.edu or phdstudentservices@cs.stanford.edu

Debby Inenaga, Director of Finance & Operations:

dinenaga@stanford.edu
Finance

**Ask your faculty’s administrator for advice before you proceed!!

- Stanford Purchases -
  “How does this benefit Stanford?”
  Necessary and Reasonable

- Travel expense guidance -

- University Pcard vs Expense Reimbursement
Gates Renovation

Renovation is scheduled to complete in January
Using Dual Appointments

- Faculty with joint appointments have gotten (or can probably get) desks for their students in other buildings.
Buildings in Exile

Nora Suppes

Spruce

Huang
Desk Reservation System

- ~100 desks total in Spruce & Nora Suppes
- Half-day reservations, weekly recurrence
  - By Google sheet (access: Stanford Google account)
- Sit-stand desks, monitors, keyboards, mice, ...
- Spruce: kitchen, copy room, lounge, ...
- Ultimately, the space is shared: be considerate!
- Limit: 5 slots/week
  - (subject to change)
- Details
Meeting Room Reservations

- 8 6-8 person rooms in Huang
- 1 ~20 person room in Spruce
- 1 ~12 person room in Nora Suppes
- Reserve (hourly) at gin.stanford.edu (recurrable)
- Some group meetings & seminars will be in the Faculty Club
Access & Bathrooms

• Spruce uses ID-card access, CS-only
  ▪ Don’t lock internal doors!

• Huang is open during the day, ID-card otherwise

• Nora Suppes: open 8am-10pm
  ▪ On the way: key-code access

• Bathrooms:
  ▪ Huang, Nora Suppes: in-building
  ▪ Spruce: Go to Shriram external bathrooms or Y2E2’s Coupa

• Email fixit@cs.Stanford.edu for ID card issues
Emergency Towers
General Recommendations

• Reserve desks in small groups
  ▪ Collaborators,
  ▪ First-years in the same areas,
  ▪ Other friends,…

• Students are in charge of space management
  ▪ Please send us suggestions!

• Thanks to everyone for setting this up