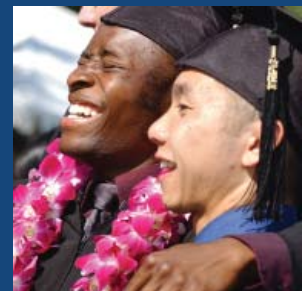
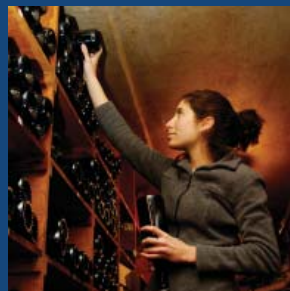




GRADUATE STUDENT GUIDE

UNIVERSITY OF CALIFORNIA, DAVIS



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2008

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TABLE OF CONTENTS

Welcome to UC Davis, 8

How to Use This Guide, 9

PART 1: WHAT TO EXPECT WHEN YOU'RE GETTING STARTED

Orientations, 9

Week of Orientation and Welcome

Graduate Program Orientation

Teaching Assistant Orientation

Key People, 10

Registration and Enrollment, 10

How to Register

Late Registration

How Many Units Should I Take?

Part-Time Status

Adding/Dropping

Intercampus Exchange

Taking a Break, 13

Withdrawal

Readmission

Planned Educational Leave Program (PELP)

Filing Fee

Your Health, 15

Student Health Insurance Plan (SHIP)

International Student Requirements and Information, 15

Enrollment Requirements for New International Students

PART 2: FEES AND FINANCES

The Graduate Student Budget, 16

The University Bill, 17

Getting the Bill

Paying the Bill

Graduate Fees, 17

Quarterly Fees

Student Health Insurance Plan (SHIP)

Nonresident Tuition

One-Time Fees

California Residency for Tuition Purposes, 19

Who Is Eligible to Establish Residence?

Do I Have to Have Financial Independence?

How Do I Establish Residence?

TABLE OF CONTENTS

Financing Your Graduate Education, 19

FAFSA

Fellowships and Scholarships

Criteria for Internal Fellowships and Scholarships

Employment Opportunities

External Grants and Fellowships

Applying for Need-Based Financial Aid, 24

Work-Study

Loans

Travel Grants for Presentations and Networking

Your Major Professor

Your Graduate Program

Graduate Studies

Graduate Student Association (GSA)

Others

Resources for Financial Crises, 26

Paycheck Advance

Emergency Loans Through the Financial Aid Office

Graduate Studies Emergency Loan Fund (GSELF)

Emergency Grants Through GSA

Assistance With Filing Taxes

But I need more money every year!

4

PART 3: GETTING THE DEGREE

What to Expect from Your Graduate Experience, 27

Objectives for Graduate Education

Mentoring Guidelines

Dean Witter Fund

Requirements of the Advanced Degrees, 29

Program Requirements

Responsibility of Graduate Students to Meet New Degree Requirements

Program Forms

Master's Degree Requirements

Doctoral Degree Requirements

Normative Time

For Every Process There is a Form

Grading, Courses and Credit, 31

Standards of Scholarship

Repeated Courses

Satisfactory, Unsatisfactory (S/U) Grading

Incompletes

Ethics in Authorship, 32

TABLE OF CONTENTS

Warnings, Probation, and Disqualification, 32

Academic Probation

Disqualification

Unsatisfactory Progress/Probation/Disqualification

Appeals

Making Changes, 33

Changing Your Major or Degree Objectives

Commencement, 33

PART 4: CAMPUS RESOURCES

Advocacy Resources, 34

Resources Within Your Graduate Program

Resources Outside Your Graduate Program

Advocating for Yourself

Information Resources and Technology, 36

University Libraries

IT Express

Internet Connection

MyUCDavis/SmartSite

Community of Science

5

Learning and Professional Development Resources and Programs, 37

Cross-Cultural Center

Lesbian, Gay, Bisexual, Transgender Resource Center

GradLink

Graduate Academic Achievement and Advocacy Program (GAAAP)

Internship and Career Center

Professional Development Series

Washington D.C. Program

Learning Skills Center

Professors for the Future

Reentry Student Services

Student Disability Center

Teaching Resources Center

Veterans Affairs Office

Women's Resources and Research Center

Resources for International Students

PART 5: LIFE AND BALANCE IN DAVIS

Housing, 41

Student Housing

Community Housing Listing

TABLE OF CONTENTS

Transportation, 42

Davis: The Bicycle Capital of North America
Get a Bike (and a helmet and light)
Transportation and Parking Services
Unitrans
Berkeley Bus
UCD/UCDMC Shuttle
Transitpool

Family Resources, 44

Health Coverage
Child Care and Family Services

Mental and Physical Health, 44

Counseling and Psychological Services
Cowell Student Health Center

Exercise and Adventure, 45

Intramural Sports and Club Sports
Outdoor Adventures
Activities and Recreation Center (ARC)
Memorial Union Programs and Campus Recreation
Aquatic Programs

6

Creative Outlets, 46

Craft Center
Experimental College
Student Publications and Other Displays Of Creativity
Arts and Entertainment

Get Connected Socially, 47

Graduate Student Association (GSA)
GSA Bagel-Donut Day
GSA Orientation Fund
GSA Department Fund
Cross-Disciplinary Connections
GradLink
Dean's Social

Principles of Community, 49

WELCOME TO UC DAVIS

It is a pleasure and an honor to welcome you to the University of California, Davis. We hope that you find your time as an Aggie intellectually stimulating and personally rewarding. The process of earning a graduate degree is filled with significant academic, professional, and personal challenges. For most students, graduate school is a period of intense learning and scholarly achievement. It can also be a period of continued personal growth and maturation.

Together, the Office of Graduate Studies, the Division of Student Affairs, and the Graduate Student Association are committed to making your experience at UC Davis as productive, healthy and fulfilling as possible. This guide is designed to provide you with valuable information that you will need in the next few years. It will also help connect you with the wide range of offices and professionals around the campus dedicated to supporting graduate students. In this guide you will find a summary of the regulations and guidelines governing graduate study at UC Davis as well as descriptions of the many non-academic resources available to UC Davis graduate students and their families. Each phone number, e-mail address, link, and name in this guide represents a knowledgeable person or office with the information that can help you on your journey toward your degree. We strongly urge you to take advantage of these resources whenever possible.

7

This guide is only a starting point. We cannot emphasize enough how important it is for you to develop strong relationships with your peers, your major professor, the graduate adviser for your program, the rest of the faculty and staff of your graduate program, and other members of the community outside of your academic discipline. Many of the professional and personal connections you make here will continue to be important to you for years after you earn your degree and leave Davis. To help graduate students make these vital connections, the Graduate Student Association, the Office of Graduate Studies, and the Division of Student Affairs each sponsor activities, workshops, and community-building receptions throughout the year. We hope to have the opportunity to meet you in person at some of these events.

In closing, welcome and thank you for choosing UC Davis. Best wishes as you begin this next phase of your educational journey!

Jeffery C. Gibeling, Ph.D.
Dean, Graduate Studies

James Hodgson
Chair, Graduate Student Association

Fred Wood
Vice Chancellor, Student Affairs

HOW TO USE THIS GUIDE

Part 1 of the guide gives you information about *What to Expect When You're Getting Started* as a new graduate student or, in the case of continuing students, refreshes your memory about important details. This section deals with **orientation, registration, health insurance, and residency, with some extra information for international students**. These are all matters that you should keep in mind during your career as a graduate student.

Part 2 gives the basics on *Fees and Finances*, from understanding your university bill and the complexity of graduate student financial support, to tips on how to pay for your graduate education. This section clarifies the rules and regulations surrounding your **employment status as a working graduate student, gives tips for finding jobs, and provides information on fellowships and graduate scholarships, as well as valuable warnings and possible solutions to financial problems.**

Part 3 summarizes requirements for *Getting the Degree*, and what to expect from your graduate education. Included is all the essential information – **degree requirements, special information about your rights to privacy, choosing your committees, authorship, grades, and filing your thesis/dissertation.**

Part 4, *Campus Resources*, introduces you to the campus services available to you including the Graduate Student Association, the Counseling Center, the Student Health Center, and the Campus Writing Center, just to name a few. This section also details many of the services available to help you in your education and professional development, **including advocacy resources you may need when things aren't going as you had expected.**

8

Part 5 is titled *Life and Balance in Davis*, and it gives you inside information on the resources for living in Davis – **housing, child care, schools, social life, creative outlets, recreational activities, and more!**

There are many policies and procedures that this guide does not address in detail. University policies are subject to frequent change. For information on current university policies, please see the *Graduate Studies Adviser's Handbook*, available online at <http://www.gradstudies.ucdavis.edu/publications>. If there is any discrepancy between this guide and the *Graduate Studies Adviser's Handbook*, the *Graduate Studies Adviser's Handbook* prevails.

It is our hope that the information in this guide will make your search for the answers easier, and thus keep the weeds of frustration away from your path to success. If you have additional questions, please call us at the following numbers:

HELPFUL CONTACT INFORMATION

OFFICE OF GRADUATE STUDIES: (530) 752-0650

GRADUATE ACADEMIC SERVICES: (530) 752-0650

GRADUATE STUDENT SUPPORT: (530) 752-7481

GRADUATE STUDENT ASSOCIATION: (530) 752-6108

PART 1: WHAT TO EXPECT WHEN YOU'RE GETTING STARTED

There are many new requirements and opportunities that you'll encounter as you begin graduate study at UC Davis. This section describes orientation, registration, and health insurance requirements. It also includes some extra information regarding requirements and resources for international students.

ORIENTATIONS

There are a number of orientations that may be helpful to you as you start your graduate school career at UC Davis. These include: the Week of Orientation and Welcome (WOW) for all new and continuing graduate students, the Teaching Assistant (TA) Orientation for all graduate students who will eventually become TAs, and the Graduate Program Orientations put on by your graduate program faculty and staff or by your fellow graduate students.

Week of Orientation and Welcome

Week of Orientation and Welcome (otherwise known as WOW) is a week of social and academic orientation activities for new and continuing graduate students sponsored by the Office of Graduate Studies. It is held at the end of summer, usually during the week just before the fall quarter officially starts. WOW comprises a series of workshops, panel discussions, and social activities designed to introduce you to the campus, prepare you for some of the expected and unexpected side effects

of graduate school, and familiarize you with the various university services available to graduate students.

Graduate Program Orientation

Almost every graduate program has its own orientation program for new students. Some are elaborate, multi-day affairs that include tours of field sites around the state, while others are a simple, half-day of lectures and discussion. Regardless of its scope, your graduate program's orientation is a chance to meet your graduate student peers, as well as faculty and staff members in your program. It is important that you know who they are and equally important that they know you. Check with your graduate program staff or your Graduate Adviser for more information about the dates and times of your program's orientation.

Teaching Assistant Orientation

The Orientation for New Teaching Assistants is an introduction to the Teaching Assistant (TA) role and its value in graduate student professional development. All new TAs are required to attend this orientation, and many experienced TAs return to take advantage of sessions they missed in previous years. If you will not be a TA until winter or spring quarter, you should still attend this orientation program. Everyone is welcome!

During the orientation, experienced TAs will share their insights and provide tips on the essential skills of being a TA: leading discussions, explaining clearly, and grading and recording student work. You will consider what to do at the first class meeting, and you will discuss strategies for successfully interacting with your students. This is also an opportunity for you to become familiar with the many programs, resources and services available for graduate student instructors.

If you receive your TA appointment after the orientation, you should contact the TA consultants in the Teaching Resources Center (TRC) to receive a TA Handbook and a brief, individualized orientation. Contact the TRC at (530) 752-6050 or visit <http://trc.ucdavis.edu/trc>.

KEY PEOPLE

Each graduate program has one or more faculty appointed as **Graduate Adviser(s)**. In addition, each program has a designated staff person who provides administrative and programmatic support. The Graduate Adviser is probably the most important person for you to know and with whom to stay in touch. Graduate Advisers are responsible for reviewing and approving each program of study for every graduate student each quarter, acting on all petitions, and making recommendations for the composition of exam and thesis committees. Seek out your adviser ahead of time – if you don't know this person, allow some time for you and your adviser to get to know each other. Help yourself by asking your adviser's advice and help your adviser by reading all forms and anticipating necessary signatures. (If an adviser's signature is necessary, a notation is always printed on the form).

The graduate program staff provides information, assists in processing applications, and maintains your files while you are an enrolled student. Program staff are experts in keeping up with which form has to be filed with which office, in order to keep you in good standing. They also know the right sources and solutions to whatever problem you may have.

As a team, the advisers and staff are an invaluable source of information. They are excellent problem solvers – and the wise graduate student knows who

they are and consults them frequently. Graduate Studies maintains a complete list of these important people, so if you are unsure who your adviser or program support staff is, call (530) 752-0650 or go to <http://www.gradstudies.ucdavis.edu>.

REGISTRATION AND ENROLLMENT

To be considered a registered student, you must be enrolled in coursework or 299 (research) units and pay fees for the quarter. You are considered a non-registered student if you have not enrolled and have not paid fees. Non-registered students include those on PELP (Planned Educational Leave Program) or Filing Fee status. This category also includes students who have withdrawn from the university.

Registration

YOU MUST REGISTER EVERY QUARTER IF YOU ARE A REGULAR OR PART-TIME STUDENT. University policy requires continuous registration for students from the first quarter of enrollment in a program until completion of the degree, unless the student is: (1) on an approved leave of absence (Planned Educational Leave Program) or (2) qualifies for approved Filing Fee status. If you fail to register, you will be regarded as having withdrawn from the university, unless you are in PELP or Filing Fee status.

You must be registered to be eligible to:

1. Be employed as a Teaching Assistant, Associate In__, Reader, or Graduate Student Researcher. Regardless of employment, students holding these titles must be enrolled in 12 units. The units can be a combination of research units, TA apprentice units and academic coursework, with the approval of the Graduate Adviser.

2. Hold graduate fellowships or scholarships.
3. Take the Master's Comprehensive Examination or the Ph.D. Qualifying Examination.
4. Use university facilities or faculty time for research or other studies except for final reading of your thesis or dissertation.

How to Register

Registration should all be done online. However, the university computer system (SISWEB) must first recognize you as a student. So, the first thing to do is obtain your student ID (also known as a "reg card"), personal access code (PAC), and password. Most likely your graduate program will tell you how and when to get your student ID, PAC, passwords, e-mail accounts, etc. In case they don't, here's the general information:

- Get your student ID by going to the Registrar's Office (in the basement of Mrak Hall), where you'll have your photo taken and your ID made.
- Get your e-mail address and Kerberos password by visiting <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi> or by going to IT Express, located on the first floor of Shields Library. If setting up your computing account online, be sure to respond to each prompt before exiting the system.
- To login to SISWEB, the system that allows you to register for classes, you will need your Kerberos password and a personal access code (PAC). Initially your PAC is your six-digit birth date. (Once you access the registration system, be sure to follow the menu prompts to choose a new PAC.)

You will receive notification of the dates of registration in the mail. Once you have all of the above identifiers, you can complete registration for classes online at <http://sisweb.ucdavis.edu>.

Late Registration

It is important to enroll, register, and pay fees in a timely manner to avoid late fees and financial support hang-ups. There are two fees that you may incur by registering late:

- **Little Problem:** Any student who adds or drops a course after the add/drop deadlines will be charged a \$3 fee (*see the University Catalog, Class Schedule, or University Calendar for these dates*).
- **Big Problem:** For those students receiving support from sources that are paying their university fees (including fellowships and TA or GSR appointments), those fees will not be paid until you are registered in a minimum of 12 units. If you do not complete your registration by the last day to pay university fees, you will be charged a \$50 late fee.

If your late registration is caused through no fault of your own, the late fee will be waived during the two-week "grace period" at the beginning of each quarter. After registration is officially closed, you must petition the Dean of Graduate Studies for permission to register. The forms for the petition are located in the Registrar's Office.

How Many Units Should I Take?

To be considered a full-time graduate student, you must enroll in 12 units each quarter. These units can be any combination of upper division (100 level) or graduate course units (200 level), group study (298), research (299) units, or professional development units (390, 396, 397), as permitted by your

graduate program. Exceptions to the 12-unit minimum are part-time students and students with special circumstances.

You cannot enroll in more than 16 units of upper division and graduate level courses combined, or for more than 12 units of graduate level coursework, without approval of the Associate Dean for Students in Graduate Studies.

Part-Time Status (effective Spring Quarter 2008)

Graduate students who meet eligibility criteria may apply for part-time status through their graduate program and the Office of the University Registrar. Doctoral students who have advanced to candidacy are not eligible for part-time status.

Adding/Dropping

Adds and drops prior to the deadlines are accomplished online through SISWEB.

Dropping Courses

If you want to drop a course after the 10th day of instruction, you must file a “Graduate Studies Permission to Drop Petition” (available at <http://www.gradstudies.ucdavis.edu/forms>). On this petition you must provide strong justification for dropping the class. Poor academic performance is not a justifiable reason for a late drop. There must be extenuating circumstances for such justification. You must obtain the signature of the Graduate Adviser on the petition, pay \$3 to the Cashier’s Office, and submit the form to the Associate Dean for Graduate Studies for action. Petitions may be submitted until the week of final examinations, but late drops are usually not approved.

Adding Courses

To add a course after the 12th day of instruction, approval of the program is

required in addition to a \$3 fee. Follow these steps:

1. Request approval to add a course from the instructor or program.
2. If permission is granted, the instructor or program will issue a PTA number. Use SISWEB to add the course by using the 5-digit CRN and the 4-digit PTA number. If you are successful, SISWEB will confirm that you are enrolled.

A \$3 fee for the late add will be charged to your account. After the program issues you a PTA number, you have three calendar days to use the number. The PTA will be revoked after the third day. PTAs issued within three days of the deadline must be used by the deadline.

Intercampus Exchange

If you are in good standing and have completed at least one quarter in residence at Davis and you wish to study temporarily at another UC campus, you may apply through the Intercampus Exchange Program by obtaining the approvals of the Graduate Adviser, the chairperson of the department or group in which you wish to study on the host campus, and the Dean of Graduate Studies on both the home and host campus. Applications for Intercampus Exchange may be obtained from Graduate Studies and should be filed with Graduate Studies three weeks prior to the beginning of the quarter in which you wish to participate in the program. (Please note: each campus follows its own academic calendar.) A separate application is required for each quarter you wish to attend another campus. Fees must be paid at your home campus, Davis.

The Intercampus Exchange Program is only intended to provide a student on one campus of the university the opportunity to enroll in occasional

courses not available on her/his home campus. It is not intended to allow students to take all or most of their coursework at other UC campuses. If you wish to transfer to another UC campus and complete degree requirements there, you must submit a regular application for admission at the new campus along with a set of official transcripts.

TAKING A BREAK

At any point in your graduate education, you may find that you need to take a break in your course of study. This might include withdrawal from the university through PELP (Planned Educational Leave Program), going on Filing Fee status in the last stages of your degree, or doing an exchange program with another university. This section gives you basic information on each of these options.

13

WARNING: If you withdraw or break registration without filing for PELP you are not guaranteed readmission – an application for readmission will be subject to the same review as a new application. If readmitted, you must fulfill all programmatic requirements in existence at the quarter of readmission.

Withdrawal

Leaving the university during a quarter entails obtaining a withdrawal petition from the Registrar's Office, having it approved as directed, and filing it with the Registrar's Office. Failure to follow this procedure may result in an "F" grade for each course in which you are enrolled.

Readmission

If for any reason you drop out of your graduate program but wish to return, you must file an "Application

for Readmission". Readmission is not automatic – your application is considered along with those of first-time and other readmission applicants.

You may download an "Application for Readmission" at <http://www.gradstudies.ucdavis.edu/forms>. File the application with Graduate Studies at least six weeks prior to the beginning of the quarter in which you plan to enroll. There is a \$40 processing fee.

You must obtain the endorsement of your Graduate Adviser, which indicates to the Dean that you are guaranteed a place in the program. Official transcripts covering all work completed (including those from UC Davis Extension or concurrent enrollment) since last attending UC Davis as a graduate student must also be provided before the application will be processed. At your request, Graduate Studies will forward your application to your Graduate Adviser to obtain review copies of your transcripts already on file. It is your responsibility to provide any supporting documents that may be required by the program (e.g., new statement of purpose, letters of recommendation, GRE scores, etc.).

International students who are on or who will need an F-1 visa must also submit a certification of finances showing that they have the required amount of funds to cover fees and living expenses for their first year before an I-20 can be issued. More information is available at http://siss.ucdavis.edu/for_students.htm.

After the Graduate Adviser has made a recommendation, the application will be returned to Graduate Studies recommending acceptance or denial. The Dean of Graduate Studies will make a decision based on these materials.

Planned Educational Leave Program (PELP)

Planned Educational Leave Program (PELP) status is available to graduate students who need to take a leave from their academic program for various reasons, including health related issues, family crises, to clarify educational goals, military service, and to conduct research (provided that research is not taking place on university property, using university resources, or working at a university-funded site). PELP may be approved for a maximum of three quarters, with an extension of three quarters upon petition, over the entire time a graduate student is at UC Davis.

International students must have their PELP status approved by the Services for International Students and Scholars office prior to submission of the PELP application to the Office of Graduate Studies.

PELP applications must be submitted to Graduate Studies no later than the first day of the quarter in which the PELP status is to begin. Students who have begun the registration process and then withdraw from registration after the first day of the quarter may be billed for fees owed or have to repay funding, including federal financial aid.

Graduate students who are appealing disqualification from graduate study due to failing the Qualifying Examination may request to be placed on PELP status while their appeal is being considered by the Administrative Committee of Graduate Council. The student should contact the Student Affairs Officer or Graduate Program Liaison in the Office of Graduate Studies assigned to his/her program and request to be placed on PELP status pending the outcome of the appeal of the fail decision on her/his Qualifying Examination.

The approval of your Graduate Adviser on the PELP advising form guarantees you readmission for the quarter specified. In giving approval for the leave, advisers are certifying that there will be space available for you when you return. For more information on PELP, contact your graduate program coordinator who will help you initiate the application process. PELP time extension forms are available in the Office of Graduate Studies in 250 Mrak Hall, or online at <http://www.gradstudies.ucdavis.edu/forms>.

Filing Fee

Filing Fee is a non-registered status available to graduate students who have advanced to candidacy for their degree. Filing Fee status maintains your eligibility to complete your degree while not registered, and within your approved time limitations. You can use this option for one quarter when all of your courses and research have been completed; your thesis or dissertation is in final draft form or you are ready to take the Master's Comprehensive Examination; and you no longer need to use campus facilities. Forms are available in Graduate Studies or online at <http://www.gradstudies.ucdavis.edu/forms>.

Graduate Studies may approve a maximum of two quarters of Filing Fee status (for students in graduate programs that allow more than one quarter of Filing Fee status). Requests for extension will be considered, for one quarter only, on a case-by-case basis. Requests for more than three quarters in Filing Fee status will not be approved.

YOUR HEALTH

Student Health Insurance Plan (SHIP)

The University of California requires that all registered students have health insurance. The Student Health Insurance Plan (SHIP) is designed specifically for UC Davis students, offering both Davis-area and worldwide coverage. The SHIP plan includes medical and dental benefits for undergraduate, graduate, and professional students.

Registered students are automatically enrolled in SHIP. Students with comparable health insurance who want to waive participation in SHIP may complete the waiver application online by going to <http://healthcenter.ucdavis.edu/insurance>. Students must file a waiver application each year.

The services at Cowell Student Health Center (CSHC) are supported by student fees to provide low student rates for primary healthcare services. All registered students may use Cowell healthcare services whether or not they are enrolled in SHIP. SHIP members receive primary care services at CSHC and are covered by SHIP for referral care when referred by a CSHC provider.

UC Davis does not offer health insurance for the dependents of students; however, Cowell Student Health Center provides information and counseling for dependents regarding available healthcare and health insurance options. A “Health Insurance Resources Packet” is available at the health center. To make an appointment with an insurance counselor, call the health center at (530) 752-6055. In addition, links to assist in researching the health insurance market are available online at <http://healthcenter.ucdavis.edu/insurance/dependents.html>.

INTERNATIONAL STUDENT REQUIREMENTS AND INFORMATION

There are more than 1,000 international graduate students registered at UC Davis. If you are one of them, we extend a warm welcome to you and hope your experience here will be positive and productive. There are some special rules and regulations that apply to you with regard to enrollment, finances, visas, employment, travel, and other academic and personal matters.

The first place you should go upon arriving at UC Davis is Services for International Students and Scholars (SISS), located in the University House. There you can find answers to almost any question you might have regarding your status as a member of the international community on campus and in the city of Davis. The staff is very knowledgeable and can put you in touch with other students and scholars from your home country. They are available to help you as you adjust to graduate life at UC Davis. Go to the SISS Web site at http://siss.ucdavis.edu/about_siss.htm or call them at (530) 752-0864.

Enrollment Requirements for New International Students

If you are a new international student, you will have an immigration hold that must be released by SISS before you can complete registration.

Prior to your first quarter of enrollment, if your native language is not English and you have an undergraduate degree from an institution at which English is not the primary language of instruction, you are required to take the English examination given by the English as a Second Language (ESL) office on campus. The test is given during orientation week at the start of each

quarter. Scores from the examination are forwarded to graduate program offices to ensure that new graduate students enroll in English language courses during their first quarter here, if their scores warrant it.

Graduate Studies will monitor ESL class enrollment quarter by quarter. If you are required to take the English exam and fail to do so, you will have a “HOLD” placed on your registration for the next quarter. In addition, if your score on the exam indicates that English courses are needed, but you do not enroll in such courses, you will find a “HOLD” on your next quarter registration. Requests for exemption from ESL classes should be directed to the ESL office. Go to <http://esl.ucdavis.edu> for more information.

PART 2: FEES AND FINANCES

16

When graduate students were asked, “What information would have been helpful for you to have earlier in your graduate career?” their number one answer was funding and student aid. So, here it is: all the resources we could pull together to help you with all things financial – from understanding the basic graduate student living expenses, to funding your research, and dealing with financial emergencies.

As a starting point, it is helpful to understand the difference between need-based financial aid and merit-based graduate student support. Need-based aid includes loans, grants, work-study and some fellowship funds. Merit-based financial support includes Teaching Assistant (TA) and Graduate Student Researcher (GSR) positions and most fellowships from internal (UC Davis) and extramural sources. Your recent financial circumstances and the

UC Davis Graduate Student Budget determine your eligibility for need-based aid.

THE GRADUATE STUDENT BUDGET

Every year, the Financial Aid Office determines the Graduate Student Budget based on current estimates of living expenses, as well as university fees and other educational expenses. The amount of need-based student aid for which you are eligible (whether it comes as grants, work-study or loans) is based on that budget. For the current Graduate Student Budget, please go to the Graduate Financial Aid Office Web site at <http://financialaid.ucdavis.edu/graduate/Cost/grad.html>.

If you find that the annual budget allotted is insufficient to cover your costs, AND you can document your additional expenses, you can actually have your own budget increased, thus increasing the amount of need-based aid for which you are eligible. For more information go to <http://financialaid.ucdavis.edu/undergraduate/students/Programs/DocAddExp.html>.

BEWARE of September: The Graduate Student Budget is based upon the 12-month calendar year. However, unless otherwise specified, all of your student aid will be given to you over the nine months of the traditional academic year. So, if you want to make your budget stretch through the summer months, you’ll have to save or find other income between July and October. Beware of September becoming a very lean month.

BEWARE of October: Because the university must verify that students are attending the university before they can release financial support checks, most checks for first-year students

are not released until November 1. If you have employment as a TA or GSR, those checks are released monthly. This means that without another income source, you will not have any income until November 1 in your first year of graduate study. Be sure to plan accordingly.

THE UNIVERSITY BILL

Getting the Bill

You will receive a university bill in the mail for each quarter. The bill will include registration fees, educational fees, special campus fees, nonresident tuition (if applicable), as well as any other bills you have racked up at the university (for example, bills from clinic visits). The bill will come after you are registered, but may come before your student aid has been awarded or received by the Financial Aid Office. To see the dates that bills will be mailed, payment due dates, and the dates extra fees will be applied, you can check the academic calendar at http://registrar.ucdavis.edu/html/academic_calendar.html.

Paying the Bill

For up-to-date information on fees, fee payment options, deadlines, late fees, etc., you can visit the Student Accounting Web site at <http://studentaccounting.ucdavis.edu>. If you have any questions about items on the university bill, contact the Student Accounting Office at (530) 752-3646 or visit them at 2100 Dutton Hall.

GRADUATE FEES

This section describes both the quarterly and one-time fees that graduate students typically pay. Some of these fees may never apply to you, so this section describes the purpose or circumstances of the fees. The “Financing Your Graduate Education” section will

address ways to get these fees paid. All fees are subject to change without notice.

Quarterly Fees

Registration and Educational Fees

- Each quarter, every full-time graduate student pays various fees, for everything from the Graduate Student Association (GSA) fee, to fees for campus improvement, safety and, of course, your education. You also pay for health insurance as part of those fees, unless you’ve opted out. All of these fees are the same, regardless of the number of units in which you’re enrolled, unless you’re enrolled as an approved part-time student.
- Approved part-time students receive a 50% reduction of the educational fee. Approved part-time nonresident students also receive a 50% reduction of nonresident tuition.
- Registration in Absentia. The registration fee is reduced by 50% for graduate students whose research or study requires them to remain outside California throughout the entire quarter. Applications for waiver of one-half of the registration fee are obtainable from Graduate Studies.
- An employee fee reduction plan is available to certain full-time career university employees. For further details, consult the Staff Development and Professional Services Office.

Want to know what where your fees go? Visit the Office of Resource Management and Planning Student Fees Web page at <http://www.ormp.ucdavis.edu/studentfees>.

Student Health Insurance Plan (SHIP)

All students are required to have medical insurance, and are automatically enrolled in the Student Health Insurance Plan (SHIP) in order to meet this requirement. The SHIP enrollment fee is included in the university bill. Students may waive SHIP enrollment and have the fee removed by providing proof of comparable medical insurance. A waiver form, plus proof of insurance, must be provided to Cowell Student Health Center Insurance Services. You may complete or download the waiver application online by visiting <http://healthcenter.ucdavis.edu/insurance/waiver/index.html>. Please note that you must file a waiver application each year.

The Student Health Center does not refund the SHIP fee to students who withdraw, apply for PELP or apply for Filing Fee status on or after the first day of the quarter. Students who withdraw on or after the first day of the quarter may be billed for the full SHIP fee. In addition, students who resign from or are terminated from an academic appointment (TA or GSR) on or after the first day of the quarter will be billed for SHIP.

For complete information on the SHIP plan, coverage, fees and policies, visit the Cowell Student Health Center Web site at <http://healthcenter.ucdavis.edu/insurance/index.html>.

Nonresident Tuition

Nonresidents (those not able to establish California residency) must pay nonresident tuition each quarter. But the good news is: nonresident doctoral students who have advanced to candidacy by the first day of the term will be assessed 25% of the nonresident tuition charge. A Ph.D. candidate or professional doctoral student may

receive the reduced nonresident tuition rate for a maximum of three years beginning with the first academic term following advancement to candidacy and ending three calendar years later. Any such student who continues to be enrolled or who re-enrolls after receiving the reduced charge for three years will be charged the full nonresident tuition rate that is in effect at that time. Please note that any quarters on PELP count toward the three-year time limit.

Nonresident tuition is provided as a non-taxable benefit to all eligible Graduate Student Researchers. Go to http://www.gradstudies.ucdavis.edu/facstaff/nrt_remission.html for more information.

One-Time Fees

Application Fee

Individuals seeking admission as new graduate students must pay an application fee of \$60. Applicants are required to pay the application fee to every campus of the university to which they apply. Applicants to UC Davis who have been registered graduate students on another UC campus must pay the regular application fee.

Readmission Fee

A \$60 readmission fee is required of all students who apply for readmission after one year.

Planned Educational Leave Program (PELP)

Students applying for Planned Educational Leave are required to pay a \$40 fee.

Candidacy Fee

A fee of \$65 is charged to each applicant for advancement to candidacy for the Doctor of Philosophy or Doctor of Engineering degree. No student will be formally advanced to candidacy for

either degree without payment of this fee. Pay this fee, before you file your advancement paperwork, by writing a check to “UC Regents” and handing it in to the University Cashier’s Office in Dutton Hall, where your advancement paperwork will be stamped. Then, bring the paperwork to the Office of Graduate Studies, located in 250 Mrak Hall.

Filing Fee

A one-time fee is assessed to students who apply for Filing Fee status. This fee is paid at the Cashier’s Office in Dutton Hall prior to submitting the paperwork to Graduate Studies. Filing Fee forms (which include the current charge) are available in Graduate Studies and at <http://www.gradstudies.ucdavis.edu/forms/index.html>. The “Request for Time Extension” form is available at <http://www.gradstudies.ucdavis.edu/forms/index.html>.

19

CALIFORNIA RESIDENCY FOR TUITION PURPOSES

As a resident of California, you will not have to pay the nonresident tuition charge. Therefore, it is to your advantage that you investigate the steps necessary to becoming a legal resident. The following are some of the things you should know and do.

Who is Eligible to Establish Residence?

Adult citizens (18 years or older), permanent residents of the United States (green card holders), refugees, asylees and asylee applicants, and some students with visas of type A, E, G, I, K, or L may establish legal residence.

Do I Have to Have Financial Independence?

Not necessarily. A student who is financially dependent in the current

and preceding calendar year shall be found to be a California resident for reclassification purposes only if no factors exist to support the student’s continuing residence in another state.

How Do I Establish Residence?

You must take steps to establish California residence at least one full year before the start of the quarter in which you wish to be classified as a resident and **THE SOONER THE BETTER!** For tuition purposes, physical presence and intent must be demonstrated for more than one year. Intent includes, but is not limited to, having a California driver’s license or ID card, registering to vote and voting, using a California permanent address on all records, and paying state income tax as a resident. Vehicles must be registered in California within 20 days of arrival.

Pick up a petition from the Residence Deputy, located in the Registrar’s Office, during the quarter preceding the one for which you seek reclassification. Return the completed petition at least two weeks before the start of the quarter.

For more information, contact the Residence Deputy at (530) 752-4749. The Residence Deputy is the only person authorized to give advice, information, and final determination on residence matters.

FINANCING YOUR GRADUATE EDUCATION

Graduate student financial support is a particularly complicated process with many players involved. The amounts and types of support available to graduate students vary by graduate program. The amount and type available to you may also vary each year, depending on what your program can offer, and the sources of funding for which you apply. This section details

sources of student financial support, funding your research, some helpful warnings for anticipating the tough times, and resources to help you in a financial emergency.

FAFSA

Annually, all graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA). Although the FAFSA can be filed at any time, it is strongly suggested that you file by the priority filing date of March 2. This form, submitted directly to the U.S. Department of Education, Iowa City, Iowa, is used to determine financial need.

The FAFSA is used for consideration for fellowships, block grants, GAANN fellowships, stipends, loans, and work-study funds that pay some Graduate Student Researcher salaries. The FAFSA is available at the UC Davis Financial Aid Office in Dutton Hall or online at <http://www.fafsa.ed.gov>.

Include the UC Davis School Code (001313) on the FAFSA.

Fellowships and Scholarships

Fellowships and graduate scholarships are awarded once a year for the following year, beginning in the fall quarter. Unless otherwise specified, awards are for one academic year. You must apply in subsequent competitions for fellowships in succeeding years. Application materials are available on the Graduate Studies Web site (<http://www.gradstudies.ucdavis.edu>) after October 1 for the following academic year. International students may only apply after they have been enrolled as a graduate student at UC Davis for one year. If you are in a professional degree program (i.e. D.V.M., J.D. or M.D.) apply directly to the appropriate school.

The deadline to apply for fellowships is January 15. If a program has an earlier admissions deadline, fellowship applications share that deadline. Awards are generally offered beginning March 1 and must be accepted or refused, in writing, by April 15 or by the date that is stated on the offer letter, whichever is later. Awards not accepted by the response date may be withdrawn. NOTE: Letters of admission to graduate study and fellowship award letters will be mailed separately. Fellowship award procedures may vary by program.

Criteria for Internal Fellowships and Scholarships

Awards are made as a mark of honor, on the basis of your record of scholarship and promise of outstanding academic contributions. Evaluation will include quality of your previous undergraduate and graduate work, evidence of ability in research or other creative accomplishments, evidence of promise of productive scholarship, Graduate Record Examination (GRE) scores, statement of purpose, letters of recommendation, and other documentation, such as publications and awards. A minimum cumulative grade point average of 3.0 in undergraduate or any graduate work already completed is required for consideration. Financial need or the availability of other sources of support to you is generally not relevant to the evaluation of academic merit. However, some awards have financial need as a criterion.

Graduate programs and committees must ensure that no applicant is discriminated against because of race, color, religion, national origin, marital and family status, handicap, sex, sexual orientation, or age. It is inappropriate or illegal for review and selection committees to ask personal questions of applicants about their financial need, the number of children they have, etc.

If you need to take the GRE, you must do so by the December test date for the scores to be received in time for the fellowship competition. Fellowship applications submitted without GRE scores will not be considered.

Employment Opportunities

Academic Appointments

Working as a Graduate Student Researcher, Teaching Assistant, or Associate In__ is a good way to gain professional experience and advance your career, as well as earn a paycheck and obtain fee remissions. As a graduate student you may work a total of 15 quarters as a Graduate Student Researcher and a total of 15 quarters as a Teaching Assistant or Associate In__. You may be appointed up to 18 quarters in either category by exception to policy. The 18-quarter limit is absolute and no exceptions will be granted.

Each department has its own applications for Teaching Assistant positions, which you should fill out annually if you are interested in a TA position. To obtain research jobs, the best way to start is to inquire within your own graduate group or department.

Academic Appointments for Students: Definitions

Associate In__ (title codes 1501 and 1506)

The title Associate In__ is assigned to a graduate student of excellent scholarship and teaching promise, who is temporarily employed as the instructor of an entire lower division course or group of students in a lower division course. An Associate In__ should be competent to conduct instruction independently and without supervision.

Reader (title code 2850)

The title Reader is given to a student

employed for the ability to render diverse services as a course assistant, which normally includes the grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

Teaching Assistant (title code 2310)

A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active direction and supervision of a regular faculty member. A Teaching Assistant is responsible for the conduct of recitation, laboratory or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of Teaching Assistants, has been assigned.

Graduate Student Researcher (title code 3282)

A Graduate Student Researcher is a graduate student who performs research related to his or her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

Tutor (title codes 2510, 2860 and 2861)

The Tutor works with individual students or small groups of students to assist them in their learning. Material covered may be topical in nature or related to a specific course. Tutors may keep regularly scheduled drop-in hours for student consultation and tutoring. Tutors do not grade tests, papers or other student assignments and do not work under the direct supervision of a faculty member.

Community Teaching Fellow (title codes 2300, 2301, 2305, and 2306)

The title Community Teaching Fellow

is given to students employed to participate in the Campus Community Teaching Fellows Program. Duties include assisting K-12 teachers in teaching and other related duties.

To look for open positions for graduate students, check the Office of Graduate Studies Student Appointment Openings Web page at <http://www.gradstudies.ucdavis.edu/listappt>.

Fee Remissions for Academic Titles

A graduate student working as a Graduate Student Researcher is eligible for a remission of all in-state and nonresident fees. (This will also include nonresident tuition.) Teaching titles such as TA, Reader, Associate In__, and Tutor receive a full remission of their health insurance/student services health fee, registration, and educational fees. Local fees, including GSA fee, Memorial Union fee, facilities and campus enhancement fee, and student services safety fee, are not included in the fee remission. (For current fee information, go to <http://www.ormp.ucdavis.edu/studentfees/index.html>.)

To avoid late fees, get your hiring paperwork done ASAP so that fee remissions can be properly credited to your fee statement before fees are due.

For more information on Student Academic Appointments, including salaries, fee remissions, eligibility, and exceptions, go to <http://www.gradstudies.ucdavis.edu/employment>.

Other Graduate Student Employment

There are other job opportunities for graduate students on and off campus including internship positions, such as the Graduate Student Liaison position at the Women's Center, the Graduate Student Assistant to the Dean and to the Chancellor, or internships with other agencies. For more information

about employment opportunities or professional development services, you can meet with a coordinator in the Graduate Student and Postdoctoral Career Services program area of the Internship and Career Center, located on the third floor of South Hall. Call (530) 752-7841 to schedule an appointment with a coordinator. Online resources and a calendar of workshops and events for graduate students are also available at <http://gsps.ucdavis.edu/pds>.

Student Employment Center

As part of the Financial Aid Office, the Student Employment Center coordinates employment opportunities, including community service jobs (on and off campus) for students and their spouses. Go to <http://jobs.ucdavis.edu> or call (530) 752-0520.

External Grants and Fellowships

You are encouraged to seek external funding, both for your education and for your research. Applying for external fellowships and grants is a good professional development experience and receiving external grants and fellowships looks great on your vita. There are several resources around campus to help you search and apply for external funding.

Online Funding Resources

Community of Science (<http://www.cos.com>)

This is a very extensive database of funding opportunities for scientists of all kinds. COS can only be accessed without charge through a UC Davis computing account. Once you have set up your search criteria, you will receive weekly updates of any new or amended funding opportunities; however, to see your full list of applicable grants, you must visit the Web site.

The Foundation Center (<http://foundationcenter.org>)

This Web site offers a very good and extensive for-fee database and some great free resources.

Discipline-specific Resources

Check the main associations and academic organizations for your discipline. Most list funding opportunities in their monthly journals. Many also offer pamphlets or booklets with funding resources and discipline-specific proposal writing tips. Be sure to check for associations in your subfield – there are many smaller organizations that may offer information on funding applicable to your specific research interests. Also check into e-mail discussion groups or listserves that cater to your interests, these can be great sources of funding information and also give you a chance to network with others who share your interests.

Research Site Resources

Are you going to be doing archival or library research? Check and see if they offer research grants. Many offer travel funds or research stipends.

Campus Resources

The Graduate Studies Student Support Web page offers helpful links to:

- External Fellowship Programs and Grant Announcements (<http://www.gradstudies.ucdavis.edu/ssupport/external.html>)
- Search Engines for Extramural Support (http://www.gradstudies.ucdavis.edu/ssupport/search_engines.html)
- Graduate Student and Postdoctoral Extramural Grant and Fellowship Application Procedures (http://www.gradstudies.ucdavis.edu/ssupport/internal_fellowships.html)
- The Office of Research Web site (<http://www.research.ucdavis.edu/home.cfm>) contains links to listserves, searchable databases, publications and other sources of funding.

Other Resources

Use your networking skills! Make sure other people know that you are interested in funding sources, and let them know your research interests. Even people outside your discipline or field can be very helpful in sending along items of interest to you. Do the same for other people – when you see announcements that may be of interest to someone you know, send them a copy!

Tips for External Funding Searches and Applications

1. Search, search, search! Check online databases, discipline-specific mailing lists and journals, campus resources, and network with people outside your discipline.
2. Make it manageable. Searching for funding can be time consuming, but it doesn't have to be overwhelming. Spending hours looking for funding one time and thinking you've seen it all is not the best approach. Do you have 15 minutes to spare a couple of times per week? Check a funding database, and keep a file of possible grants on your computer or in your filing cabinet.
3. Do your homework. When you have found a possible funding source, visit the organization's Web site and learn as much as you can about its mission and goals. If you have never written a grant before, read everything you can about how to do it right! Take courses, attend workshops, read articles or books.

4. Make contact. Once you have found a funding source that is a good fit, contact the funder and try to establish a relationship with the program director. Ask for a list of funded projects, ask if you may see successful proposals, and ask if someone there would be willing to preview your abstract or proposal for feedback BEFORE you apply.
5. Organize your applications. Mark due dates on your calendar – not just the date the application is due, but six weeks before to remind you to perfect your application, order transcripts, and ask for letters of recommendation (which recommenders must send through Graduate Studies' online application system). Use those multitasking skills that you've learned in graduate school to make sure everything gets done ahead of time.
6. Learn from your unsuccessful grants. If you have applied for a grant but were unsuccessful, first of all, know that you are in the majority. Agencies usually only fund about 10% of applicants. Second, contact the agency and see if you may have a copy of the evaluator's comments. Some agencies are happy to do this, and some are not. But if you don't ask, you won't get.

Resources on Grant Writing

Anthropology 206

Each year, the Anthropology Department at UC Davis offers an extensive course on proposal writing. It is a great way for procrastinating social sciences and humanities students to narrow down that dissertation topic and force themselves to write a grant proposal! Plus, you'll get good feedback from knowledgeable faculty.

The Foundation Center (<http://foundationcenter.org>) has some great free resources, such as their "Proposal Writing Short Course" (<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>).

The Social Sciences Research Council (<http://www.ssrc.org>) offers an article on "The Art of Writing Proposals: Some Candid Suggestions for Applicants to Social Science Research Council Competitions" (http://www.ssrc.org/fellowships/art_of_writing_proposals).

The University of California, Berkeley offers an article on "The Making of a Successful Proposal" (<http://www.grad.berkeley.edu/publications/thegraduate/Reprints/proposal.pdf>) and a "Dissertation Proposal Workshop" (<http://globetrotter.berkeley.edu/DissPropWorkshop>).

APPLYING FOR NEED-BASED FINANCIAL AID

You must apply for need-based financial aid every year, which involves:

- Filling out an application for various types of financial aid, available on the Financial Aid Office Web site at <http://financialaid.ucdavis.edu>.
- Submitting a FAFSA (Free Application for Federal Student Aid) by the March 2 deadline, available at <http://www.fafsa.ed.gov>.

For more information on applying for general financial aid, see either the Graduate Studies Student Support Web page, <http://www.gradstudies.ucdavis.edu/ssupport>, or the Financial Aid Office Web site, <http://financialaid.ucdavis.edu>.

Work-Study

Work-study is a good way to make yourself more competitive in applying for certain graduate student positions, particularly research jobs. Work-study is a program for students with financial need – the federal government pays for a percentage of the costs of research employment (including wages and fee remission). In order to get work-study, you must apply for it (this means checking a box on the general Financial Aid application that says “If eligible, are you interested in work study?”). There are only a certain number of work study units to go around for all graduate students at the university, so even if you are eligible, your program may not have the units to give you. However, it’s always worth checking the box.

Loans

Loans are available to complement the other types of aid you receive in order to meet, but not exceed, the Graduate Student Budget. Applying for loans is done at the same time as applying for all other aid. For eligible students, the interest on your loans will be deferred until you are no longer enrolled in full-time study. But eventually, all loans must be paid back. First-time borrowers of any type of loan offered at UC Davis must complete Entrance Loan Counseling before money will be released. You can find more information at <http://financialaid.ucdavis.edu/entrance/index.cfm>.

Travel Grants for Presentations and Networking

Traveling to conferences is a great way to develop professionally, to network, and to get your research/work known to potential employers, whether university or private sector. There are a number of ways to fund travel to professional conferences.

Your Major Professor

Professors are occasionally able to pay for the Graduate Student Researchers in their laboratory to go to conferences to present the work done in the lab.

Your Graduate Program

Graduate programs are occasionally able to pay for their graduate students to travel to professional conferences out of a general pool of funds for graduate students.

Graduate Studies

The Office of Graduate Studies offers a limited number of travel awards twice per year for travel to professional meetings. Applications for travel during the period July 1 - December 31 are due to the graduate programs by March 15 of the year of travel, and will be announced May 15.

Applications for travel during the period January 1 - June 30 are due to the graduate programs by October 15 of the year preceding the year of travel (and will be announced December 15).

The amount of the award varies depending on how far you are traveling. You are only eligible to receive this award once, so apply wisely. For more information on eligibility, amount, and application procedures, go to http://www.gradstudies.ucdavis.edu/ssupport/internal_travel.html.

Graduate Student Association

The Graduate Student Association (GSA) also offers a limited number of travel awards twice per year. The GSA travel award is supplementary to the Graduate Studies travel award, and the deadline for the GSA awards always comes after the Graduate Studies awards have been announced. So, if you don’t get a Graduate Studies travel award,

you can apply for a GSA travel award. You cannot receive a GSA travel award if you have received an award from Graduate Studies for the same instance of travel. For current information on the GSA travel award, see the GSA Web site at <http://gsa.ucdavis.edu/?sec=funding&page=travel>.

Others

There are a few other resources on campus for travel to professional meetings, including some academic departments. Keep scanning the e-mails you receive from Graduate Studies, your graduate program coordinator, and the Internship and Career Center for more opportunities.

RESOURCES FOR FINANCIAL CRISES

Whether your student aid checks are delayed or the money just didn't stretch as far as you thought it would, there are a few resources on campus to help you through a difficult financial situation.

26

Paycheck Advance

Assistance loans for a maximum of one month's salary are available for Teaching Assistant, Graduate Student Researcher, and Associate In_ positions. Payments are payroll deducted. The maximum repayment period is six months; loans must be repaid within the academic year or by your expected graduation date, whichever comes first. This service is available through the Graduate Financial Aid Office. Inquire at gradfinaid@ucdavis.edu or by visiting the office in Dutton Hall.

Emergency Loans Through the Financial Aid Office

Emergency loans of up to \$300 are available after the beginning of the quarter and only after the student's fees are paid. Repayment is due within

30 days. This loan is made as a cash voucher redeemable at the Cashier's Office in Dutton Hall. Inquire at gradfinaid@ucdavis.edu or by visiting the office in Dutton Hall. (Law, Medical and Vet Med students should contact the Office of the Dean of Student Programs for specific information about emergency funding sources.)

Assistance With Filing Taxes

As always, there are some certainties in life, and taxation is something you can count on. However, graduate student taxes are complicated. Some of your stipends and fellowships will have taxes withheld automatically, some won't. Some fellowship monies are not taxable, some are. Federal taxes will probably be taken out of your TA or GSR paycheck, but California taxes won't. So it would be wise to seek assistance with doing your taxes. Help with taxes is available:

- The *Graduate Studies Adviser's Handbook* provides some information on tax regulations that apply to graduate students. Go to <http://www.gradstudies.ucdavis.edu/publications>.
- Sometimes the Law School offers free tax workshops for any student who needs help. To find out if and when this service will be offered, contact the Graduate Student Assistant to the Dean and Chancellor at gradassistant@ucdavis.edu or contact the Law School at (530) 752-0243.

But I need more money every year!

If this is the case, apply for an increase in your annual budget. See the Graduate Financial Aid Office's Web page on Documenting Additional Expenses. Go to <http://financialaid.ucdavis.edu/undergraduate/students/Programs/DocAddExp.html> for more information.

PART 3: GETTING THE DEGREE

Every graduate student is going to have a unique educational experience. However, there are certain things you should be able to expect from your graduate program and from your experience with graduate school in general. This section describes what you should expect from your graduate experience, the university requirements you are responsible to fulfill, and what to do if you run into obstacles in the process.

WHAT TO EXPECT FROM YOUR GRADUATE EXPERIENCE

Objectives for Graduate Education

In March 2005, the UC Davis Graduate Council adopted a statement of objectives for graduate education:

“Graduate education provides advanced academic training and research specialization within a particular field of study to foster the development of scholars for careers in innovative research and teaching to benefit humankind. Toward these ends, the objective of graduate education at UC Davis is to develop individuals who are:

- Ethical citizens and scholars with knowledge and appreciation of the diversity of intellectual and creative activity.
- Independent, innovative researchers adept at creative and critical thought.
- Leaders in the creation of new knowledge and understanding of the world and our activities in it.
- Excellent communicators with outstanding teaching and mentoring skills.

- Achievers successful in collaborative and cooperative ventures.”

Mentoring Guidelines

The following guidelines were adopted by Graduate Council (the Academic Senate committee responsible for the policies governing graduate study) in 1999:

Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. Faculty mentoring is broader than advising a student as to the program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline. Mentoring encompasses more than serving as a role model.

Because the scope of mentoring is sometimes unclear, the UC Davis Graduate Council has outlined the following mentoring roles to guide the relationship between faculty and graduate students. Faculty and graduate students must realize that, while the major professor will be the primary mentor during a student’s career at UC Davis, program faculty other than the major professor may perform many of the mentoring “functions” defined here. An important corollary to this recognition is that faculty members must realize that much of their interaction with students has an important mentoring component to it. Graduate students also have responsibilities to ensure successful mentoring and these are also indicated in this section.

Faculty has a responsibility to mentor graduate students. Mentoring has been defined as....

1. Guiding students through degree requirements. This means:
 - a. Providing a clear map of program requirements from

- the beginning, making clear the nature of the coursework requirements and qualifying examination, and defining a timeline for their completion.
- b. Providing clear guidelines for starting and finishing dissertation or thesis work, including encouraging the timely initiation of the dissertation or thesis research.
2. Guiding students through thesis or dissertation research. This means:
 - a. Evaluating clearly the strengths and weaknesses of the student's research.
 - b. Encouraging an open exchange of ideas, including pursuit of the student's ideas.
 - c. Checking regularly on progress.
 - d. Critiquing written work.
 - e. Providing and discussing clear criteria for authorship of collaborative research.
 - f. Assisting in finding sources to support dissertation research, such as teaching assistantships, research assistantships, fellowships, etc.
 - g. Being aware of student's research needs and providing assistance in obtaining required resources. For example, serving as the student's advocate for necessary desk and/or laboratory space.
 3. Guiding students through professional development. This means:
 - a. Providing guidance and serving as a role model for upholding the highest ethical standards.
 - b. Treating students respectfully.
 - c. Encouraging and critiquing oral and written presentations.
 - d. Encouraging participation in professional meetings of regional groups as well as learned societies.
 - e. Facilitating interactions with other scholars, on campus and in the wider professional community.
 - f. Assisting with applications for research funding, fellowship applications, and other applications as appropriate for the respective discipline.
 - g. Being the student's advocate in academic and professional communities.
 - h. Providing career guidance: assistance in preparation of the CV and for job interviews, and writing letters of recommendation in a timely manner.
 - i. Recognizing and giving value to the idea that there are a variety of career options available to the student in the field of interest and accepting that the student's choice of career options is worthy of your support. For example, guiding the student to teaching opportunities when appropriate for the student's goals.
- As partners in the mentoring relationship, graduate students have responsibilities. As mentees, students should:
1. Be aware of their own mentoring needs and how they change through their graduate tenure and discuss these changing needs with their mentors.
 2. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/

organizations to fulfill the mentoring roles described here.

3. Recognize that their mentoring needs must respect their mentor's other responsibilities and time commitments.
4. Maintain and seek regular communication with their mentors, especially their major professor.

While we have tried to provide examples of what mentoring means, we recognize that each discipline will have its own special set of mentoring needs and challenges. We recommend that each graduate program meet to define what "good mentoring" means to its faculty and graduate students.

If your graduate experience does not reflect the mentoring guidelines, please refer to the advocacy resources in Part 4 of this guide.

29

Dean Witter Fund

Limited funds are available through the Dean Witter Fund to help offset the cost of entertainment of graduate students by faculty members or the converse. The funds are intended to promote informal faculty-student interaction. The fund is not to be used for the purchase of alcoholic beverages. For more information, go to <http://www.gradstudies.ucdavis.edu/ssupport/deanwitter.html>.

REQUIREMENTS OF THE ADVANCED DEGREES

There are some standards and requirements that apply to all students seeking advanced degrees, and some that apply specifically to those pursuing the master's and Ph.D. degrees. In this section, general requirements are presented first, then the master's, followed by the Ph.D. requirements.

For more detailed information on any of these requirements, go to the Graduate Studies Web page on degree requirements at <http://www.gradstudies.ucdavis.edu/gradcouncil/policies.html> or the *Graduate Studies Adviser's Handbook* at <http://www.gradstudies.ucdavis.edu/publications>.

Program Requirements

There are a few different ways to complete both the master's degree and the Ph.D. degree. The options available to you are usually determined by your graduate program. For information on the requirements of your program, consult your graduate program handbook or see your Graduate Adviser. For more detailed information on the policies surrounding courses, exams, and committees, see the *Graduate Studies Adviser's Handbook* at <http://www.gradstudies.ucdavis.edu/publications>.

Responsibility of Graduate Students to Meet New Degree Requirements

You are responsible for fulfilling the requirements of your degree program as they are when you enter the program. Changes in program requirements normally should not affect students already in the program. You should be able to complete a degree under conditions in effect at the time of your admission or reentry. With that in mind, keep the graduate program requirement information you are given by your program when you enter and refer to it as needed.

Program Forms

Most likely there will be forms within your graduate program you'll need to fill out at each step towards earning your graduate degree (such as completing a written examination, or getting program approval for your course plan). Be sure

to keep copies of these forms for your own records.

Master's Degree Requirements

If you are working towards a master's degree, you must be registered in residence for at least three quarters. Two regular six-week summer sessions may count as the equivalent of one quarter. Usually, all work for the master's degree is done in residence on the Davis campus. With the consent of the Graduate Adviser and the Dean of Graduate Studies, however, some work taken elsewhere may be credited toward your degree. The normal limit for such transfer credit is six units from another institution, or 12 concurrent units, or up to half of the unit requirement if the courses were taken at another UC campus in graduate status, providing the units were not used to satisfy requirements for another degree.

30

A master's degree may be awarded upon completion of one of two basic plans in which either a thesis or a comprehensive examination is required. General requirements regarding advancement to candidacy, the comprehensive examination, master's thesis and transfer of credit can be found in full in the *Graduate Studies Adviser's Handbook* and at <http://www.gradstudies.ucdavis.edu/publications>. Note, in particular, deadline dates (see <http://www.gradstudies.ucdavis.edu/students/calendar.html>).

Doctoral Degree Requirements

The Doctor of Philosophy degree, as granted by the University of California, signifies that the recipient possesses knowledge of a broad field of learning and has given evidence of distinguished attainment in that field. It is a warrant of critical ability and powers of imagination and synthesis. It means, too, that the candidate has presented a dissertation containing an original contribution to

knowledge in the chosen field of study. If you are working towards a doctorate, you must be registered and in university residence for a minimum of six regular quarters. Experience indicates that it takes considerably longer than this to complete a degree program. Two consecutive six-week summer sessions may count as the equivalent of one regular quarter.

There is no university unit requirement for the doctoral degree. However, individual programs have course requirements that must be completed before admission to the qualifying examination.

After successful completion of the qualifying examination, you must file for advancement to candidacy for the degree. Graduate students in certain Ph.D. programs may participate in a designated emphasis, a specialization that might include a new method of inquiry or an important field of application that is related to two or more existing Ph.D. programs. Full details about these requirements are available at <http://www.gradstudies.ucdavis.edu/programs/de.cfm>. Note, in particular, deadline dates (<http://www.gradstudies.ucdavis.edu/students/calendar.html>).

Normative Time

You'll hear a lot about something called "normative time." Normative time is the number of years considered to be reasonable for completion of a particular doctoral program by a well-prepared, full-time student. The time varies from four to six years and is measured from the time you begin graduate study at any level at UC Davis. Up to three quarters of any kind of non-registered status is allowed without penalty during your graduate study career, provided you meet all conditions for non-registered status. While additional periods of

absence beyond three quarters may be approved for cause, this will not result in an extension of normative time.

Campus rules regarding time for completion of your graduate degree are flexible. While each doctoral program has prepared a schedule for normative time to degree, these schedules do not affect your academic standing. Rather, program requirements and individual student progress are the basis for determining whether you will remain in good standing. Individual programs may have specific requirements of progress, including time in which courses must be completed and minimum grades required in those courses, or they may require final completion of all degree requirements within a specific time. Graduate Studies does not have a specific time schedule for completion of degree requirements, provided you are making satisfactory progress toward completion of the degree.

31

For Every Process There is a Form

Almost all stages of graduate study require some form to be filled out and turned in to your graduate program and to Graduate Studies. All of these forms, except those that are program-specific, can be accessed at <http://www.gradstudies.ucdavis.edu/forms>.

GRADING, COURSES AND CREDIT

Standards of Scholarship

Only courses in which A, B, C, or Satisfactory are earned may be counted in satisfaction of degree or credential requirements. You must maintain an average of at least 3.0 grade points per unit in all upper division and graduate courses. A course in which you receive a D+ grade or lower does not count towards meeting the unit requirement for the master's degree, but does count

in computing the grade point average. Lower division courses are excluded in arriving at the graduate GPA. Some programs require a higher average than 3.0 for the student to remain in graduate status.

Repeated Courses

Any student may, with the consent of the appropriate Graduate Adviser and the Dean of Graduate Studies, repeat a course in which s/he received a grade of C, D, F or Unsatisfactory up to a maximum of nine units. In such repeated courses, only the most recently received grade and corresponding grade points shall be used in calculating a student's grade point average, but all units attempted and grades received shall remain part of the student's permanent record. Any repeated course, except for one offered only on a Satisfactory/Unsatisfactory basis, must be taken for a letter grade (A, B, C, D, and F).

Satisfactory, Unsatisfactory (S/U) Grading

With the approval of the Graduate Adviser and the Dean of Graduate Studies, you may elect to take one normally-graded course per quarter on an S/U basis provided the course is used to explore an area unrelated to your academic discipline. It cannot be used to fulfill any of your graduate program course requirements. It may be used to fulfill unit requirements. This course would be in addition to any of those regularly graded on an S/U basis. To receive an S grade in lower or upper division work, you must achieve at least a C-. To receive an S grade in a graduate course you must receive a B- or better. S/U petitions must be filed in Graduate Studies by the end of the fifth week of the quarter.

Incompletes

A grade of Incomplete is assigned when work is of passing quality but is incomplete. Before you request an Incomplete, you should consider all the factors involved. If you are doing well in a course but are unable to complete the work because of illness, personal emergency, or other “good” cause, an Incomplete is appropriate. But if you are not doing well or you are simply in over your head, an Incomplete grade is inappropriate and will not be assigned. In this case you should consider dropping the course and taking it again later.

You must remove the Incomplete grade before the end of the third succeeding quarter of academic residence. If the “I” is not removed by the end of the specified time, it will revert to an “F.” You may request an extension by petitioning the Dean of Graduate Studies. Under no circumstances should you formally re-enroll to make up an Incomplete. If part of the agreement between you and the instructor for removing the Incomplete involves participation in a subsequent section of the course, you should participate and complete the assignments but NOT formally enroll the second time. For more information on Incompletes, see the *Graduate Studies Adviser’s Handbook*.

PLEASE NOTE: Some programs have additional requirements that may affect your funding eligibility. Be sure to check with your Graduate Adviser.

ETHICS IN AUTHORSHIP

With respect to professional ethics, integrity, and fairness, the authorship of any scholarly work implies the following:

1. That each author has made a substantial intellectual contribution to the work.

2. That each author accepts responsibility for the contribution to the collaborative effort.
3. That each author accepts responsibility for the scholarly conclusions appearing in the publication.

“Substantial intellectual contribution” is interpreted by the Graduate Council to mean input beyond that of (1) only providing instruction, (2) granting use of laboratory space or equipment, (3) provision of financial support, or (4) dissertation guidance by a faculty member. It means a considerable degree of involvement with the development of the work, the generation and interpretation of data, the drawing of conclusions, and/or the actual writing of the manuscript.

“Responsibility” means that an author understands the methodology involved, the relationship to other research of a similar nature, and the significance and implications of that contribution to the publication. Responsibility implies the ability to defend the individual’s contribution against academic challenge.

Authorship should not be taken by students or faculty if they do not understand these aspects of the work, are unwilling to accept responsibility for them, or do not agree with the conclusions made in the report.

WARNINGS, PROBATION AND DISQUALIFICATION

Academic Probation

Students whose academic performance is less than satisfactory or who are not meeting program requirements are placed on academic probation and given a timeline for removing their deficiencies and returning to good standing. Students

on academic probation are subject to disqualification.

Disqualification

Disqualification means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study at the University of California, Davis. A student may be disqualified ONLY by the Dean of Graduate Studies and in accord with the procedures outlined below. The term “disqualification” should NOT be confused with “dismissal.” Dismissal is removal from graduate study based on behavior or conduct.

Unsatisfactory Progress/ Probation/Disqualification

A student whose progress is judged unsatisfactory is regarded as a student on probation. This includes the student whose annual evaluation indicates unsatisfactory progress or the student who receives written notice from the Advisory/Guidance Committee or Graduate Adviser that progress is unsatisfactory. If the student fails to meet the requirements specified in the notices sent by the Dean of Graduate Studies or by the Advisory/Guidance Committee, the student will be subject to disqualification from further graduate study in the graduate program. For a full explanation of disqualification, go to http://www.gradstudies.ucdavis.edu/facstaff/policies/disqual_appeal.pdf.

Appeals

A student who is subject to disqualification, or who has been disqualified, may submit an appeal within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon

non-academic criteria, (c) verifiable evidence of personal bias, or (d) specific mitigating circumstances contributing to the student’s performance. Questions of academic judgment or evaluation will not be considered as an appropriate basis for submission or consideration of a student’s appeal of disqualification. The Administrative Committee will make a recommendation to the Dean of Graduate Studies as to the disposition of the case and the Dean will make the decision. The Dean will review the appeal and a final decision rendered within 60 days. The outcome of the appeal is final. For appeal procedures, see the *Graduate Studies Adviser’s Handbook*.

MAKING CHANGES

Many students discover, at some point during graduate study, that their interests have changed. When this happens, there are procedures in place to help you change your program to fit your new objectives. For instructions about changes in major, degree objective, or for petitioning for a double major, go to <http://www.gradstudies.ucdavis.edu/forms/index.html>.

COMMENCEMENT

You made it, and it’s time to celebrate! The Office of Graduate Studies, together with the Graduate Council and the Graduate Student Association, hosts the graduate commencement, always a colorful and festive occasion. The ceremony is held in June at the Activities and Recreation Center Pavilion (the ARC). Immediately following the ceremony, a reception is held for degree recipients, candidates, faculty, family and friends.

If you receive your graduate degree in September, December, March or June, you are eligible and welcome to

participate in the annual commencement ceremony. If you are close to completion and will not be in Davis the following June, you are also eligible to participate, with the approval of your Graduate Adviser or Major Professor. Graduate Studies will send you information about commencement around April.

PART 4: CAMPUS RESOURCES

Because graduate student success is important to programs, faculty, and the university, there are numerous resources available to help you through all stages of your life as a student at UC Davis. The list below provides a good starting point. Identifying and finding the help you need early on is the best way to ensure your smooth progression through the various stages of your degree.

34

ADVOCACY RESOURCES

The university is committed to helping you succeed in your academic effort. Occasionally, however, you may experience academic or personal differences with faculty members that cannot be resolved amicably. If you are unable to solve the differences between yourselves, or with the help of a professional from the Counseling & Psychological Services office, located at 219 North Hall (see <http://caps.ucdavis.edu>) or one of the associate deans in Graduate Studies, it is important that both you and the faculty member involved know there are procedures by which grievances may be handled. Good sources of additional information are the Graduate Student Association, Student Judicial Affairs Office, the *Graduate Studies Adviser's Handbook*, and the Graduate Student Assistant to the Dean of Graduate Studies and to the Chancellor.

In general, a grievance should first be referred for resolution to the person alleged to have violated your rights. However, if you feel reluctant or fearful to speak directly with the person against whom you have a grievance, you may wish to turn elsewhere. For example, if the grievance is related to academics, you should speak to your Major Professor or Graduate Adviser, followed by the Program Chair, followed by the Associate Dean for Students in Graduate Studies.

Resources Within Your Graduate Program

Your Major Professor or Graduate Adviser

Your Major Professor and your Graduate Adviser are your first resources if you are having an academic problem. Even if the problem is with another faculty member, they can advocate for you.

Department or Graduate Group Chair

In some cases, the issue may involve the Major Professor or Graduate Adviser, in which case, your first resource should be the Department/Graduate Group Chair. If this person is involved in the problem, or if you feel that they may be biased in the issue, you should pursue resources outside of your program.

Graduate Program Staff

Though not an official link in the appeals process, graduate program staff are good resources for you. They know the programs intimately and may have insight into the issue at hand. They will also know how you should proceed with your complaint and will be able to put you in touch with the appropriate people.

Resources Outside Your Graduate Program

Graduate Studies

The Graduate Program Liaison, the Student Affairs Officers, the Director of Admissions and Academic Services, and the Associate Dean for Students are all here to help. The Associate Dean is responsible to serve as a neutral sounding board for you, and is knowledgeable about the procedures you must take to resolve your issues. Go to <http://www.gradstudies.ucdavis.edu/about/directory.html> for a current list of staff in Graduate Studies.

Graduate Student Association

The Graduate Student Association (GSA) is a general resource for grievance information as well as direct advocacy. The GSA can also connect you with their service of limited free legal advice. You should be warned that the GSA may have a legal obligation to pursue the complaint once it is informed of the name of the person who allegedly violated the your rights (see UC Davis PPM 380-12). For more information, see the GSA Web page on grievances at <http://gsa.ucdavis.edu/?sec=gsares&page=grievassist>. The GSA can be reached at gsa@ucdavis.edu or (530) 752-6108.

Graduate Student Assistant to the Dean and to the Chancellor (GSADC)

The GSADC is another advocate for you in the Office of Graduate Studies. If you have a question, concern, or problem and don't know exactly where to turn, try starting with a message to the GSADC. The GSADC serves as a liaison between graduate students and the university administration. S/he represents graduate student interests on a number of different university committees, and can help direct you to the appropriate services, offices, or staff members. You can contact the GSADC at gradassistant@ucdavis.edu.

Union for Academic Student Employees

UAW Local 2865 is the union representing more than 11,000 academic student employees – TAs, tutors, readers, and others – at eight UC campuses, including Davis.

UAW represents these employees on issues such as wages, benefits, workload, grievance procedures, and fair hiring processes. For more information, go to <http://www.uaw2865.org>.

Mediation Services

Using a voluntary, informal and confidential process, Mediation Services helps individuals reach agreement about conflicts between them. An impartial mediator helps faculty, staff, and graduate students talk to each other constructively and candidly about important issues, decisions and problems. UC Davis Mediation Services are free. You can get more information at <http://mediation.ucdavis.edu> or contact them at (530) 752-9257.

Student Judicial Affairs

Issues of academic and personal misconduct by undergraduate, graduate, and professional students are referred to Student Judicial Affairs (SJA). For more information, go to the SJA Web site at <http://sja.ucdavis.edu>. The SJA office can be contacted at (530) 752-1128 or sja@ucdavis.edu.

Graduate Council

Graduate Council is responsible for hearing and making recommendations on academic appeals and grievances. It is not a source to go to for advocacy, but it is the body to which you can appeal a decision related to your academic career. For more information on Graduate Council, contact Graduate Studies at (530) 752-0650.

Advocating for Yourself

There are a number of ways you can advocate for yourself, as well as for other graduate students or your whole graduate student group:

- Represent graduate students by serving on faculty committees. Many graduate programs have slots for graduate students on their faculty committees. If you don't know whether your graduate program has graduate student representation, ask your Department/Graduate Group Chair for a copy of your graduate program bylaws. If there is no position available for graduate students, ask them to make one. Most graduate programs are happy to have graduate student input in committees.
- Become a GSA representative. Every graduate program (including the Graduate School of Management, but not including any other professional degree program) is entitled to representation in the Graduate Student Association (GSA). Programs are entitled to one representative for every 30 registered students or fraction thereof. Find out if your program has enough representatives by going to the GSA Web site at <http://gsa.ucdavis.edu>. If your program has an open slot, contact another representative in your department, or contact the GSA at gsa@ucdavis.edu.
- Serve on a campus or systemwide committee. There are a number of committees, on both the campus and systemwide levels, that review, revise and set policies and procedures impacting graduate students. By serving on a committee, you will benefit yourself and your fellow graduate students as you provide a student voice. It is also a great opportunity for professional

development and networking connections. For more information, contact the vice chair of GSA, or see the Chancellor's Advisory Committees Web page at <http://chancellor.ucdavis.edu/aac>.

- Legal Links. The GSA's Legal Links Web page provides information on advocating for yourself around issues of housing, civil rights, family law, sexual assault, and other topics. Visit the page at <http://gsa.ucdavis.edu/resources/legal-aid>.

INFORMATION RESOURCES AND TECHNOLOGY

UC Davis offers a wide variety of information resources to its students. Below are descriptions of the basic resources you'll want to use on a regular basis:

University Libraries

There are six main libraries on campus, as well as several specialized libraries, such as those in the Women's Center, Center for Child and Family Studies, Cross-Cultural Center, the Internship and Career Center, and others. Your registration card acts as your library card. You can navigate the library databases online, beginning at: <http://www.lib.ucdavis.edu>. In Shields Library, located on the south side of the Quad, volunteers provide information and assistance in getting to know the library and databases. You can also access the library databases from off campus if you have Internet access. For more information, go to <http://www.lib.ucdavis.edu>.

IT Express

IT Express is the university's service center for technology. It's the place you go to set up your computing and e-mail accounts, get help connecting

to the university's servers, or just for troubleshooting your technology challenges. IT Express is located in room 182, Shields Library. For a list of services, go to <http://itexpress.ucdavis.edu/about>.

Internet Connection

All students are given free dial-up connection to the university which enables you to access the Internet for free. The software for this connection and other computing tools are included with the UC Davis Internet Tools CD, available at free of charge IT Express, located in Shields Library Room 182. Go to <http://itexpress.ucdavis.edu/online> for more information.

MyUCDavis/SmartSite

MyUCDavis and SmartSite integrate several UC Davis Web applications and online services into one convenient and secure location. After logging in, the system will recognize you as a faculty member, student, or staff member and present you with information, tools, and resources of special relevance to your job functions or academic pursuits. You can access your e-mail, student records, financial aid, transcripts, Web-based course management, and other tools.

MyUCDavis (<http://my.ucdavis.edu>) will be phased out during 2007-2008 and students should be transitioning to SmartSite (<https://smartsite.ucdavis.edu:8443/portal>).

Community of Science

Community of Science (<http://cos.com>) is a Web-based tool that UC Davis and many other institutions subscribe to. The service is free to you as a UC Davis student. You can create a professional vita online as a Web page, search for funding, and find other experts in your field who also use Community of Science.

LEARNING AND PROFESSIONAL DEVELOPMENT RESOURCES AND PROGRAMS

Though most of your learning and professional development may take place through your graduate program and your relationship with your major professor, the university knows that there are some services graduate students need that cannot be provided through a graduate program. Here are a number of resources available to UC Davis students. For more information on each one, visit their Web sites or their offices.

Cross-Cultural Center

The Cross-Cultural Center (CCC) fosters a multicultural community through education and advocacy regarding systematic group oppressions, ethnic and cultural diversity, and establishing an environment of cross-cultural learning and exchange for the entire campus. Ethnic-themed rooms (Asian/Pacific Islander, Native American, African American and African, and Chicana/o and Latina/o) provide space to meet, work, interact, and study.

The CCC serves as a community center for the students, faculty, and staff at UC Davis. It supports student success by offering academic, leadership, cultural and social resources, educational programs, student internships, funding opportunities and knowledgeable staff. For more information, go to <http://ccc.ucdavis.edu>.

Lesbian, Gay, Bisexual, Transgender Resource Center

The Lesbian, Gay, Bisexual, Transgender Resource Center (LGBTRC) is housed in the University House Annex. The LGBTRC is an open, safe, inclusive

space and community that promotes education about all genders and sexualities, as well as space for self-exploration of these identities. It is a dynamic, responsive organization that serves the UC Davis and surrounding region by providing a comprehensive range of programs and services, outreach and advocacy. Inherent in this mission are the values of respect, pride and unity for all individuals. Go to <http://lgbtcenter.ucdavis.edu>.

GradLink

GradLink is a Web publication and a weekly electronic newsletter coordinated through the Office of Graduate Studies. *GradLink* offers information on upcoming social and professional events for graduate students and postdoctoral scholars, and highlights resources available to you. Go to <http://www.gradstudies.ucdavis.edu/publications/gradlink>.

You might receive the weekly *GradLink* e-mail automatically through your Graduate Program Coordinator. If not, you can ask to be a *GradLink* subscriber by sending an e-mail request to gradlinkeditor@ucdavis.edu. Type “SUBSCRIBE ME” in the e-mail subject line and include your first and last name in the text of the message.

Graduate Academic Achievement and Advocacy Program (GAAAP)

The GAAAP program finds graduate mentors to help recruit UC Davis undergraduates of color to graduate school at UC Davis. Located at 16 South Hall, it is a student-initiated and student-run program. Graduate student mentors are chosen based on availability, career objectives, research interests, and demonstrated experience working with culturally diverse students. Quarterly stipends will be provided to those graduate students meeting the program requirements. For further information

and to schedule an interview, please contact the GAAAP representative from the Student Recruitment and Retention Center (<http://spac.ucdavis.edu/programs/srrc>).

Internship and Career Center

The Internship and Career Center (ICC) provides career development services for all graduate students at UC Davis. Career coordinators provide confidential one-on-one career advising and guidance for academic careers, careers in the public or private sectors and other options. Services also include career development workshops on CV writing, career options, transferable skills, applying and interviewing for faculty positions, and many other topics relevant to those with an advanced degree. The Career Opportunities and Careers in Higher Education Colloquiums are offered winter quarter and provide exploration of career opportunities in a variety of fields both inside and beyond academia.

The annual Pathways Career Symposium held in the spring and co-hosted by Graduate Studies, assists graduate students and postdoctoral scholars with career development through a day of panel discussions and workshops. The ICC maintains a placement file service for credential and graduate students. Letters of recommendation are distributed upon request for academic and K–12 positions through this service. A variety of Web-based resources geared specifically for graduate students and postdocs can be found at <http://icc.ucdavis.edu>. For an appointment or more information, please contact the Graduate Student and Postdoctoral Career Services assistant at (530) 752-7841.

Professional Development Series

The Professional Development Series (PDS) provides a variety of

training opportunities on professional development topics of interest to graduate students and postdoctoral scholars. PDS is offered by Graduate Studies and co-sponsored by other UC Davis units.

Workshops are free and registration is not required. For more information, go to <http://gsps.ucdavis.edu/pds>.

Washington D.C. Program

The UC Davis Washington Program gives qualified graduate students the opportunity to live, work, and conduct research in our nation's capital for an entire academic year or the summer.

During the school year graduate students work and are paid as TAs for a research seminar taught at the UC Washington Center located in downtown D.C. and within walking distance of Georgetown University and the White House. Depending on space availability, graduate students may also live at the UC Washington Center with the undergraduate students enrolled in the program (but choose to live in town). A generous housing reimbursement has been provided to graduate student fellows in the past.

To be eligible, students must not have reached their 15-quarter TAing limit and must also be able to show how their research will benefit from a year spent in Washington D.C. Graduate students can also live and intern in D.C. during the summer with the UC Davis Washington Program. Students receive a \$4,000 stipend for a 10-week period and are required to work at a substantive internship during that period. Washington Program staff on campus are available to help graduate students find appropriate internships. For more information about the program and the application process drop by

the Washington Program offices on the second floor of South Hall, call the Washington Program Coordinator at (530) 752-6652, or visit the Washington Program Web site at <http://washingtonprogram.ucdavis.edu>.

Learning Skills Center

The Learning Skills Center offers academic support for all students – group and individual services in reading, writing, English as a second language, science, mathematics, and study skills; pre-arranged, ongoing group tutoring in mathematics and science courses, as well as drop-in tutoring in mathematics, science and writing; and pre-arranged, ongoing one-to-one tutoring in writing. Staff include experienced professionals in various disciplines who provide direct services to students and training for the center's paid peer tutors. All services are free to registered UC Davis students. See <http://www.lsc.ucdavis.edu> for more information.

Professors for the Future

Professors for the Future is a year-long competitive fellowship program designed to recognize and develop the leadership skills of outstanding graduate students and postdoctoral scholars who have demonstrated their commitment to professionalism, integrity, and academic service. This program is sponsored by the Office of Graduate Studies and focuses on the future challenges of graduate education, postdoctoral training, and the academy. Professors for the Future (PFTF) is designed to prepare UC Davis doctoral students and postdoctoral scholars for an increasingly competitive marketplace and a rapidly changing university environment. For more information, contact the Associate Dean for Students in Graduate Studies, or go to <http://www.gradstudies.ucdavis.edu/pftf/index.html>.

Reentry Student Services

Reentry Student Services offers support and assistance to graduate students who are 30 or older, or student parents. The Reentry Student Services office provides students with information and referrals to a network of campus services.

Reentry Student Services, in cooperation with the Reentry/Transfer Resource Network and the reentry student club (OARS), sponsors special programs and activities for reentry students. For more information, visit the Reentry Center in TB 98, call (530) 752-4441, or go to their Web site at <http://reentry.ucdavis.edu>.

Student Disability Center

UC Davis is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the Student Disability Center (SDC). The SDC is staffed by professional disability specialists with expertise in various areas of disability: learning, vision, hearing, medical, psychological, and mobility. These professionals each work with an assigned caseload of students, determining their eligibility for academic accommodations and ensuring the provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus. Go to <http://sdc.ucdavis.edu>.

Teaching Resources Center

The Teaching Resources Center offers a number of services for evaluation and improvement of teaching, professional development of graduate students and professors, test scoring, teaching technology, and Web-based course management. It also offers a collection of teaching resources available to instructors and teaching assistants.

They also administer the Chancellor's Teaching Fellowship. To find out more call (530) 752-6050 or go to <http://trc.ucdavis.edu/trc>.

Veterans Affairs Office

The Veterans Affairs Office assists veterans, reservists or dependents of a disabled or deceased veteran. The office certifies course attendance to the Department of Veterans Affairs and processes Cal-Vet Fee Waivers. It also provides information about benefit eligibility and tutorial assistance, as well as advice about the GI Bill and educational benefits. To initiate a benefit claim, contact the office and complete the necessary paperwork. The Veterans Affairs Office is located at 107 South Hall and can be reached at (530) 752-2020. Visit them online at <http://advisingservices.ucdavis.edu/student-services/veterans>.

Women's Resources and Research Center

The Women's Resources and Research Center (WRRC) offers graduate women academic and personal resources through the Graduate Outreach Intern and professional staff. In addition to holding drop-in office hours, the intern coordinates the Graduate Women's Network, a great way to connect with other graduate women, discuss concerns and learn how to navigate graduate school. The Center helps women of diverse backgrounds achieve their intellectual, professional and personal goals, and advocates for women's full inclusion, equality and advancement. The WRRC offers an extensive library, educational programs, advising and referrals, academic support, a welcoming space, and a caring, accessible staff. For more information on the WRRC's wide range of programs and services, call (530) 752-3372 or stop by 113 North

Hall. Visit their Web site at <http://wrrc.ucdavis.edu>.

Resources for International Students

Services for International Students & Scholars (SISS) seeks to promote the globalization of UC Davis and represents the interests and concerns of approximately 2,300 international students, faculty, and researchers – and their accompanying family members – who come to UC Davis each year. SISS provides orientation, assistance, information, and referral to international students, faculty, and researchers regarding financial, personal, cultural, and academic concerns. SISS assists international students and scholars with maintaining their legal status while within the U.S. and can provide expert advice regarding U.S. immigration regulations and help with any problems that relate to visa status. SISS also assists academic departments that seek to invite and employ international faculty and researchers. For more information, go to <http://siss.ucdavis.edu>.

41

PART 5: LIFE AND BALANCE IN DAVIS

Can you have a life in graduate school? More research is needed before a conclusion can be drawn. However, we propose you try to answer it for yourself by finding ways to achieve some balance, keeping things in perspective, and having fun. This section presents a number of resources and programs available to you in Davis.

HOUSING

Housing in Davis can be hard to find. We suggest that you start your

housing search early. Most leases are for a one-year term and turn over on September 1. The local paper, the *Davis Enterprise*, lists vacancies at <http://www.davisenterprise.com>. Craigslist.org (<http://sacramento.craigslist.org>) is a free online service that includes housing listings for the Greater Sacramento area. The daily campus newspaper, *The California Aggie* (<http://www.californiaaggie.com>) is also a good resource for finding housing. The university offers housing resources as well:

Student Housing

If you are single, married, or a student with a minor child, you are eligible to live in Orchard and Solano Park apartments. These apartments are University-operated one- and two-bedroom unfurnished units. Vacancies are filled from chronological waiting lists and students with children are given first priority to move into vacant apartments. For more information or to request an application, please call (530) 752-2033, e-mail studenthousing@ucdavis.edu, or go to <http://www.housing.ucdavis.edu/Parks/default.htm>.

Additional on-campus, privately-owned and managed housing is available. Russell Park offers one-, two-, and three-bedroom unfurnished apartments. The complex includes a child-care facility for student families. The Atriums offers studio and two-bedroom unfurnished units for single graduate students. Call (530) 753-7322 for more information on Russell Park or The Atriums.

Community Housing Listing

The Community Housing Listing service is offered by the ASUCD (undergraduate student government) but is available to all UC Davis students and other Davis community members. You can access the service at <http://chl.ucdavis.edu>.

TRANSPORTATION

There are numerous ways to get to campus and around Davis. By far the most popular and cost-effective are riding a bicycle and taking the Unitrans buses. Other options include buying quarterly or yearly parking permits from TAPS (Transportation and Parking Services), or taking your chances and buying daily permits. Lower-cost quarterly permits may be available for remote parking lots.

Davis: The Bicycle Capital of North America

You may have thought your bike riding days were long gone. But as you've probably noticed, the bicycle is alive and well and by far the most popular mode of transportation in town and on campus. Nearly everyone rides a bike in Davis! It is fast, convenient, popular and economical – plus, the mild climate and flat surfaces allow year-round riding. Davis has made special efforts to assure you a safe ride on its streets. The ease and convenience of using a bike goes without saying, and you will have safe and uncomplicated use if you take certain precautions and follow basic rules: always obey traffic laws, use lights for night travel, and wear a helmet.

Get a Bike (and a helmet and light)

If you are going to ride a bike, please protect yourself by wearing a helmet. In addition, you'll need to purchase a bike light, which is required by law for night riding. There are several bicycle shops in Davis where you can purchase new and used bikes and accessories, or have your bike repaired. The ASUCD Bike Barn, located next to the Silo Union, sells new and used bikes and offers a variety of rental bikes. The local papers and the *California Aggie* are always full of offers of used bikes for

sale. In addition, in the fall and spring TAPS holds auctions where hundreds of abandoned, unclaimed bikes are sold for bargain basement prices. (Parents, please be aware that children under 18 are required by law to wear a helmet while biking.)

License Your Bike

All bicycles operated on campus are required to have a current California State Bicycle License. Licensing helps deter theft and increases your chance of recovering your bike if it is stolen. Licenses are available at TAPS Monday through Friday, 8:00 a.m.-5:00 p.m. They are also available at several bike shops downtown. A new license costs \$8, a renewal is \$4 and both are valid for up to three years. Go to <http://www.taps.ucdavis.edu> for more information.

Lock Up Your Bike

Bike theft is probably the most common crime in Davis. This means you should lock up both at home and on campus. And get a good, solid lock. Don't leave your bike on campus during weekends and holidays. Exercise common sense in the care and custody of your bike and you'll reduce your risks of loss. If your bike is stolen on campus, call the university police at (530) 752-1230. If it's stolen in the city, call the Davis police at (530) 747-5400.

Park With Care

With thousands of bicycles on campus daily, it is important that you park only in designated areas. Bikes parked outside of established bike parking areas are subject to impound and fines. Bikes may only be locked to bike racks or other bike parking devices. Go to <http://www.taps.ucdavis.edu> for more information.

Take Good Care of Your Bike

There are bicycle maintenance services available on campus. The ASUCD Bike Barn offers parts, tires, accessories, and

bike mechanics who can fix your bike or help you with a do-it-yourself project. There is also an air hose located outside the shop. Call (530) 752-2575 for more information.

For a copy of the Davis Bike Map, go to <http://www.ae.ucdavis.edu/Docs/INFO/bikemap.pdf>. In addition to showing all the bike paths, bike lanes, bike shops and other special bike facilities in Davis, the map has a wealth of tips, resources and safety information. Go to <http://www.taps.ucdavis.edu> for more information.

Transportation and Parking Services

Transportation and Parking Services facilitates the access and mobility needs of the campus community through coordination between TAPS units and other campus departments and non-university entities, and ensures that services are provided in a professional, efficient, and service-oriented manner. For information on parking services, including maps and rates, see the TAPS Web site at: <http://www.taps.ucdavis.edu>, Parking.

Unitrans

The Unitrans bus system is a cooperative arrangement between the university and the city of Davis. Undergraduates can get on the bus by showing their registration cards because they pay for Unitrans through student fees. Graduate students, however, do not pay those fees, so they must pay per ride. You can purchase a quarterly bus pass, or a book of 10 or more rides, in order to bring the cost down, or you can carry change in your pockets every day. For information on fares and schedules, see the Unitrans site at <http://unitrans.ucdavis.edu>.

Berkeley Bus

The Intercampus Bus service provides transportation between the UC Davis and Berkeley campuses for faculty, staff and students. There are two round trips daily, Monday through Friday. The bus service may not be used for commuting to a place of non-university employment or by non-university personnel. Reservations are recommended.

The bus picks up and delivers passengers at the Library receiving dock on the south side of Shields Library on the Davis campus. In Berkeley the pick up/drop off area is the West Gate entrance. For more information, go to <http://www.fleet.ucdavis.edu/buses>.

UCD/UCDMC Shuttle

The UCD/UCDMC Shuttle is a service for persons affiliated with the University of California, including faculty, staff, students, interns, volunteers, patients, and visitors. There is a charge for commuting staff, faculty and students to ride the shuttle either with a one-way ticket or monthly pass purchased in advance (credit cards are not accepted). For more information, visit <http://www.taps.ucdavis.edu>, Alternative Transportation.

Transitpool

The University of California, Davis Transitpool Program is administered through TAPS. Participation is available to all staff, faculty, and students of UC Davis wishing to use public transit as their main form of commuting to campus. Participants may not possess a campus parking permit. Participants receive a discount on the purchase of monthly, quarter, and half-quarter passes. For the current discounted rates, call (530) 752-5435. To enroll in the program, complete an Alternative Transportation application, found at <http://www.taps.ucdavis.edu>.

FAMILY RESOURCES

Health Coverage

Due to rising insurance costs, the university can no longer provide dependent health insurance coverage. Cowell Student Health Center Insurance Services offers information and counseling to help evaluate dependent health insurance options and to facilitate transitions to alternative plans. Insurance Services can be reached at (530) 752-6055 or go to <http://healthcenter.ucdavis.edu/insurance/dependents>.

Child Care and Family Services

UC Davis offers a number of child care options and resources, including child care grants. For information about community and campus child care, early education programs, services for school-age children, financial assistance, health insurance, breast-feeding support, and other family services, see the “Child Care and Family Services” section of the General Catalog, or go to http://www.hr.ucdavis.edu/Work_Life. The City of Davis also offers child care resources through its Web site at <http://www.city.davis.ca.us/pcs/childcare>.

MENTAL AND PHYSICAL HEALTH

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) offers short-term, confidential individual and group counseling, crisis intervention, psychological and psychiatric assessment, and psychological testing for students with educational, career, emotional, personal, cross-cultural, and social concerns; conducts psycho-educational programs for psychological, multicultural, and interpersonal issues for members of the campus community; consults

with faculty and staff on student needs, including students in crisis and disruptive students; assists in enhancing communication between individuals and groups; and trains peer counselors, pre-doctoral and postdoctoral psychology interns, psychology practicum students, and psychiatry residents. CAPS services are funded through student registration fees. Professional staff includes an ethnically diverse group of psychologists, psychiatrists, and social workers. Go to <http://caps.ucdavis.edu> for more information.

Cowell Student Health Center

The Cowell Student Health Center offers resources to help students stay healthy and successfully achieve their academic goals. This on-site clinical facility is available to all registered UC Davis students. Cowell Student Health Center staff include board-certified physicians, nurse practitioners, registered nurses, therapists, dietitians and health educators.

Student registration fees subsidize the health center, which allows services to be provided to students at low rates. CSHC is available for preventative, self-care, primary care and specialty care services. Urgent care and same-day services are also available depending on the severity of the health problem. For student convenience, an in-house pharmacy, diagnostic laboratory, x-ray facility and insurance services are also available.

For more information about Cowell Student Health Center, visit <http://healthcenter.ucdavis.edu>.

EXERCISE AND ADVENTURE

Intramural Sports and Club Sports

Intramural Sports

The Intramural Sports (IM) program offers students more than 30 diversified activities ranging from the traditional team sports like football, volleyball, basketball, softball and soccer, to individual or dual sports such as golf, racquetball, and table tennis. Additionally, some non-traditional activities, like innertube water polo, floor hockey, and Quickball (our version of Wiffleball), are offered throughout the year.

Sports with leagues specifically designated for graduate students, staff and faculty include volleyball, soccer, basketball, and softball. Graduate students are invited to play in either grad/staff/faculty leagues or in leagues with undergraduates. All current, full registration fee-paying UC Davis students are eligible to participate in intramural activities. The majority of the activities are free, however there are a few sports that require an entry fee for participation. To sign up for IM Sports (either as an individual or a team) just stop by the IM Sports Entry Desk, in the Activities and Recreations Center Pavilion, at the beginning of each quarter and the IM staff will get you set to play. For more information, go to <http://imsports.ucdavis.edu/intramural/index.php>.

Sport Clubs

The UC Davis Sport Clubs program offers a variety of sporting activities that meet the needs and interests of UC Davis students, faculty and staff. While the Intramural Sports and Sport Club program administers the overall program, each club is formed, developed, directed, and controlled by its members within university guidelines.

Competitive and recreational clubs exist for both men and women. Competitive clubs concentrate their efforts on collegiate or extramural competition, while recreational clubs concentrate on activities that emphasize recreation and skill development.

UC Davis students who pay full registration fees and faculty and staff with an appointment of .50 FTE or more are eligible for membership in the Sport Clubs program. For more information, go to http://imsports.ucdavis.edu/sport_clubs/index.php.

Outdoor Adventures

Outdoor Adventures provides instruction and offers classes, excursions, clinics and equipment rentals in backpacking, rock climbing techniques, white water rafting, kayaking, mountaineering, cross-country skiing, and other outdoor sports. Services include equipment rental, activity organization, and guided trips. The Equestrian Center offers riding instruction, trail rides, horse shows and clinics – and supervises team sports and intercollegiate competition. Volunteer and student employment opportunities are available in both programs. For more information, go to http://imsports.ucdavis.edu/outdoor_adventures/index.php.

Activities and Recreation Center

The Activities and Recreation Center (the ARC) hosts many recreational activities for UC Davis students, faculty and staff. During the summer, graduate students must pay to use the ARC unless enrolled in Summer Session.

The ARC has four indoor basketball courts (convertible to host volleyball and badminton), eight four-wall courts, a multi-use activity center (MAC), indoor running track, large fitness/

weight areas, an indoor climbing wall, wireless computer connections, a food service area, and the Health and Wellness Center. In addition, the complex includes group exercise, dance and martial arts studios, student lounges with computer terminals and wireless access points, a large ballroom and a conferencing center. The Pro Shop, run by the UC Davis Bookstore, offers snacks, school supplies, and other UC Davis paraphernalia. For more information about the ARC, go to <http://campusrecreation.ucdavis.edu>.

Memorial Union Programs and Campus Recreation

Memorial Union Programs and Campus Recreation provides opportunities to learn, lead and serve through a variety of recreational experiences. Graduate students have rated the Memorial Union Programs and Campus Recreation activities among the highest of all Student Affairs programs. MU Cultural Programs presents lectures, films and musical performances. The MU Art Gallery exhibits contemporary and historical art. The MU Music and Periodicals Center maintains a library of music, current periodicals and newspapers. MU Campus Information Center staff is trained to refer graduate and professional students to resources that provide programs and services specifically geared to meet their needs both on and off campus. Go to <http://campusrecreation.ucdavis.edu> for more information.

Aquatic Programs

The Recreation Pool, open from April through mid-October, offers recreational swimming, adult and youth swim lessons, and family nights. During the academic year, admittance is free to all UC Davis students with a current registration card. During the summer,

graduate students must pay to use the ARC unless enrolled in Summer Session. Family passes are available at a reduced rate.

Hickey Pool is open for lap swimming. Admittance is free to all UC Davis students with a current registration card. Call (530) 752-1706 for current information.

CREATIVE OUTLETS

Craft Center

The Craft Center provides a gallery, library, studio space, equipment and instruction in 35 craft areas. Students may sign up and pay for individual classes of their choice. Registration is at the beginning of the quarter, and classes fill up quickly, so look for the new offerings in the quarterly catalog or on the Web site at <http://campusrecreation.ucdavis.edu/crafts/index.php>.

Experimental College

The Experimental College (EC) offers a diverse selection of courses not available in the general UC Davis curriculum. Programs offered at the EC support a non-competitive learning environment in order to foster personal growth. Most instructors are members of the Davis city and campus communities, and most courses are held on campus or in local studios. The EC is located on the second floor of the South Silo. The Experimental College catalog comes out at the end of each quarter with course offerings for the following quarter and is available on the ASUCD Web site at: <http://asucd.ucdavis.edu/experimentalcollege/index.cfm>.

The EC also coordinates an organic community garden. For 20 years, the garden has provided a place for students and non-students alike to grow their own vegetables, meet other gardeners, and watch the beautiful Davis sunsets.

Student Publications and Other Displays of Creativity

There are a number of places for you to publish your own creative works. These include:

- *Vox Feminista*, organized by the Women's Center. Visit the Women's Center Web site at http://wrrc.ucdavis.edu/inv_act.html, or e-mail voxfeminista@yahoo.com.
- *The California Aggie* (<http://www.californiaaggie.com>), the daily undergraduate student newspaper, accepts submissions from students.
- The Ellen Hansen Memorial Prize offers a venue to show women's works of art of all different media. Contact the Women's Center (http://wrrc.ucdavis.edu/inv_act.html) for information.
- For the artist in you, the GSA Lounge (located on the second floor of the South Silo) offers a place to display graduate student works of art, whether or not you are an arts student.
- Other GSA publications are occasionally organized by graduate students who receive a GSA Special Projects award. You can submit works to one of these publications, or you can apply to organize one yourself.

Arts and Entertainment

UC Davis has many opportunities for arts, entertainment, and cultural events. From the campus galleries, to the music and drama departments, to the wide variety of events at the Mondavi Center, there's something for everyone. And, usually, students get in for half price. To check out the many programs and venues available to you, go to http://www.ucdavis.edu/arts_culture.

GET CONNECTED SOCIALLY

In some cases, graduate study can breed social isolation. Social connections are important to your mental health, as well as to your professional development.

There are several ways to get connected with students and faculty within your own program, as well as connect with students from across the disciplines on campus.

Graduate Student Association (GSA) The UC Davis Graduate Student Association (GSA) is a student-driven representative body linking students of diverse graduate programs. Funded by graduate student fees, GSA provides services to graduate students and protects and promotes their interests at all levels of university administration. Regularly enrolled graduate students, professional students in the Graduate School of Management, and professional students in the teaching credential program are automatically GSA members. Other professional students and graduate students on Filing Fee status can join GSA by paying the GSA quarterly fee (\$12).

GSA Bagel-Donut Day

Every Friday morning while school is in session, GSA offers donuts, bagels, coffee and tea in a designated location on campus. It's a good way to meet graduate students from other departments. For more information, go to <http://gsa.ucdavis.edu/coffee-bagel-donut-day/view>.

GSA Orientation Fund

Orientation Funds are provided through GSA to eligible graduate student groups who want to organize orientation activities for their incoming students. These are student-organized events, not the orientation provided by your graduate program staff and faculty.

Orientation funds are distributed on a reimbursement basis. After hosting an orientation activity, GSA representatives seeking orientation funds must submit an “Orientation Fund Application” along with copies of their receipts to document their spending. The deadline for this application is in late October. Exact reimbursements are calculated soon after the deadline, with checks being distributed in December to the graduate group’s administrator (typically the department’s MSO). For more information, go to <http://gsa.ucdavis.edu/funding>.

GSA Department Fund

The GSA Department Fund comes from your GSA fees and was established to promote cultural and professional activities for all students within graduate degree programs and to encourage participation in the GSA Assembly. One third of the GSA’s Department Fund is distributed to eligible graduate student groups each quarter. If your graduate group is represented in the GSA, you will automatically receive department funds each quarter. If your graduate student group is not represented, you’re wasting your money. For more information, go to <http://gsa.ucdavis.edu/funding>.

Cross-Disciplinary Connections

Someone once advised a group of graduate students that the best things you can do for your personal well-being in graduate school is to find friends outside your department, and keep them. Here are some ways you can do that:

GradLink

The quarterly *GradLink* publication, which is specifically for graduate students, can be found online at <http://www.gradstudies.ucdavis.edu/publications/gradlink/index.html>. In addition, there is

a weekly electronic *GradLink* newsletter that is e-mailed to programs. You’ll want to review *GradLink* for special courses and events that may be of interest to you, as well as graduate student accomplishments and a jobs link.

You can also organize an event for graduate students and advertise it through *GradLink* (your group must be officially registered as a student organization through the Student Programs and Activities Center).

Dialogue with the Dean

The Dean of Graduate Studies hosts an open dialogue each quarter. It is intended to facilitate a more focused discussion with Dean Gibeling and other university administrators. Each quarter the event addresses a different topic of interest to graduate students, providing an opportunity for students to ask questions, express concerns and receive valuable information through informal discussions with the Dean. The conversations typically occur over a provided dinner. Faculty and staff are welcome, and graduate students from all programs are especially encouraged to attend these quarterly dialogues. Dates and locations are announced in *GradLink*.

Dean’s Social

The Dean of Graduate Studies hosts a social once a year. This is a good opportunity to meet other students as well as staff in Graduate Studies. Dates and locations are announced in *GradLink*.

PRINCIPLES OF COMMUNITY

UNIVERSITY OF CALIFORNIA, DAVIS

The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and also affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

49

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.

April 20, 1990; reaffirmed 1996, 2001.

For additional information, go to <http://principles.ucdavis.edu>.

Office of Graduate Studies
250 Mrak Hall
(530) 752-0650
<http://www.gradstudies.ucdavis.edu>

Graduate Student Association
253 South Silo
(530) 752-6108
<http://gsa.ucdavis.edu>

Office of Student Affairs
476 Mrak Hall
(530) 752-2416
<http://studentaffairs.ucdavis.edu>