The University of California, in accordance with applicable federal and state law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy*, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. The UC Davis sexual harassment policy may be viewed at http://manuals.ucdavis.edu/PPM/380/380-12.htm. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University’s student-related nondiscrimination policies may be directed to Student Judicial Affairs at (530) 752-1128; or Wendi Delmendo, Title IX Officer, (530) 752-9466.

*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
# TABLE OF CONTENTS

Welcome to UC Davis, 6
Principles of Community, 7
How to Use This Guide, 8

**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**
- Registration
  - How to Register
  - Late Registration
  - How Many Units Should I Take?
- Part-Time Status
- Adding/Dropping
- Intercampus Exchange

**Taking a Break, 12**
- Withdrawal
- Readmission
- Planned Educational Leave Program (PELP)
- Filing Fee

**In Absentia Registration, 14**

**International Student Requirements and Information, 14**
- Enrollment Requirements for New International Students

**PART 2: FEES AND FINANCES**

**The Graduate Student Budget, 15**

**The University Bill, 16**
- Getting the Bill
- Paying the Bill

**Graduate Fees, 16**
- Quarterly Fees
- University of California Student Health Insurance Plan
- Nonresident Supplemental Tuition
- One-Time Fees
# TABLE OF CONTENTS

California Residency for Tuition Purposes, 18
- How is Residency determined?
- How do I establish residence?
- When can I petition to change my residency status?

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, 23
- Work-Study
- Loans
- Travel Grants for Presentations and Networking
- Your Major Professor
- Your Graduate Program
- Graduate Studies
- Graduate Student Association
- Others

Resources for Financial Crises, 25
- Assistant, Short-Term, Emergency Loans Through the Financial Aid Office
- Assistance With Filing Taxes

## PART 3: GETTING THE DEGREE

What to Expect from Your Graduate Experience, 25
- Objectives for Graduate Education
- Mentoring Guidelines
- Dean Witter Fund

Requirements of the Advanced Degrees, 27
- 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, 29
- Standards of Scholarship
- Repeated Courses
- Satisfactory, Unsatisfactory (S/U) Grading
- Incompletes
# TABLE OF CONTENTS

Ethics in Authorship, 30

Warnings, Probation and Disqualification, 30

- Academic Probation
- Disqualification
- Unsatisfactory Progress/Probation/Disqualification
- Appeals

Making Changes, 31

Commencement, 31

## PART 4: CAMPUS RESOURCES

### Your Mental and Physical Health, 31

- University of California Student Health Insurance Plan
- Student Health Services
- Counseling and Psychological Services

### Advocacy Resources, 32

- Resources Within Your Graduate Program
- Resources Outside Your Graduate Program
- Advocating For Yourself

### Information Resources and Technology, 35

- University Libraries
- IT Express
- Internet Connection
- MyUCDavis
- SmartSite
- Community of Science

### Learning and Professional Development Resources and Programs, 36

- Cross-Cultural Center
- Lesbian, Gay, Bisexual, Transgender Resource Center
- GradLink
- Graduate Academic Achievement and Advocacy Program
- Internship and Career Center
- Professional Development Series
- Washington D.C. Program
- Student Academic Success Center
- Professors for the Future
- Reentry Student Services
- Student Disability Center
- Center for Excellence in Teaching and Learning
- Veterans Affairs Office
- Women’s Resources and Research Center
- Resources for International Students
# Table of Contents

## PART 5: LIFE AND BALANCE IN DAVIS

### Housing, 39
- Student Housing
- Community Housing Listing

### Dining, 39

### Transportation, 40
- Davis: Famous for Bikes
- Get a Bike (and a helmet and light)
- Transportation and Parking Services
- Unitrans
- Berkeley Bus
- UC Davis/UC Davis Medical Center Shuttle
- Other Regional Public Transportation
- Alternative Transportation

### Family Resources, 42
- Health Coverage
- Child Care and Family Services

### Exercise and Adventure, 42
- Activities and Recreation Center
- Memorial Union Programs and Campus Recreation

### Creative Outlets, 43
- Craft Center
- Interdisciplinary Graduate and Professional Student Symposium
- Experimental College
- Student Publications and Other Displays of Creativity
- Arts and Entertainment

### Social Connections, 44
- Graduate Student Association
- GSA Bagel-Donut Day
- GSA Orientation Fund
- GSA Department Fund
- GSA Special Projects Fund
- Cross-Disciplinary Connections
- GradLink
- Dialogue with the Dean
- Facebook and Twitter
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 a Davis student 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.

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

Ethan Evans
Chair, Graduate Student Association

Rich Shintaku, Ph.D.
Interim Associate Vice Chancellor, Student Affairs
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.

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.

For additional information, go to http://principles.ucdavis.edu.
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 introduces you to the Campus Resources, including information resources and technology, resources inside and outside of your program, and learning and professional development resources and programs.

Part 5 is titled Life and Balance in Davis, and it gives you inside information on the resources for living in Davis – housing, childcare, 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://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 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 Center for Excellence in Teaching and Learning to receive a TA Handbook and a brief, individualized orientation. Contact the center at (530) 752-6050 or visit http://cetl.ucdavis.edu.
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://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. Receive federal, state or university financial aid, i.e. loans and grants.
4. Take the Master's Comprehensive Examination or the Ph.D. Qualifying Examination.
5. 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 number, Kerberos username and passphrase. Most likely your graduate program will tell you how and when to get your student ID, passwords, e-mail accounts, etc. In case they don’t, here’s the general information:
- Get your student ID by going to the Carding Office (in the Memorial Union), 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. 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 username and passphrase.

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 $110 late fee.

After registration is officially closed, you must petition the dean of Graduate Studies for permission to register. If you did not register by the 10th day of instruction, then the registration system (SISWEB) shuts down for you. You will not be allowed to register on SISWEB. At this point the following is required: an e-mail/memo from the graduate program faculty adviser authorizing activation. This memo should include a PTA number for just one course (including the number of units if it is variable) and a statement that fees will be paid (either personally or by the department). This must be sent directly to Graduate Studies by the department or brought into Graduate Studies by the student. Only Graduate Studies has the authority to approve late registration. If approved, Graduate Studies will send authorization to the Office of the University Registrar. The Office of the University Registrar will re-activate the term, register the course associated with the PTA and assess fees. Once re-activated, the student can use SISWeb for additional schedule adjustments.

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
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://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 Students for action. Petitions may be submitted until the week of final examinations, but late drops are usually not approved.

A $3 fee for the late drop will be charged to your account. After the Office of Graduate Studies issues you a Permission to Drop number, you have three calendar days to use the number (it will expire at the end of the third day). Permission to Drop numbers issued within three days of the deadline must be used by the deadline.

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. The Intercampus Exchange Program Application may be obtained online at [http://gradstudies.ucdavis.edu/forms](http://gradstudies.ucdavis.edu/forms) and should be filed with the Office of Graduate Studies at least five 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. You must be enrolled in coursework or research units at UC Davis at the same time as you are enrolled in units through Intercampus Exchange and the combined units should be equivalent to at least 12 quarter units.

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.

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.

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 degree requirements in existence at the quarter of readmission.
Withdrawal
Leaving the university during a quarter entails obtaining a withdrawal petition from the Office of the University Registrar, having it approved as directed, and filing it with the Office of the University Registrar. Failure to follow this procedure may result in an “F” grade for each course in which you are enrolled.

Cancellation/Withdrawals are subject to the Schedule of Refunds. The Schedule of Refunds is available at http://registrar.ucdavis.edu/csrg/refunds.html.

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://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. The $70 processing fee must be paid to the Cashier's Office prior to submitting the form to Graduate Studies. The Cashier's Office will validate your form as proof of payment.

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/students.cfm.

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 or to clarify educational goals. PELP may be approved for a maximum of three quarters over the entire time a graduate student is at UC Davis. An extension can be requested, pending approval from the dean.

The approval of your graduate adviser on the PELP e-mail guarantees you readmission for the quarter specified. 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.

PELP petitions are subject to the Schedule of Refunds. The Schedule of Refunds is available at http://registrar.ucdavis.edu/csrg/refunds.html.
Students may not hold any student appointment including Graduate Student Researcher, Teaching Assistant, Reader or Associate In _ while on PELP.

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 appropriate Student Affairs Officer 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://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 only when all of your coursework and research have been completed, your thesis or dissertation is in final draft form and you no longer need to use campus facilities. Forms are available online at  http://gradstudies.ucdavis.edu/forms.

Students on Filing Fee status may hold an academic appointment for one quarter only.

Graduate Studies will approve Filing Fee status for one quarter only. Requests for a one quarter extension will be considered by the Associate Dean for Graduate Students on a case-by-case basis and will only be approved in exceptional circumstances. Requests for more than two quarters of filing fee will not be approved.

IN ABSENTIA REGISTRATION
The Fee Policy for Graduate Student In Absentia Registration promotes continuous enrollment of graduate and professional degree students by providing an appropriate enrollment incentive. The policy recognizes that these students may need to perform work away from the university but seeks to minimize the number of students who allow their registration status to lapse. Both the eligibility criteria and reduced fee level are predicated on the fact that students undertaking approved coursework or research outside of California have access to substantially fewer instructional resources and student services than do students who reside within the state, and should therefore qualify for a meaningful fee reduction.

All students pursuing doctoral or master’s degrees in academic disciplines as well as those pursuing professional master’s or doctoral degrees are eligible for the fee reduction. Students in self-supporting graduate programs are not covered by this policy.

For more information and eligibility criteria, go online to http://gradstudies.ucdavis.edu/students/in_absentiaFAQs.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 website at http://siss.ucdavis.edu 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.

Graduate students must enroll in a minimum of 12 units but not more than 16 units each quarter, as required by the Office of the President and Academic Senate regulations (UC Regulations, Ch. 3.1.72). Exceptions are made for part-time students, international students with prior approval from SISS, and students with special circumstances.

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 Linguistics Department 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. Applicants with TOEFL scores of 110 or greater on the TOEFL iBT test will not be required to take the ESL examination.

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://linguistics.ucdavis.edu/esl-instruction for more information.

**PART 2: FEES AND FINANCES**
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 website at http://financialaid.ucdavis.edu/graduate/Cost/grad.html.

**Special Circumstance Review**
Students may request a review of special circumstances that may affect eligibility for Financial Aid. The circumstances that warrant review are limited to loss of income or resources (does not apply to students who voluntarily quit a job to attend school). The Special Circumstance Review Request Form is available
BEWARE of September: The Graduate Student Budget is based upon the nine-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
After enrolling in courses, you can view your outstanding account balance using SISWeb (http://sisweb.ucdavis.edu) or MyBill (https://mybill.ucdavis.edu/C21642_tsa/web/login.jsp). Electronic statements are uploaded to MyBill on or about the 22nd day of every month. The statement will include registration fees, educational fees, special campus fees, nonresident supplemental tuition (if applicable), as well as any other bills you have accrued at the university (for example, bills from clinic visits). For more information, go to http://registrar.ucdavis.edu/csrg/fees.html#Important.

Paying the Bill
For up-to-date information on fees, fee payment options, deadlines, late fees, etc., you can visit the Student Accounting website 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 Fees and Tuition
• 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 supplemental 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.

University of California Student Health Insurance Plan
All students are required to have medical insurance, and are automatically enrolled in the University of California Student Health Insurance Plan (UC SHIP) in order to meet this requirement. The UC SHIP enrollment fee is included in the university bill. Students may waive UC 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 Student Health and Counseling Services. You may complete or download the waiver application online by visiting http://shcs.ucdavis.edu/insurance. Please note that you must file a waiver application each year.

Student Health and Counseling Services does not refund the UC 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 UC 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 UC SHIP.

For complete information on the UC SHIP plan, coverage, fees and policies, visit the Student Health and Counseling Services website at http://shcs.ucdavis.edu/insurance.

Nonresident Supplemental Tuition
Nonresidents (those not able to establish California residency) must pay nonresident supplemental tuition each quarter. But the good news is: nonresident doctoral students who have advanced to candidacy by the first day of the term will receive 100% nonresident supplemental tuition remission. A Ph.D. candidate or professional doctoral student may receive the reduced nonresident supplemental 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 supplemental tuition rate that is in effect at that time. Please note that any quarters on PELP count toward the three-year time limit.

Nonresident supplemental tuition is provided as a non-taxable benefit to all eligible Graduate Student Researchers. Go to http://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 $80 (U.S.) or $100 (international). 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 $70 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 $70 fee.

Candidacy Fee
A fee of $95 is charged to each applicant for advancement to candidacy for the Doctor of Philosophy or Doctor of Engineering degree. A fee of $55 is charged to each applicant for advancement to candidacy for the master's degree (thesis option). Currently there is no fee for advancement to candidacy for the master's degree (exam option) or for the Master of Fine Arts degree. No student will be formally advanced
to candidacy for any degree without payment of fee. Pay this fee, before you file your advancement paperwork, by going 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://gradstudies.ucdavis.edu/forms](http://gradstudies.ucdavis.edu/forms). The “Request for Time Extension” form is available at [http://gradstudies.ucdavis.edu/forms](http://gradstudies.ucdavis.edu/forms).

**International Student Administrative Fee**
International Students and Scholars (SISS) will assess a one-time fee to all international students studying at UC Davis in F-1 or J-1 student status (check the fee that applies to you based on your UC Davis program). Fees are charged the first term that the student is enrolled and paid at the time all other registration fees are due. The fee helps pay for the administrative costs of advising services for our F-1 and J-1 students. Students coming to UC Davis as sponsored students, such as Fulbright students, are exempt from this fee. For more information, go to [http://siss.ucdavis.edu/faq.cfm](http://siss.ucdavis.edu/faq.cfm).

**CALIFORNIA RESIDENCY FOR TUITION PURPOSES**
As a resident of California, you will not have to pay the nonresident supplemental 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.

The determination of residence for tuition purposes at the University of California is governed by the UC Residency Policy and Guidelines. Any indication of residence status for tuition purposes you receive during admission is provisional until a determination is made by a campus Residence Deputy. An official determination of residence for purposes of tuition and fees may result in a change in your Financial Aid package. Prospective students and, if under age 24, their parents, should read the requirements for resident status and criteria for exemptions from non-resident supplemental tuition established by the UC Residency Policy ([http://www.ucop.edu/ogc/documents/uc-residence-policy.pdf](http://www.ucop.edu/ogc/documents/uc-residence-policy.pdf)). Certain noncitizens can establish residence in California and should refer to the Office of the University Registrar website for information regarding eligibility ([http://registrar.ucdavis.edu/html/slr.html](http://registrar.ucdavis.edu/html/slr.html)). Students deemed to be in the state solely for educational purposes are not eligible for resident status regardless of the length of stay in California.

**How is Residency Determined?**
Your California residence is determined for tuition purposes by a Residence Deputy in the Office of the University Registrar after your admission. Statements of Legal Residence are required of all new students; including Noncitizens, Internationals and California resident students. Newly admitted students can obtain the Statement of Legal Residence form and instructions at the Office of the University Registrar's website ([http://registrar.ucdavis.edu](http://registrar.ucdavis.edu)). The Residence Deputies apply the UC Residence Policy and Guidelines, under the authority of the UC Office of the General Counsel, to the facts and information provided under penalty of perjury on the Statement of Legal Residence and any additional information requested by the Residence Deputy.

**How Do I Establish Residence?**
Noncitizens must demonstrate 366 days of lawful presence in the U.S. and an eligible immigration or nonimmigrant visa as defined in the UC Residence Policy ([http://www.ucop.edu/ogc/documents/uc-residence-policy.pdf](http://www.ucop.edu/ogc/documents/uc-residence-policy.pdf)) immediately prior to the Residence Determination Date for the relevant term (First Day of Instruction).
Students, or their supporting parents, may establish or change residence only by the union of physical presence and intent. The act necessary to establish residence is physical presence in California. Residence may not be established in absentia and it must be established (and the prior residence relinquished) for at least 366 days. The 366 days must be immediately prior to the Residence Determination Date for the relevant term (First Day of Instruction). Intent to make California one’s permanent home is a required element of residence for purposes of tuition and fees.

To prove California is your primary and permanent home, you must obtain legal indicia of intent, as well as other indicia of intent, immediately after entering California and demonstrate that all legal ties to their past place of residence have been relinquished. Students who continue to hold out-of-state legal indicia may be denied a resident classification for that term. Legal Indicia includes, but is not limited to: California Identification, voter registration, driver license and vehicle registration. Vehicles must be registered within 20 days of arrival.

**When Can I Petition to Change my Residency Status?**

If you currently attend UC Davis and are paying non-resident tuition, and you think you qualify now as a resident for tuition purposes, you must submit a Petition for Classification to Resident Status to the Office of the University Registrar for the term you wish to have your residence status re-evaluated. See Petition for Classification to Resident Status online at [http://registrar.ucdavis.edu/html/slr.html#petition](http://registrar.ucdavis.edu/html/slr.html#petition) under "Tuition and Residence".

All questions about this information should be referred to the contact address below, as Residence Deputies are the only university personnel authorized to provide information related to residence requirements or your residence status for tuition purposes.

Residence Deputy
Office of the University Registrar
12 Mrak Hall
One Shields Ave
Davis, CA 95616-8692
(530) 383-3639
residencedeputy@ucdavis.edu

**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**

Graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA) annually. Although the FAFSA can be filed at any time, it is strongly suggested that you file online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov) each year between January 1 and March 2. This form is used to determine your eligibility for Federal Direct Subsidized and Unsubsidized loans. Students have the option of declining loans.

The FAFSA may also be used by graduate academic departments and Graduate Studies to determine eligibility for fellowships, Graduate Program Fellowship Allocation Funds, GAANN fellowships, stipends, loans and work-study funds that pay some Graduate Student Researcher salaries — the Financial Aid Office is not involved in awarding these funds. Graduate academic departments determine which students will receive Work-Study funding. Include the UC Davis School Code (001313) on the FAFSA.

**Fellowships and Scholarships**
UC Davis fellowships and graduate scholarships are awarded through the Office of Graduate Studies 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. New and continuing students apply online at http://gradstudies.ucdavis.edu/prospective/applicationlanding.html. 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 listed in the online application. 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. Fellowships and scholarships and other departmental awards are separate from funds offered by Financial Aid, but may impact your loan eligibility. Provide a copy of your academic award letter to the Graduate Financial Aid Office if you are accepting federal loans as well.

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://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 supplemental 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://budget.ucdavis.edu/studentfees).

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://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 Outreach Coordinator at the Women’s Resources and Research 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. Community of Science (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 website.

The Foundation Center (http://foundationcenter.org)
This website 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 listservs 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://gradstudies.ucdavis.edu/ssupport/external.html)
- Search Engines for Extramural Support (http://gradstudies.ucdavis.edu/ssupport/search_engines.html)
- Graduate Student and Postdoctoral Extramural Grant and Fellowship Application Procedures (http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html)
- The Office of Research website (http://www.research.ucdavis.edu) contains links to listservs, 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 website 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. 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/publications/view/7A9CB4F4-815F-DE11-BD80-001CC477EC70).

The University of California, Berkeley offers an article on “The Making of a Successful Proposal” and a “Dissertation Proposal Workshop” (http://ls.berkeley.edu/graduate/grant-writing-resources).

APPLYING FOR NEED-BASED FINANCIAL AID

As mentioned under the FAFSA section, you must apply for need-based financial aid every year. Need-based aid includes Federal Work-Study, Federal Direct Loans and some types of university funding.


Work-Study
Federal 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. In order to get work-study, you must complete the FAFSA and be eligible for need-based aid. 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.

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/graduate/types/Loans.html](http://financialaid.ucdavis.edu/graduate/types/Loans.html).

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 January 1 through December 31 (current calendar year) are due to the graduate programs by March 15.

Applications for travel during July 1 (current calendar year) through June 30 (following calendar year) are due to the graduate programs by October 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://gradstudies.ucdavis.edu/ssupport/internal_travel.html](http://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. Applications are due in early winter and late spring. You cannot receive a GSA travel award if you have received an award from Graduate Studies for the same instance of travel, but you are free to apply to both. For current information on the GSA travel award, see the GSA website at [http://gsa.ucdavis.edu/Travel_Awards](http://gsa.ucdavis.edu/Travel_Awards).

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 CRISIS

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.

**Assistant, Short-Term, Emergency Loans Through the Financial Aid Office**

The Graduate Financial Aid Office in Dutton Hall offers temporary financial assistance for graduate students.

Assistant Loans for a maximum of one month’s salary are available for Teaching Assistant, Graduate Student Researcher, and Associate In_ positions. The maximum repayment period is six months; loans must be repaid within the academic year or by your expected graduation date, whichever comes first.

Short-Term Loans for $500 (more by exception) are available based on eligibility and individual circumstances. Repayment schedules may vary by exception, according to the source of repayment.

Emergency Loans of up to $500 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. (Law, Medical and Veterinary Medicine students should contact the Office of the Dean of Student Programs for specific information about emergency funding sources.)

To apply, complete the Short-Term Loan application available online at [http://financialaid.ucdavis.edu/undergraduate/types/STL.html](http://financialaid.ucdavis.edu/undergraduate/types/STL.html). Applications are reviewed 8:30 a.m.-9:30 a.m., Monday through Friday. You will be contacted by phone to set-up an appointment to come in and complete all necessary paperwork for the Short-Term Loan.

**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://gradstudies.ucdavis.edu/publications](http://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.

**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 expectations 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.
   c. Providing annual progress reports and discussion of progress.
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.

**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://gradstudies.ucdavis.edu/ssf/DeanWitter.html](http://gradstudies.ucdavis.edu/ssf/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://gradstudies.ucdavis.edu/gradcouncil/policies2.html](http://gradstudies.ucdavis.edu/gradcouncil/policies2.html) or the Graduate Studies Adviser’s Handbook at [http://gradstudies.ucdavis.edu/publications](http://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 degree requirements and 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://gradstudies.ucdavis.edu/publications](http://gradstudies.ucdavis.edu/publications).
Responsibility of Graduate Students to Meet New Degree Requirements
You are responsible for fulfilling the degree 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. You should also be able to follow any degree requirement(s) that come into effect after you enter the program, if you choose. 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. You may also find past and current degree requirements for your program at http://gradstudies.ucdavis.edu/programs.

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.

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://gradstudies.ucdavis.edu/publications. Note, in particular, deadline dates (see http://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 specified in the program’s approved degree 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 doctoral 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 doctoral programs. Full details about these requirements are available at http://gradstudies.ucdavis.edu/programs/de.cfm. Note, in particular, deadline dates (http://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 for doctoral students 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. For more information, review the Time to Degree Policy at [http://gradstudies.ucdavis.edu/gradcouncil/timetodegree.pdf](http://gradstudies.ucdavis.edu/gradcouncil/timetodegree.pdf).

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://gradstudies.ucdavis.edu/forms](http://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). Note that a grade of C+ may not be repeated.

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. For more information, review the Satisfactory/Unsatisfactory Grading Option at [http://gradstudies.ucdavis.edu/](http://gradstudies.ucdavis.edu/).
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, see the policy [Disqualification and Appeal](http://gradstudies.ucdavis.edu/facstaff/gradstudiespolicies.html) (GS2005-01).

**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](http://gradstudies.ucdavis.edu/facstaff/gradstudiespolicies.html).

**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://registrar.ucdavis.edu/html/office_of_the_registrar_forms.html](http://registrar.ucdavis.edu/html/office_of_the_registrar_forms.html).

**COMMENCEMENT**
You made it, and it’s time to celebrate! The Office of Graduate Studies hosts graduate commencement, always a colorful and festive occasion. The annual ceremony is held in June at the ARC Pavilion. Immediately following the ceremony, a reception is held for degree recipients, candidates, faculty, family and friends.

If you receive your graduate degree in September or December of the year preceding the commencement event year, or March or June of the same year as the commencement event year, you are eligible and welcome to participate in the annual commencement ceremony. All commencement information can be found at Commencement Central, [http://gradstudies.ucdavis.edu/commencement](http://gradstudies.ucdavis.edu/commencement).

**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.

**YOUR MENTAL AND PHYSICAL HEALTH**
**University of California Student Health Insurance Plan**
The University of California requires that all registered students have health insurance. The University of California Student Health Insurance Plan (UC SHIP) is designed specifically for UC Davis students,
Students who are enrolled in UC SHIP have the option to enroll eligible dependents in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. Enrollment in the dependent plan is managed by Wells Fargo (on behalf of Anthem Blue Cross) and the cost of insurance (premium) for dependents is paid directly to Wells Fargo. Student Health and Counseling Services does NOT manage the enrollment or collect payments for the dependent plan. See [http://shcs.ucdavis.edu/insurance](http://shcs.ucdavis.edu/insurance).

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

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

**Student Health Services**

Student Health and Counseling Services 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. Student Health and Counseling Services 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. Student Health Services 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 Student Health and Counseling Services, visit [http://shcs.ucdavis.edu](http://shcs.ucdavis.edu).

**Counseling and Psychological Services**

Free and confidential psychological counseling services for graduate students are available through Student Health and Counseling Services.

Student Health and Counseling Services 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. Health and counseling services are funded through student registration fees.

Student Health and Counseling Services has an office in Mrak Hall to provide counseling services to graduate students. To make an appointment, e-mail Dr. Thomas Roe at troe@ucdavis.edu or call (530) 752-0871 and ask to leave a message for Dr. Roe. Graduate students can also receive counseling services in North Hall. Go to [http://shcs.ucdavis.edu](http://shcs.ucdavis.edu) for more information.

**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 and Psychological Services office, located at 219 North Hall (see http://shcs.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 student affairs officers, the director of Admissions and Academic Services and the Associate Dean for Students are all here to help.

The associate dean serves as a neutral sounding board for you and is knowledgeable about the procedures you must take to resolve your issues. You may want to contact the associate dean should any concerns or conflicts emerge between you and your advisers or major professors.

Go to http://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 has an online legal help referral list located at http://gsa.ucdavis.edu/Legal_Aid. You should be advised 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 your rights (see UC Davis PPM 380-12). For more information, contact the GSA vice chair at gsvicechair@ucdavis.edu. The GSA can be reached at gsa@ucdavis.edu or (530) 752-6108. You may also wish to join the GSA Facebook group at http://www.facebook.com/groups/ucdavisgsa to stay up-to-date on graduate student happenings.

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) 297-4480.

Sexual Harassment Education Program
The Sexual Harassment Education Program (SHEP) can help graduate students understand their options and resources for addressing sexual harassment concerns. For more information, visit http://shep.ucdavis.edu or call (530) 752-9255. SHEP also offers an anonymous call line at (530) 752-2255.

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 website 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 website 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 Administrative Advisory Committees Web page at http://aac.ucdavis.edu.

- 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/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 Resources and Research 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.

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
MyUCDavis integrates 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, and other tools. Visit http://my.ucdavis.edu.

SmartSite
SmartSite is the UC Davis course management and collaboration system powered by Sakai, a software development effort, bringing together over one hundred educational institutions who have collaboratively created a sophisticated, easy-to-use, extendable set of course management and collaboration tools. Visit https://smartsite.ucdavis.edu/xsl-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 websites 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://lgbtrc.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://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
The Graduate Academic Achievement and Advocacy Program (GAAAP) 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://thecenter.ucdavis.edu/gaaap).

Internship and Career Center
In partnership with the Office of Graduate Studies, 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 website at http://washingtonprogram.ucdavis.edu.

Student Academic Success Center

The Student Academic Success Center offers academic support for all students, with 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. Advisers also are available to help students navigate the application process for professional schools and programs. All services are free to registered UC Davis students. See http://sasc.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://gradstudies.ucdavis.edu/pftf.

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) 752-2200, or go to their website at http://reentry.ucdavis.edu.

Student Disability Center
UC Davis is committed to ensuring equal educational opportunities for students with disabilities. The Student Disability Center (SDC) is the campus unit that authorizes accommodations for students with disabilities. The SDC is staffed by professional specialists with expertise in learning, vision, hearing, medical, psychological and mobility disabilities. 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. For more information, go to http://sdc.ucdavis.edu.

Center for Excellence in Teaching and Learning
The Center for Excellence in Teaching and Learning 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://cetl.ucdavis.edu.

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 1210 Dutton Hall and can be reached at (530) 752-2020. Visit them online at http://advisingservices.ucdavis.edu/studentservices/veterans.

Women’s Resources and Research Center
The Women’s Resources and Research Center (WRRC) provides academic and personal support for self-identified women, graduate students and community members. The Graduate Student Outreach Coordinator (GSOC), undergraduate interns, and career staff provide one-on-one advising and referrals to on- and off-campus resources. The GSOC coordinates programs for graduate women and is a valuable peer resource available to graduate students. Visit the GSOC by appointment or drop-in to discuss concerns, learn how to navigate graduate school, and to learn about ways to build connections with other graduate women.

The Graduate Ally Coalition seeks to enhance access, awareness and availability of campus resources and information to students from marginalized identity group through programs and events that empower, educate, and build allyship amongst graduate students. The WRRC helps women of diverse backgrounds achieve their intellectual, professional and personal goals while advocating for women’s full inclusion.
equality and advancement. The WRRC is the home to the Joy Fergoda Library, an extensive 12,000-volume collection on women and gender that extends checkout privileges to all community members. Visit the WRRC for educational programs, advising and referrals and academic support. For more information, call (530) 752-3372, visit them at 113 North Hall or go to http://wrrc.ucdavis.edu.

**Resources for International Students**

Services for International Students and 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.

**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. Craiglist.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://theaggie.org) 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.

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.

**DINING**

There are some great dining options on campus. At the Memorial Union you will find the Coffee House (CoHo) (http://coffeehouse.ucdavis.edu). The CoHo is the largest student-run dining service in the nation, with a wide array of natural, organic and other freshly prepared meals.
For quick meals there is a Starbucks conveniently located inside the Activities and Recreation Center and the Silo Union, as well as a variety of fresh and fast food options at the Silo Union (http://campusunions.ucdavis.edu/?page_id=496). For a more leisurely meal try the Gunrock Pub (http://gunrockpub.ucdavis.edu) or any of the dining services located on campus (http://dining.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: Famous for Bikes

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 $10, a renewal is $5 and both are valid for up to two 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 (emergency) or (530) 752-1727 (non-emergency). If it's stolen in the city, call the Davis police at (530) 758-3600 (emergency) or (530) 747-5400 (non-emergency).

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 website 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. To reduce costs, you might wish to purchase a monthly, quarterly or annual bus pass, or buy a book of 10 passes. Unitrans also honors TAPS parking permit holders. Just board the bus and show the driver your original (no copies!) parking permit. For information on fares and schedules, see the Unitrans site at http://unitrans.com.

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://fleet.ucdavis.edu/Bus/jitney.

UC Davis/UC Davis Medical Center Shuttle

The UC Davis/UC Davis Medical Center 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.ucdmc.ucdavis.edu/parking/transportation.

Other Regional Public Transportation

The Davis Train Depot (http://daviswiki.org/train_station) is located less than ¾-mile from the campus, providing both nationwide Amtrak and regional Capitol Corridor train service. The Yolobus (http://www.yolobus.com) operates transit service between the campus and the other three Yolo County cities, as well as to the Sacramento International Airport and downtown Sacramento. Fairfield and Suisun Transit (http://www.fasttransit.org) operates the Route 30 service between Fairfield and Sacramento, including service to the campus.
Alternative Transportation
The Alternative Transportation Program, goClub, is administered through TAPS. Participation is available to all staff, faculty and students wishing to use public transit as their main form of commuting to campus. goClub transportation options include: bikes, walking, carpooling, vanpooling, buses and trains. For more information, go to http://goclub.ucdavis.edu.

FAMILY RESOURCES

Health Coverage
Students who are enrolled in UC SHIP have the option to enroll eligible dependents in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. Enrollment in the dependent plan is managed by Wells Fargo (on behalf of Anthem Blue Cross) and the cost of insurance (premium) for dependents is paid directly to Wells Fargo. Student Health and Counseling Services does NOT manage the enrollment or collect payments for the dependent plan. See http://shcs.ucdavis.edu/insurance.

Child Care and Family Services
UC Davis offers a number of childcare 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/worklife-wellness. The City of Davis also offers childcare resources through its website at http://cityofdavis.org/cs/childcare.

EXERCISE AND ADVENTURE

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, 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, a student lounge with computer terminals and wireless access points, a conference center and Starbucks. The Pro Shop, run by the UC Davis Bookstore, offers snacks, school supplies and other UC Davis items. For ARC activities shown below and others, go to http://campusrecreation.ucdavis.edu.

Intramural Sports and Sport Clubs
Campus Recreation’s Competitive Sports program provides the students, faculty and staff of UC Davis the opportunity to participate in a variety of competitive and recreational sports on campus. The Intramural Sports program offers numerous sports leagues, tournaments, and events 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 Sport Club program promotes student participation in a wide variety of athletic activities, provides opportunity for student competition at various levels of play and fosters the development of student leadership. Sport Clubs are comprised of student, faculty and staff of the University.

Outdoor Adventures
Outdoor Adventures will help you develop your outdoor skills and plan your outdoor excursion. You can
rent professional quality equipment and arrange custom-designed trips. An up-to-date library contains
topographic maps, trail guides and other materials. Outdoor Adventures offers classes, excursions and
clinics for backpacking, rock-climbing, whitewater rafting, sea kayaking, mountaineering, cross-country
skiing and more. Outdoor Adventurers also offers health care training classes in wilderness first aid, EMT,
CPR, AED and swift water rescue.

**Equestrian Center**
The 25-acre Equestrian Center is open year round, offering horse riding instruction in both English and
Western riding. Group and private lessons are available for beginning through advanced levels, along
with training in horse care and stable management. The Equestrian Center sponsors clinics, horse shows,
summer youth equestrian camps and special events. The center is also home to the UC Davis Equestrian
Club.

**Aquatics**
Located near the ARC, the Recreation Pool’s distinctive shape allows for a wide variety of water activities.
The pool includes lap lanes, diving boards, an island, a large grass area for sunbathing and a shallow
wading pool. Picnic tables and a barbecue are also available on a first come first served basis. The Rec
Pool offers aqua aerobics classes and swim lessons for all ages. The pool opens for the season in mid-April
and closes in mid-October.

The Hickey Pool is a seven-lane, 33 and 1/3 yard pool with a moveable bulkhead previously used as the
competitive pool on campus, housing six Intercollegiate Athletic teams, physical education classes,
Intramural Sports, Sport Clubs and University Extension classes. The heated Hickey Pool is available to
students and ARC members for lap swimming hours during the year.

**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

**CREATIVE OUTLETS**

**Craft Center**
The Craft Center is an ideal place to channel your creative energy, offering more than 90 affordable and
fun classes each quarter. The center’s 10 well-equipped studios are available for informal use on a day or
quarter use basis. Workshops and classes are offered each quarter in woodworking, weaving, jewelry
making, art and graphics, computer imaging, ceramics, photography, silk-screen printing, welding,
leather working, stained glass and other crafts. For more information, go to

**Interdisciplinary Graduate and Professional Student Symposium**
The annual Interdisciplinary Graduate and Professional Student Symposium is held each spring to showcase
graduate and professional student research, and creative and scholarly activities in a truly cross-discipline
environment. The three-day event includes posters, individual talks, student-organized panels, creative
performances and networking opportunities in a professional conference atmosphere. For more
information, go to [http://gradstudies.ucdavis.edu/about/igps.html](http://gradstudies.ucdavis.edu/about/igps.html).

**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 website at http://ecollege.ucdavis.edu.

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:

- The California Aggie (http://theaggie.org), the daily undergraduate student newspaper, accepts submissions from students.
- The Ellen Hansen Memorial Prize is awarded annually to a UC Davis woman-identified student whose original creative project best demonstrates the bravery and independence of women. Creative project entries are due in early spring and exhibited in May. To learn more about the prize and be inspired, visit the Ellen Hansen website at http://wrcc.ucdavis.edu/EllenHansen.
- The Grad Women Thrive in Academia Zine seeks to explore shared experiences among graduate students and illuminate the uniquely complex experience of each student. For more information, e-mail wrrcgrad@ucdavis.edu.
- 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://ucdavis.edu/arts-and-culture.

SOCIAL CONNECTIONS
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
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). For more information, go to http://gsa.ucdavis.edu.

GSA Bagel-Donut Day
Every Friday morning while school is in session, GSA offers donuts, bagels, coffee and tea in the GSA office at the South Silo. It’s a good way to meet graduate students from other departments. For more
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. For more information, go to http://gsa.ucdavis.edu/orientation_fund.

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. You will automatically receive department funds each quarter only if your graduate group is represented in the GSA Assembly. For more information, go to http://gsa.ucdavis.edu/Department_Fund.

GSA Special Projects Fund
The GSA Special Projects Fund was established to financially support efforts that are beyond the scope of graduate students in single graduate programs. Funding is available for initiatives that cross disciplines and create positive experiences for a variety of graduate students. For more information, go to http://gsa.ucdavis.edu/Special_Projects_Fund.

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
GradLink is designed to serve UC Davis graduate students, postdoctoral scholars and the campus community. It includes event announcements and news of interest about graduate programs, graduate student and postdoctoral scholar accomplishments, updates from the dean of Graduate Studies, and other information that impacts graduate and postdoctoral education at UC Davis. GradLink is distributed in two formats:
1. Weekly submissions are included in a weekly e-newsletter publication (e-GradLink) that is e-mailed to graduate students and postdoctoral scholars through graduate program staff and postdoctoral listservs. e-Gradlink is also placed on Graduate Studies' Facebook page.
2. Quarterly submissions are placed on the Graduate Studies website at the beginning of each quarter (http://gradstudies.ucdavis.edu/publications/gradlink).

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.
Facebook and Twitter

UC Davis Graduate Studies is on Facebook and Twitter! We invite you to join us at http://www.facebook.com/UCDavisGraduateStudies and http://twitter.com/ucdgradstudies.

The Graduate Student Association Facebook group can be found at http://www.facebook.com/groups/ucdavisgsa.
Office of Graduate Studies
250 Mrak Hall
(530) 752-0650
http://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