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GRADUATE SCHOOL OF EDUCATION

Graduate Student Orientation Handbook

September 13, 2016



Orientation Agenda

Fall 2016

Tuesday, September 13, 2016
1215 Sproul Hall from 4:45 pm to 7:30 pm

- | | |
|-------------|--|
| 4:45 - 5:15 | Meet & Greet with GSOE Faculty and Conveners |
| 5:15 - 5:25 | Dean Thomas Smith, Welcome |
| 5:25 - 5:30 | Dr. Eddie Comeaux, <i>Graduate Advisor of Admissions and Associate Professor</i> , Welcome |
| 5:30 - 5:45 | Dr. Rollanda O'Connor, <i>Graduate Advisor for Enrolled Students and Professor</i> , Faculty Introduction |
| | Meet the Faculty |
| | <ul style="list-style-type: none">▪ Rita Kohli, Assistant Professor – Education, Society and Culture▪ William (Bill) Erchul, Professor – School Psychology▪ Marsha Ing, Assistant Professor – Educational Psychology |
| 5:45 - 6:00 | IT Information by Robert Wolfer, <i>Information Technology Manager</i> |
| 6:00 - 7:30 | Graduate Program Presentation |
| | <ul style="list-style-type: none">▪ Heather Killeen, <i>Graduate Program Coordinator</i> |

New Student Schedule of Events

Graduate School of Education *Fall 2016 Orientation & Events*

Monday, September 12 Highlander Union Building (HUB) 302 8:00 am – 5:00 pm	International Student Orientation
Wednesday, September 13 1215 Sproul Hall 4:45 pm - 7:30 pm	GSOE New Student Orientation
Monday, September 19 University Lecture Hall 1000 11:00 am – 12:30 pm	Graduate Division Orientation
Tuesday, September 20 Surge 156 11:00 am – 12:0 pm	NSF GRFP application workshop
Wednesday, September 21 The Barn 4:30 pm – 6:30 pm	Fall Gathering
Thursday, September 22	Instruction Begins

Important Dates for 2016-2017

	Fall	Winter	Spring
New Student Orientation	September 19		
TADP Orientation (attend one day)	September 19, 20, 21		
Quarter Begins	September 19	January 4	March 29
Fellowship stipend deposited if on direct deposit	September 19	January 4	March 29
Instruction Begins	September 22	January 9	April 3
Instruction Ends	December 2	March 17	June 9
Final Examinations	December 3-9	March 18-24	June 10-16
Last day to complete work to remove an Incomplete from the prior quarter	December 9	March 24	June 16
Quarter Ends	December 9	March 24	June 16
ADD/DROP DEADLINES			
Last day to...			
Add/drop courses or change grading basis on GROWL. After this date, courses dropped will appear with a "W" on the transcript.	October 7	January 20	April 14
Enroll without loss of student status	October 14	January 27	April 21
Add a course	October 14	January 27	April 21
Withdraw from a course (\$4 fee applies)	November 4	February 17	May 12
Change grading basis (\$4 fee applies)	November 18	March 3	May 26
GRADUATION DEADLINES:			
Last day to...			
File dissertation or thesis with the Graduate Division and avoid paying current quarter's registration fees	September 16	December 22	March 28
File application for advancement to candidacy for the master's degree to receive a conferral date from the current	September 22	January 9	April 3
Submit dissertation or thesis for a format review to receive a conferral date from the current quarter	November 25	March 10	June 2
File dissertation or thesis with Graduate Division and receive a conferral date from the current quarter	December 9	March 24	June 16
PAYMENT OF FEES DEADLINES:			
Last day to...			
Mail payment for fees and tuition to allow time for arrival and processing by the deadline to pay fees. Postmarks are not considered.	September 1	December 1	March 1
Pay Cashier by 3pm to avoid \$50 late payment charge. Students with unpaid fees and tuition lose courses.	September 15	December 15	March 15
File application for filing fee status, in absentia registration or leave of absence	September 1	December 1	March 1
Academic and Administrative Holidays	November 11	January 16	March 31
	November 24-25	February 20	May 29

Welcome

Welcome to the Graduate School of Education (GSOE) at the University of California, Riverside!

The GSOE offers three degree programs—Doctor of Philosophy, Master of Arts and Master of Education—as well as a teacher credential programs. This Graduate Student Orientation Handbook provides you with the information you'll need for academic success in our programs.

Enrollment Information for New Students

How do I enroll in classes?

After the first quarter, graduate students will be enrolling themselves in pre-approved classes through a new self-service portal to be announced in the fall term. In this new self-service portal, students can register for classes, track tuition and fee payments, view financial aid, check degree progress and view almost any personal information pertinent to enrollment. The Registrar's Office will send you enrollment information via your UCR student e-mail account—not your personal e-mail account once registration period opens.

Before you register for classes, talk to your faculty advisor and obtain their approval to enroll in courses that are relevant to your area. The Schedule of Classes is available on the UCR website at <http://www.classes.ucr.edu/>. Please refer to the schedule to learn more about specific details concerning: registration information, course call numbers, add/drop dates, available student support services, fee schedule and fines, finals, etc. The majority of questions can be answered if you familiarize yourself with the online Schedule of Classes. If you have further questions, call or e-mail the Graduate Programs Office.

Steps to Register for Classes – using GROWL for fall 2016 only

For the first two weeks of your program, you will have the option to adjust your schedule on GROWL, the online student portal. You can follow the steps below to make any adjustments, but only after speaking with your faculty advisor.

1. Check the Academic Calendar for registration period to verify enrollment is open
2. Go to the Schedule of Classes, make your course selection and obtain the following information:
 - a. Course number and section number (EDUC 241C 001)
 - b. Course call number (13568)
 - c. Day and time course is offered (W 4:10pm to 7:00pm)
 - d. Location of the class (SPR 1358)
3. Go to GROWL (<https://ucribm.ucr.edu/Paws/Growl.html>) and login
4. If you have any holds, GROWL will notify you how to resolve the hold before you can register (see additional notes on holds below)
5. Select "Advising/Enrollment" and choose the appropriate quarter
6. Enter the class number in one "Add" section of the action menu. If a [co-requisite](#) discussion or lab section is required, enter that number on another "Add" line.

- a. If the class has variable units, you will see a box showing the minimum number available. Enter the appropriate number of units.
7. Click "OK" now, or after you have completed all of your enrollment activity. You should get a refreshed screen with a confirmation that you are enrolled, or if there were any errors.

For additional instructions, go to: <http://registrar.ucr.edu/registrar/registering-for-classes/default.aspx>

If you have difficulties adjusting your schedule for all or any future terms, please contact the Graduate Program Coordinator, Heather Killeen at heather.killeen@ucr.edu.

Add, Drop, Change or Wait-List Classes

Add a Class

Pre-requisites

A prerequisite is a required preparatory course or placement exam score that must be completed prior to enrolling in a course. Course prerequisites are outlined in the [Schedule of Classes](#) and [Catalog](#). If you completed work outside of UCR, transfer work is articulated to UCR course work as appropriate and will therefore satisfy prerequisite requirements. Please talk to your academic advisor and the department offering your course if you have any questions. Learn more about [placement exams](#).

Co-requisites

If a course has co-requisites, it means that the course is comprised of two or more sections that you must register for simultaneously. If you do not register for all of a course's co-requisite sections, you will receive an error message.

Restrictions

A restriction on a class means that only certain students may register for it; for example, only graduate students in sociology majors may add a class. You may need to get an instructor's approval before you can register for a restricted class.

Drop a Class

Select "Drop" from the action menu under "Advising/Enrollment". Remember to also drop any connected co-requisites. Click "OK" and the course status should now read "Dropped." You are allowed to drop classes through the second week of instruction. After that, it's called "withdrawing" from a class and requires extra steps.

Add or Remove Yourself From a Waitlist

Some full courses offer a waitlist option during registration. If so, you will either see a message inviting you to add yourself to the waitlist or the course status will read, "CLOSED, Waitlist only." To waitlist, you will need to select "Waitlist" from the "Advising/Enrollment" section and input the call number. After you hit "OK" the status should say "Waitlisted".

Holds

If you have outstanding [holds](#), a box will appear letting you know right away. The department initiating the hold must lift it before you can register for classes. You can also go to "Holds" on

the left side of the [Growl](#) screen to see all that apply to you.

Clear Holds on Your Account

Clear any holds on your account before your registration appointment so that you can register on time. Administrative offices place holds on your account **when you fail to:**

- Comply with admission requirements
- Settle financial obligations with the university
- Respond to official notices
- Submit requested documents
- Complete the required hepatitis B vaccination

If you have a hold on your account, you may not be able to register for classes, receive financial aid, use campus services, or obtain your transcripts or diploma.

Please click on the “Holds” section within Growl to view any holds you may have, their description and who to contact to resolve the hold. In most cases, the office that placed the hold is the only one that can release it. If you have questions, we recommend contacting that office directly.

GSOE Faculty Perpetual or Section Number

Below is a list of faculty section numbers for enrolling in EDUC 290, 291, 297, 299 and 302 courses. When students are ready to add these classes, they should reference the faculty section number to ensure they are adding the correct class.

NAME	PERPETUAL SECTION NUMBER
Blacher, Jan	24B
Brooks, Scott	TBD
Comeaux, Eddie	C15
Dar, Luciana	60D
De los Rios, Cati	76D
Duffy, Sharon	13D
Erchul, William	TBD
Echeverria, Begoña	02E
Geraghty, Cathleen (<i>Lec</i>)	88G
Guarino, Cassandra	TBD
Ing, Marsha	07I
Jayakumar, Uma	45J
Johnson, Austin	TBD
Kahne, Joseph	77K
Kohli, Rita	69K

NAME	PERPETUAL SECTION NUMBER
Levin, John	88L
Nash, Margaret	25N
O'Connor, Rollanda	33O
Palardy, Gregory	12P
Park, Soojin	76P
Patel, Leigh	TBD
Pilegard, Celeste	77P
Rall, Raquel	R01
Ream, Robert	69R
Rodriguez, Louie	R02
Smith, Thomas	S78
Solis, Michael	S86
Swanson, Lee	55S
Widaman, Keith	W01
Wills, John	63W

2016-2017 Academic Calendar

	FALL 2016	WINTER 2017	SPRING 2017
First day of the quarter	September 19, 2016	January 4, 2017	March 29, 2017
First day of instruction	September 22, 2016	January 9, 2017	April 3, 2017
SCHEDULE OF CLASSES			
Schedule of Classes is online	May 5, 2016	October 20, 2015	February 2, 2017
INITIAL ENROLLMENT			
Enrollment appointments viewable in Growl	May 10, 2016	October 25, 2016	February 7, 2017
Continuing students register	May 16 - June 3, 2016	October 31-November 28, 2016	Feb. 13 - March 9, 2017
New and readmitted students register	August 22-26, 2016-June 3, 2016	N/A	N/A
Transfer students register	August 29- September 1, 2016	N/A	N/A
CONTINUING ENROLLMENT			
Enrollment appointments for 2nd pass viewable in Growl	September 6, 2016	November 29, 2016	March 10, 2017
Undergraduate 16 unit maximum load lifted	September 7-15, 2016	November 30-December 15, 2016	March 10-April 14, 2017
Makeup enrollment and add/drop	June 6-17, 2016 (Continuing Students) and Sept. 19 - Oct. 7, 2016 (All Students)	Dec. 19, 2016-Jan 15, 2017	N/A
For registration deadlines, see "LAST DAY" tab.			
Statement of Account (shows fees, tuition and projected student aid) available in Growl.	mid-August, 2016	mid-November, 2016	mid-February 2017
Student Aid Refunds disbursed (by direct deposit or mail) by Student Business Services Office.	September 19, 2016	January 4, 2017	March 22, 2017
Last day to pay fees without \$50 penalty. Cashier's Office payments are due by 3 p.m. Growl and Drop Box payments due at 4 p.m.	September 15, 2016	December 15, 2016	March 15, 2017
Last day to enroll in classes and pay fees (with penalties). If you do not enroll/pay, your student status lapses. Cashier's Office payments are due by 3 p.m. Growl and Drop Box payments due at 4 p.m.	September 21, 2016	January 22, 2017	April 21, 2017
Last day to apply for readmission if you have been absent one or more quarters	June 20, 2016	September 22, 2017	January 9, 2017
Last day to mail payment for tuition/fees to allow for processing time. Postmarks not considered.	September 1, 2016	December 1, 2016	March 1, 2017
Last day to add/drop courses in Growl (no fee) without a "W" appearing on your transcript. Enrollment closes when the Student Information System is closed for nightly processing. To ensure your request is processed we recommend you complete your enrollment activity prior to 6 p.m. See When To Register for Growl availability	October 7, 2016	January 20, 2017	April 14, 2017
Last day to add a course without dean approval (no fee). Enrollment Adjustment Forms are due at NOON.	October 14, 2016	January 27, 2017	April 21, 2017
Last day to withdraw from a course (no fee)	October 14, 2016	January 27, 2017	April 21, 2017
Last day to change grading basis (no fee)	October 14, 2016	January 27, 2017	April 21, 2017
Last day for undergraduates to get dean approval to enroll in 10 or fewer units (and reduced tuition). Part-Time Fee Waivers are due at NOON.	October 14, 2016	January 27, 2017	April 21, 2017
Last day to withdraw from a course (\$4 fee). Enrollment Adjustment Forms are due at NOON.	November 4, 2016	February 17, 2017	May 12, 2017
Last day to change grading basis or variable units (\$4 fee). Enrollment Adjustment Forms are due at NOON.	November 18, 2016	March 3, 2017	May 26, 2017
Last day of instruction	December 2, 2016	March 17, 2017	June 9, 2017
Last day to withdraw from UCR for the full term	December 2, 2016	March 17, 2017	June 9, 2017
Last day to complete work in order to remove an incomplete grade from the prior quarter	December 9, 2016	March 24, 2017	June 16, 2017
Last day of the quarter	December 9, 2016	March 24, 2017	June 16, 2017
Final Examinations	December 3-9, 2016	March 18-24, 2017	June 10-16, 2017
Grades available on Growl	January 3, 2017	April 3, 2017	June 26, 2017

Academic Information

All petitions and forms mentioned in this section are available on the GSOE (<http://gsoe.education.ucr.edu/current-students/graduate-programs/graduate-student-forms.php>) or Graduate Division websites (http://graduate.ucr.edu/pub_forms.html).

GSOE Course Attendance Policy

GSOE takes seriously the need for students to attend and actively participate in classes; class absences and lack of participation undermine the learning process. Students who miss more than 20% of the course meetings are strongly encouraged to withdraw from the course. Instructors may also fail such students, except in the case of documented serious illness or immediate family emergency. Missing portions of classes, persistent late arrivals or early departure, can count toward the "more than 20%" of class time. Make sure you keep your instructor informed of any issues you may experience in a given quarter.

Writing Policy

The Graduate School of Education believes that all students should exit its programs with strong writing skills. As such, the quality of written composition as well as content will be factored into grades on students' papers for all education courses. If you need assistance with writing, you can use the Graduate Writing Center (<http://gwrc.ucr.edu/>).

Program Plan

New students should schedule an appointment to meet with their assigned faculty advisor in order to discuss their academic program. In general, most of the faculty advisors are assigned in the first quarter of the program and students are notified of their faculty advisor by letter. M.A. and M.Ed. students should file an approved program plan by the end of the first quarter after they enter the program.

Only some area groups require Ph.D. students to complete a program plan early in their coursework to clarify degree requirements and/or to help students plan appropriate coursework. Students should discuss their coursework with their faculty advisors. If your area group does not require a program plan, you can complete the Report of Departmental Requirements for the PhD degree (<http://graduate.ucr.edu/advancement2.html>) with your faculty advisor to help you plan your coursework while in the program.

Change of Program Area or Advisor

All new graduate students are assigned an advisor when they enter the program. A *preliminary advisor* is assigned to Ph.D. students and an *advisor* is assigned to M.A./M.Ed. students. The preliminary advisor and the advisor help students plan the classes required for the program and work closely with the student on his/her dissertation, thesis or other projects (analytical project or case study). It may be the case that the student and advisor find that they are not a good fit, in terms of areas of interest or working style. In some instances, an advisor can be changed for students in the program. A Request for a Change of Advisor's form available at http://education.ucr.edu/curr_grad_forms.html is submitted to the GSOE Graduate Advisor, who will make the final decision and a letter will be sent confirming her decision.

Students who wish to change program areas (e.g. from Educational Psychology to Special Education) must have their files reviewed and recommended for admission by the faculty to the

new program area. This is *not* automatic.

Change in Degree Objective

Students who would like to request a change in degree objective (M.Ed. or M.A. to Ph.D., Ph.D. to M.A. or M.Ed.) within the same area group program need to submit the Change in Degree Objective petition (http://graduate.ucr.edu/pub_forms.html).

Entering the Ph.D. Program after Completing the M.A. or M.Ed. Degree

M.A. and M.Ed. students interested in continuing their graduate studies in the doctoral program must apply to the doctoral program and pay the application fee. The online application is available at http://education.ucr.edu/curr_grad_resources.html. A new Statement of Purpose, GRE scores (if not submitted already), a writing sample, and two new letters of recommendation from UCR faculty (one from the M.A./M.Ed. faculty advisor) must be submitted. Students are only admitted to the doctoral program in fall quarter and so students accepted for admission to the doctoral program must complete all requirements for the M.A. or M.Ed. degree prior to the fall quarter or they will not be allowed to enroll in the doctoral program.

Transferring Course Credit

M.A., M.Ed. and Ph.D. students who plan to transfer course credit (up to 8 units) from an outside University, UCR Extension, UCR Concurrent Enrollment or UCR Summer Session, need to obtain approval from their faculty advisor. Then, they will need to retrieve the General Petition from the Graduate Division website (http://graduate.ucr.edu/pub_forms.html), complete the form and submit it to the Graduate Program Coordinator. An official copy of the transcript with the grade posted must be included with the completed form unless the Graduate Division already has one. The Graduate Division will make the final decision on whether the course(s) can transfer into the student's programs.

M.Ed. Case Study

Students in the M.Ed. Program with an emphasis in Autism, Reading or Special Education, will generate a case study with intervention after completing coursework. They will develop an intervention and a plan for implementation and assessment.

M.Ed. Analytical Report

Students in the M.Ed. Program with an emphasis in Diversity and Equity, Higher Education Administration and Policy as well as TESOL will do an analytical report as their final requirement.

M.A. Written Comprehensive Exam

M.A. students who opt to take the Written Comprehensive Exam will take a six-hour written comprehensive exam after they complete the required coursework. Students who chose the thesis option do not take the comprehensive exam. Students must complete the intent to take the exam form prior to the start of the quarter they plan to take it and be “advanced to candidacy” prior to the exam. Students are allowed two attempts to pass the exam and will work with faculty advisors to adequately prepare. The degree will read: *Master of Arts in Education*. Commencement exercises only occur in June. Students completing in fall or winter would have the opportunity to participate in Commencement the following June.

Ph.D. Written Qualifying Exam

Once coursework toward the Ph.D. is near completion or is completed, students take the written qualifying exam. Students should meet with their advisors before the quarter they plan to take their exam to discuss exam content. Students are allowed two attempts to pass the exam and will work with faculty advisors to adequately prepare. Students must complete the intent to take the exam form prior to the start of the quarter they plan to take it.

Annual Review

Student progress in the graduate program is evaluated in the spring of each year by faculty advisors and the area group faculty. Students will be emailed a template to fill out a self-evaluation to be delivered to their faculty advisor. The self-evaluation helps the faculty advisor construct their review to provide adequate information to the Graduate Advisor. The Graduate Advisor for Enrolled Students sends a letter to student during the summer quarter, informing them of their progress and status in the program. The letter becomes a part of the student's file. Students should take the content of these letters very seriously and follow the recommendations in them. In filling out the paperwork for their annual reviews, students should also indicate whether they would like to be considered for Continuing Student Fellowships. Students who do not check the appropriate box will not be considered.

Academic Standing

All graduate students must maintain a 3.0 overall grade point average. Falling below this may result in academic probation for the following quarter when the average must be raised to a 3.0 or higher. No one is allowed to graduate or continue in a program with an overall grade point average below 3.0 for two or more consecutive quarters.

Time to Degree

Students must make acceptable progress during their graduate programs; this is called "normative time". M.A. and M.Ed. students are allowed six quarters in which to complete their program. Ph.D. students should graduate in 15 quarters unless otherwise discussed with their faculty advisor. If a student needs more time to complete their degree (typically due to full time employment), they will need to meet with their faculty advisor to fill out a "Timetable to Completion".

Full Time Status

Students enrolled in at least 8 units per quarter are considered to be full-time. However, students receiving financial support, including TA and GSR, must be enrolled in at least 12 units to be considered full time unless they are approved for a waiver. The only time students can request a waiver on the 12 unit requirement is when they are awarded the GSOE Continuing Student Fellowship that covers fees. Students who receive Graduate Division fellowship, TA or GSR support cannot have the 12 unit requirement waived.

Leave of Absence

Students can be approved for up to one year of leave of absence due to extreme circumstances. Students must submit a request form for a leave of absence to the Graduate Program Coordinator for consideration by the Graduate Advisor and Graduate Division.

Filing Fee

You can apply for filing fee status in your **last** quarter in the program if you have completed all of your coursework and only need to take your M.A. comprehensive exam, file an M.A. thesis, or defend and/or file the Ph.D. dissertation. Students who are approved for filing fee status pay approximately \$174 for the quarter. Filing fee status is approved for students who are taking their M.A. Written Comprehensive exam or Ph.D. dissertation only if the faculty advisor has seen a complete draft of the paper and concurs that it requires only minor edits.

Withdrawal

Students who are unable to continue in the program are asked to withdraw from the program by completing the Petition for Leave of Absence or Withdrawal. Students who would like to return to the program at a later date have up to five years to be reinstated in the program. Students who wish to return to the program during this period of time need to apply for readmission and their readmission must be supported by their previous faculty advisor and/or area group.

Transcripts

If a student needs an official transcript for any reason, they can order it through the new self-service portal or the Registrar's office for a fee. Unofficial transcripts are no longer available. Students in the combined degree program and credential program, M.Ed. and Education Specialist credential, are issued two transcripts. One is a "graduate" transcript and the other is a "professional" transcript.

Independent Study Course Information

The Graduate School of Education offers several courses that are considered independent studies. Students enrolling in these courses must have their faculty advisor approval and complete the appropriate petition to enroll, if applicable. To enroll in these courses under their faculty advisor, students must use the section number assigned to their advisor. For example, students enrolling in EDUC 290 under professor Swanson should enroll using the call number assigned to EDUC 290 55S listed on the online schedule of classes. The courses are listed below.

EDUC 290. Directed Studies Course (1-6)

Courses numbered 290 (Directed Studies) are intended to provide an opportunity for qualified students to undertake advanced work in a topic (or topics) appropriate to the student's special interests and needs which is not covered in a regularly offered course on campus or has not or will not be offered in a timely manner prior to graduation.

Students must file no later than the second week of classes a "Petition for Directed Studies 290" and obtain the signatures of the instructor, the Graduate Adviser or Department Chair, and the Dean of the Graduate Division. Particular attention is paid to the correlation between the number of units of the 290 course and the amount of substantive academic work assigned. Also, EDUC 290 should not be used if the same work is available in a regularly offered course on campus. Some indication of how much time, each week, the student will be in consultation with the faculty member should be indicated. Students doing directed research or studying for exams should not enroll in EDUC 290 but rather EDUC 297 or EDUC 299 respectively. The course can be taken for 1-6 units and is graded Satisfactory (S) or No Credit (NC).

EDUC 291. Individual Studies in Coordinated Areas (1-12)

Students studying for the M.A. Written Comprehensive Exam or Ph.D. Written Qualifying Exam should enroll in this course under their faculty advisor. When enrolling for this course, it is important to use the correct *call number* that is associated with the correct faculty member's perpetual section number. Course is repeatable to a maximum of 36 units prior to successful completion of Ph.D. qualifying examinations. Graded Satisfactory (S) or No Credit (NC).

EDUC 297. Directed Research (1-6) Outside research, 3-18 hours. Prerequisite(s): advanced graduate standing and consent of instructor. Directed research on selected problems in education. Graded Satisfactory (S) or No Credit (NC). This course is to be taken for independent research under the supervision of a faculty member.

EDUC 298-I. Individual Internship (1-12) Written work, 1-12 hours; internship, 2-24 hours. Prerequisite(s): Graduate student standing; consent of instructor and graduate advisor. Supervised internship with an approved professional individual or organization based on a written plan approved by the field supervisor and internship coordinator and/or faculty member. Includes two hours per week of direct supervision by the field supervisor. Graded Satisfactory (S) or No Credit (NC). Course is repeatable to a maximum of 16 units.

EDUC 299. Research for Thesis or Dissertation (1-12) directed independent studies, 1-6 hours. Prerequisite(s): advancement to candidacy for the master's or doctoral degree. Graded Satisfactory (S) or No Credit (NC). Course is repeatable. This course should be taken during the quarters in which a student is working on their thesis or dissertation. There is no limit on the total units earned for the course.

EDUC 302. College Teaching Practicum (1-6)

A minimum of one quarter supervised teaching in college level classes under the supervision of the course instructor. Required of all doctoral candidates in the Graduate School of Education. Fulfills teaching portion of Ph.D. requirements. Graded Satisfactory (S) or No Credit (NC). May be taken for a maximum of three quarters.

Statement of Purpose

EDUC 302 is a GSOE requirement (and a UCR requirement for all TAs) that is designed to give doctoral students at least some college teaching experience before they graduate, to help them prepare for the faculty world they intend to enter. The intent is for students to get a sense of what it is like being "on the other side of the desk." Ideally, this means participating in decisions regarding the syllabus; leading class a time or two either by facilitating discussion and/or delivering a lecture; being involved in grading in conjunction with the faculty of record. Precisely how any of these goals are met is to be determined between the faculty advisor and student.

How Does a Student Find a 302?

Most students will likely work with their advisor in a class that the advisor teaches and that is central to the student's field of interest. Where this is not possible, the student and advisor might discuss other classes that the student has taken, and determine which of them are most similar to something the student might eventually like to teach. Then the student could, with the advisor's approval, approach the faculty member who teaches that class and inquire about doing a 302 the

next time the class is taught.

What the 302 is not:

A student enrolled in EDUC 302 should *not* be teaching the class all on their own, unsupervised by a faculty member. EDUC 302 is not a way to replace a lecturer position, for instance.

If A Student Already Teaches...

“It is the view of the GSOE Graduate Advisory Committee that the EDUC 302 requirement is a meaningful and worthwhile endeavor when undertaken under close direction and supervision from the student's advisor. The purpose of the requirement is not to certify post-secondary teaching experience; rather the purpose is to provide an opportunity for students to work closely with their advisor in the design and implementation of course material in the area that the students will receive their degree. While we recognize the possibility that exceptional cases might merit a waiver, the sentiment of the Committee is that teaching experience at the post-secondary level is not, in and of itself, a legitimate basis for waiving this teaching requirement.”

Professor Bob Burns, Chair, Graduate Advisory Committee, December 1, 1994

When Should Students Take EDUC 302?

Advanced doctoral students can take EDUC 302; however, student may do take EDUC 302 any time after their first year and before graduation. Students do not need to complete EDUC 302 before written or oral exams, and may be done during the second or third year of coursework, during the exam year, and/or while writing their dissertation.

Grades for EDUC 302

Grades are Satisfactory (S) or No Credit (NC). Theoretically, an Incomplete (I) can be assigned, but given that the requirement cannot easily be made up after-the-fact or during a break, the way a paper can, a grade of I is not preferable for a student who cannot finish the requirement during the term in which they enrolled in EDUC 302. More likely, if a student cannot finish out the term satisfactorily, the student would withdraw before the deadline for that quarter; if not, the instructor would give a grade of NC and the student would take the course at a later time.

Grades

Students' grades should be available in GROWL (or the new self-service launching mid-fall term) a week after the end of the quarter for winter and spring and in the beginning on January for fall quarter. If a student has any questions concerning their grades, the first step is to check with the instructor. For specific grade deadlines, please refer to the academic calendar on the Registrar's site.

Satisfactory (S) or No Credit (NC) (also known as Pass/Fail)

Students may not take a course in their major (Education) on an S/NC grading basis unless the course is graded that way. If a course is originally graded S/NC, students must have a grade of “B” or better in order to get a satisfactory (S) grade.

Incomplete Grades

If a student has a compelling reason, instructors may grant an incomplete (“I”) grade if they are unable to complete a course. Students should not assume that an instructor will allow them to

take an incomplete as they are not obligated to do so. The student has *one quarter* to make up the work and be assigned an appropriate grade. Please submit make-up work at least two weeks before the deadline date to provide the instructors time to read the material and submit a grade change form. Missing the deadline means the system will automatically assign an “F” grade on your transcript which means you will **not** be able to complete your M.Ed. and graduate, M.A. thesis and graduate, take your M.A. comprehensive exam or take your Ph.D. written qualifying exams. If you cannot complete the work in one quarter, you must request an extension to complete the incomplete.

Fees, Finances and Financial Aid

Fees

Fee deadlines are set by the Cashier's office and can be found on the academic calendar. Fees can be paid online by credit card or in person at the Cashier's office. Keep in mind that if you have previously enrolled, but have not paid your fees by the deadline, you will be automatically dropped from your classes and a \$50 late fee will be charged. You will be able to re-enroll once your fee is paid. Remember, the Cashier's Office payments must be received by **3:00 pm**, and GROWL/self-service and Drop Box payments due at **4:00 pm**.

2016-2017 Fees and Tuition

The amounts shown in this document represent fees as tentatively expected for the 2016-2017 academic year.

Types of Fees	Resident	Nonresident	Half-time Resident
Tuition	\$3,740.00	\$3,740.00	\$1,870.00
Student Services fee	\$358.00	\$358.00	\$358.00
Nonresident Supplemental Tuition	n/a	\$5,034.00	n/a
Health insurance premium	\$1,137.30	\$1,137.00	\$1,137.00
Recreation Center fee	\$59.00	\$59.00	\$59.00
Recreation Center Expansion fee	149.00	\$149.00	\$149.00
Student Center (Commons) fee	\$110.00	\$110.00	\$110.00
Graduate Student Association fee	\$24.18	\$24.18	\$24.18
UCR Student Services Fee	\$6.00	\$6.00	\$6.00
Student Technology Course Materials Fee	\$2.00* per unit	\$2.00* per unit	\$2.00* per unit
Total Fees per quarter	\$5,583.48	\$10,617.48	\$3,713.18
Total Fees per year	\$16,750.44	\$31,852.44	\$11,139.54

Note: Student Technology Course Materials Fee of \$2 per unit is not included in calculation.

Fees information is available at

<http://registrar.ucr.edu/registrar/tuition-and-fees/default.aspx>

Deferred Payment Plan

This plan allows students to pay their fees in three monthly installments. For each quarter of participation, there is a \$25 application fee. If you have any questions, please contact the Main Cashiers Office located at the Student Services Building, Room 1111 or call (951) 827-3208.

Half-time and Reduced Fee Status

This is available for students who plan to take 6 units or less per quarter. Students must complete a petition to request half-time status. The request must be serious and of a temporary nature. It will not be granted for more than three successive quarters, and approval will not be granted if progress toward a degree is delayed.

Health Insurance Waiver

If a student has their own health insurance, they may file for an exemption for the health fee (GSHIP or Graduate Student Health Insurance Program) through the Health Center. If a student has insurance and does not plan to use UCRs, they should not pay the fee as it is non-refundable. Students must be enrolled in courses before the GSHIP fees will be waived and credited to the account. Waivers are usually good for one academic year as long as there is no break in enrollment and must be renewed each summer. For more information, call the Health Center at (951) 827-3031.

Employment in GSOE

If a Ph.D. student was guaranteed funding through employment in GSOE (teaching assistant or graduate student researcher), the Graduate Programs Office will work to input funds on the student's account to apply towards tuition and fees. This process is complete online by the department and/or Graduate Division. If a student has questions about employment or funds related to it, they should contact the Graduate Program Coordinator, Heather Killeen.

Financial Aid

Financial aid disbursements vary depending on the financial aid (grants, loans, UCR scholarships, outside scholarships and Federal Work-Study) students receive. Students must be enrolled in courses for the disbursement to take effect. The FAFSA also has to be filed and submitted prior to the deadline, including health insurance fee waivers. For more information about financial aid, email the department at finaid@ucr.edu or call 951-827-3204.

General Information

Permanent Pin Number

This number is used for any purpose when accessing GROWL/self-service (enrollment, view grades, view statement and/or current bill, course confirmations, view/accept financial aid award, view student ID, update privacy restrictions, change PERMPIN, address changes, degree check, financial aid application status). The Registrar's Office assigns students an initial PERMPIN, but students are allowed to change it. The PERMPIN is identified on the admission letter from the Graduate Division.

Email

<http://rweb.ucr.edu/>

All students should have a UCR e-mail address for sending and receiving information. The Graduate Programs Office, UCR offices and many instructors are now using UCR student e-mail to communicate with students, receive assignments and provide feedback. Often, the easiest way to reach professors, TAs, advisors, and the Graduate Degree Program Office is by e-mail. **We do not utilize personal email accounts.** If a student does not expect to regularly check their UCR student email account, they should have their mail automatically forwarded to a personal email address that is checked frequently. If a student needs assistance in setting this up, please contact the Student Computing Help Desk at 951-827-6495.

iLearn (Blackboard)

<https://ilearn.ucr.edu/>

iLearn provides online access to class notes, discussion boards, announcements and many other class materials. Faculty will frequently use iLearn to distribute class materials in place of handing out paper copies.

Username: UCR Net ID (ex: jdoe001)

Default Password: Original Permanent PIN

Mailboxes and Student Lounge

Ph.D., M.A., and M.Ed. student mailboxes are located in 1222 Sproul Hall, the Graduate Student Lounge. All graduate students have a mailbox and should check it regularly as the GSOE, Library, Graduate Division, Financial Aid, and other UCR offices mail documents related to university matters to the GSOE Office.

Computer Lab

The computer lab is located in 1343 Sproul Hall. The Graduate School of Education lab is for the exclusive use of students enrolled in education classes, education graduate students, faculty and staff. Access is allowed through a card reader using a valid UCR ID card. If a student needs access to the lab, **please photocopy the front of your UCR ID card and leave it in Robert's mailbox located in 1207 Sproul Hall**, or scan the front of the card and email it as an attachment to gsoeit@ucr.edu.

All computers in the lab are connected to the Internet and have Microsoft Office software. Statistical software packages including SAS and SPSS are also loaded on a portion of these machines. Do NOT make changes to these installed programs, install software, or leave files on

the hard drives.

Students are allowed to print up to 200 pages per quarter. The lab is strictly for class work or individual research only! See specific guidelines for use of the lab, and be sure to check the calendar outside the door for times that the lab will be unavailable. Remember, eating and/or drinking is not allowed in the lab.

The GSOE Lab has a Student Computing Services Kiosk, which allows students to lookup their NetID and change password, reset your password, perform [Blackboard](#) functions, and view and increase their print quota. Follow the below link for more information on the Student Computing Services Kiosk http://cnc.ucr.edu/index.php?content=student_services/kiosks

If you need lab assistance, please contact Robert at: robert.wolfer@ucr.edu

Student Computing Services

www.cnc.ucr.edu/scs/

The Student Help Desk is available by email at helpdesk@student.ucr.edu and by phone at 951-827-6495 to answer a variety of questions related to computing services offered at UCR.

Help Desk phone hours are:

- o Monday – Thursday: 8am to 10pm
- o Friday: 8am to 5pm
- o Saturday & Sunday: Noon to 5pm

ID Card

www.ucrcard.ucr.edu

The UCR identification card is required to check out books from campus libraries, enter our Computer Lab, use facilities in the Student Recreation Center, etc. In addition, you can put money on an “account” on the card and use it as a debit card for vending machines and food service. ID cards have a personal photo and are issued at the Bannockburn Village, I-101. UCR Card Office hours are from 9:00am - 4:00pm Monday through Friday. Photos will be taken from 9:00am- 4:00pm. A new UCR identification card cost \$25 and the replacement costs \$20. Students will be automatically billed for this cost on their monthly student bill (GROWL). The department can also be reached at (951) 827-2273.

Parking

www.parking.ucr.edu/

The Parking and Transportation Office is located at 683 Linden Street and open from 8:00am to 4:00pm. Make sure you have a valid parking permit displayed appropriately in order to avoid parking fines. You may be able to utilize the “Night Permit” which allows parking in Red and Blue lots, except Lot 4, Lot 19 and Lot 20 parking lots, in all non-24 hour enforced spaces after 4:00pm and on weekends.

Campus Safety Escort Services (CSES)

www.escortservice.ucr.edu

The Campus Safety Escort Service (CSES) is safe and easy to use. It’s available to students, staff, faculty and anyone else who needs a safety escort. The service is free. There are four ways to get a safety escort:

- Call the dispatcher at (951) 827-3772.

- Pick up any red phone on campus that reads “Campus Safety Escort Service” and it will automatically connect you to the dispatcher desk. You will be connected to the [UCR Police Department](#) when the service is not in operation.
- Stop by the dispatcher desks at the [HUB](#) information desk or [Rivera Library](#) to request a safety escort in person.
- If you see a safety escort on campus (look for the yellow shirt and ID badge), just wave them down and they will walk you to your destination.

Location

CSES dispatch desks are located at the [HUB](#) information desk and inside the [Rivera Library](#). The CSES office is located in the Women’s Resource Center at 260 [Costo Hall](#). The Women’s Resource Center is open 8 a.m.-5 p.m., Monday through Friday. Use our map to [find the nearest Campus Safety Escort Service phone](#).

Operating Hours

The Campus Safety Escort Service operates from dark to 11:30 p.m., Sunday through Thursday. After 11:30 p.m., call UCR Police at (951) 827-5222.

Websites to Bookmark

Graduate School of Education Forms

<http://gsoe.education.ucr.edu/current-students/graduate-programs/graduate-student-forms.php>

Graduate School of Education Current Students Resources

<http://gsoe.education.ucr.edu/current-students/graduate-programs/graduate-resources.php>

Graduate Student Fellowships & Funding Opportunities

<http://gsoe.education.ucr.edu/current-students/graduate-programs/graduate-jobs.php>

Graduate Division Petitions and Forms for Current Students

http://graduate.ucr.edu/current_students.html

Graduate Division Academic Affairs Rules and Regulations

http://graduate.ucr.edu/academic_affairs.html

General Catalog

<http://www.catalog.ucr.edu/>

GROWL

<http://ucribm.ucr.edu/Paws/PAWS.html>

Schedule of Classes

<http://www.classes.ucr.edu/>

Academic Calendar

<http://registrar.ucr.edu/registrar/academic-calendar/index.html>

Tuition and Fees

<http://registrar.ucr.edu/registrar/tuition-and-fees/index.html>

Student Conduct and Academic Integrity

Academic Integrity Guidelines

(Taken from Academic Senate Policies: www.senate.ucr.edu)

“At the University of California, Riverside (UCR) honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The academic culture requires that each student take responsibility for learning and for producing work that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others’ words, research results, and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments. Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course to avoid the serious charge of academic misconduct.

Cheating

Examples include but are not limited to:

- copying from another student's examination, quiz, laboratory work, or homework assignment
- possession or use of pre-prepared notes or other resources, during an examination
- allowing others to conduct research or to prepare work for you
- submitting for academic advancement an item of academic work that you have previously submitted for academic advancement

Plagiarism

Includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one’s own efforts. Plagiarism means using another's work without giving credit. Examples include but are not limited to:

- copying information from computer-based sources, i.e., the Internet
- allowing another person to substantially alter or revise your work and submitting it entirely as your own

Unauthorized Collaboration

Examples include but are not limited to:

- working with other students to do work, review books, or develop a presentation or report without permission or direction from the instructor to do so
- making information available to a student who did not attend the class
- submitting a group assignment, or allowing that assignment to be submitted, representing the project is the work of all of the members of the group when less than all of the group
- members assisted substantially in its preparation

Facilitating Academic Dishonesty

Examples include but are not limited to:

- intentionally or knowingly helping or attempting to help another student to commit an act of academic misconduct
- permitting your academic work to be represented as the work of another

- signing in or substituting for another student in order to meet an academic requirement
- providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation

Interference or Sabotage

Examples include but are not limited to:

- destroying, stealing, changing, or damaging another's lab experiment, computer program, term paper, exam, or project

Fabrication

Examples include but are not limited to:

- falsifying the results of any academic work or fabricating any data or information
- falsifying, altering, or misstating the contents of documents or other materials related to academic matters

Failure to Comply with Research Regulations: Failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety

Retaliation: Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.

Academic Misconduct Procedures

If a faculty member, teaching assistant, or other instructional personnel suspects an act of academic misconduct has occurred in a course, s/he must communicate with the student regarding the alleged act of misconduct and the information upon which the allegation is based within 30 business days of the alleged act.

Taking Responsibility

If you ***do not dispute the facts upon which the charges are based (admit responsibility)***, Student Conduct & Academic Integrity Programs will follow up with you in writing to formally advise student of the academic sanctions assigned by the instructor as well as appropriate disciplinary sanctions assigned by the University.

Disputing Responsibility

If you ***dispute the facts upon which the charges are based (deny responsibility)***, Student Conduct & Academic Integrity Programs (SCAIP) will conduct an Administrative Review to determine responsibility. You will be notified of the policy allegedly violated; the factual basis for the charges; and asked to schedule a meeting with a conduct officer. If it is determined that *more likely than not* you are responsible for academic misconduct, you will be given academic sanctions recommended by the faculty member as well as appropriate disciplinary sanctions assigned by the University. Grades are usually delayed by the instructor pending the final outcome of an Administrative or Committee Review. ***NOTE:*** When allegations are deemed to be egregious or you have been previously found in violation of academic misconduct, the case is referred to the Academic Integrity Committee in the instructor's College, for a review.

Helpful Resources

The resources below which offer ***guidelines*** for avoiding plagiarism and illustrations of correct and incorrect citation follow.

Avoiding Plagiarism. Purdue University, Online Writing Lab.

http://owl.english.purdue.edu/handouts/research/r_plagiar.html

Plagiarism: What It is and How to Recognize and Avoid It.

Indiana University. Writing Tutorial Services.

<http://www.indiana.edu/~wts/wts/plagiarism.html>

Using Sources. Lisa Trivedi and Sharon Williams, Hamilton College, Writing Center.

<http://www.hamilton.edu/writing/writing-resources/using-sources>

Student Conduct Records

A conduct file is retained in SCAIP for seven (7) years from the date the incident is resolved. Student conduct records may be released only to the student, other UCR officials who have a legitimate need to know, and others permitted by law. Students must sign a *Student Conduct Records Release Authorization Form* if s/he wishes to allow access by any other person(s) to information in their file. The form can be found at: <http://conduct.ucr.edu>

Student Responsibility

Students are expected to respond to directives from SCAIP and/or the College Academic Integrity Committees. A student may bring any information and/or documentation that pertain to the alleged violation, including witnesses. The student may have an advisor present with him/her at any stage of the conduct process; however, the advisor may not speak for or represent the student during the process. As all SCAIP correspondence is sent to the student's local address, students must maintain their address on file with the UCR Registrar or at www.growl.ucr.edu

Student Conduct & Academic Integrity Programs

900 University Avenue

111 Costo Hall

(951) 827-4208

<http://conduct.ucr.edu>

Student Resources

Graduate Student Association (GSA)

<http://www.gsa.ucr.edu/>

The campus-wide Graduate Student Association (GSA) has an office in Highlander Union Building (HUB) Suite 203. This is the main campus graduate student group that sends representatives to all of the major academic committees, including the Institutional Review Board, Committee on Courses, and Registration Fee Committee that determines how student fees are spent. The GSA office has copy machines, word processors, computers, etc. They sometimes have matching funds available for students who have papers accepted for presentations at conferences. The Graduate School of Education has two representatives to this group. If you are available during the day when meetings are held and are interested in representing GSOE and serving on this group, please contact Heather Killeen via email heather.killeen@ucr.edu or by phone 951-827-6362.

GradSuccess

<http://graduate.ucr.edu/success.html>

Graduate Student Resource Center

The Graduate Student Resource Center organizes and publicizes research, funding, and teaching opportunities for graduate students and offers workshops and seminars for academic, professional, and personal development. The Resource Center can assist students in their searches and applications for fellowships, post-docs, on and off-campus funding, and academic and non-academic jobs. You can visit their website for a schedule of upcoming events.

Teaching Assistant Development Program

The Teaching Assistant Development Program trains all TAs at UCR who are at varying levels of their instructional career. First-time TAs have to attend an initial orientation and continuing TAs are encouraged to attend TA Enrichment seminars hosted in conjunction with the resource center. TAs who have not achieved satisfactory evaluations receive individual mentoring. Those who have excelled are eligible for the [Outstanding Teaching Assistant Award and Distinguished Teaching Award for Graduate Students](#) offered through Graduate Division. For those who seek advanced pedagogy in university-level instruction, the TA Development Program offers the [University Teaching Certificate](#) program. Additionally, the [International TA Program](#) provides resources to support UCR's large community of international teaching assistants.

Mentorship Program

The graduate student Mentoring Program offers incoming graduate students the opportunity to connect with both a peer and faculty mentor. The program is unique as it pairs each peer mentor with several incoming students and each faculty mentor with two peer mentors, creating a mentoring family. Throughout the year students meet with their peer and faculty mentors both individually and in groups in order to develop a network of mentoring and to foster a sense of community.

Graduate Writing Center

The Graduate Writing Resource Center offers all graduate students support in developing their work in the many writing genres required by academic disciplines and departments. Individual

consultations are available by appointment through the website. The Graduate Writing Center also offers workshops and seminars in conjunction with the Resource Center which present broader topics such as publishing practices and drafting appropriate job search materials.

GradQuant

GradSuccess launched the new Graduate Quantitative Methods Support (GradQuant) program. The program offers training in probability and statistical inference, statistical software and computing, math for statistics, data management, professional ethics in the management and analysis of data, and digital humanities software. The educational support includes seminars and workshops in remedial and introductory methods; advanced, specialized topics workshops; and individual consultations.

Appeal Procedures

http://graduate.ucr.edu/academic_affairs.html

“The purpose of this procedure is to afford UCR graduate students an opportunity to resolve complaints involving academic or administrative decisions that interfere with the graduate student’s academic progress, such as adverse outcomes on qualifying exams, dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units, revocation of campus fellowships, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. The [Departmental Appeal Procedures](#) apply to all departments and should be used first. Once those have been exhausted the [University Appeal Procedures](#) should be followed. To petition the [Graduate Appeal Form](#) should be completed. A [simplified version of these procedures](#) for the student and a FAQ is available.” Note: GSOE does not have a Department Chair; therefore, the Dean (or a person the Dean designates) fills the role of the Chair in the appeal process.

Office of Administrative Resolution

<http://administrativeresolution.ucr.edu.html>

The Office of Administrative Resolution is responsible for reviewing and resolving issues of policy, procedure, integrity and collegial relations that have the potential to impact the mission and well-being of the University. These issues include those involving students, staff and faculty. The Office works closely with other agencies on campus including:

- Student judicial affairs
- Labor relations
- Affirmative action
- Title IX/Sexual harassment
- Ombudsman
- Campus police
- Campus counsel
- Academic Senate

Student Special Services/Veteran Services

<http://specialservices.ucr.edu/index.html>

This department offers services to students with disabilities, veterans and their family members, voter registration opportunities and ROT referral. It is located in 125 Costo Hall.

Counseling and Psychological Services

<http://counseling.ucr.edu/>

The Counseling Center is available to UCR students free of charge. The Center has a variety of resources available including, but not limited to, individual and couples counseling, group counseling, and stress management programs. Students can make an appointment to drop-in for counseling services. To make an appointment, call 951-827-5531 (24 hour line) and drop-in counseling is available 8:30pm-4:30pm.

Common Terms

Graduate Division: UCR campus office that serves graduate student programs from all Schools and Colleges at UCR. This department processes paperwork, approves theses and dissertations, checks transcripts, and monitors student progress. They are located on the first floor of the University Office Building.

Graduate School of Education Office: This is the main office for the Graduate School of Education and it is located in 1207 and 1223 Sproul Hall. In these two offices you will find faculty mailboxes, Dean's Office, personnel, and purchasing.

Graduate Programs Office: This office is located in 1207 Sproul Hall and provides advising to all graduate students enrolled in GSOE.

Dean, Graduate Division: Dean of the Graduate Division which serves all academic units on campus.

Dean, Graduate School of Education: Professor Thomas Smith is the Dean of the Graduate School of Education.

Graduate Advisor: Each academic unit on campus has a graduate advisor. GSOE has two Graduate Advisors: Professor Eddie Comeaux who is the Graduate Advisor of Admissions and Professor Rollanda O'Connor who is the Graduate Advisor for Enrolled Students. Once admitted, most student interaction will be with Professor O'Connor since she provides final approval on all students' program plans, waivers, etc.

M.A. Faculty Advisor: Faculty member assigned to help M.A. students with program planning and comprehensive exam construction.

M.Ed. Faculty Advisor: Faculty member assigned to help M.Ed. students with program planning and analytical report or case analyses.

Ph.D. Preliminary Faculty Advisor: Faculty member assigned to help Ph.D. students with first year planning. This person often becomes the chair of the student's Program Guidance Committee.

Ph.D. Program Guidance Committee: This committee of three faculty members from the Graduate School of Education meets with the student to develop the program plan for the Ph.D. program. The Chair of the committee or the committee as a whole will coordinate the student's written comprehensive exam and oral exam.

Ph.D. Oral Qualifying Exam Committee: This committee consists of five people. Unless the student's research interests have changed, it will include the program committee, another faculty member from the Graduate School of Education, and an "outside" member from another department. With prior approval, faculty members from other campuses are sometimes part of oral committees.

Ph.D. Dissertation Committee: This committee with a minimum of three people is identified after the oral exam. Most often the chair of the dissertation committee is the chair of the program committee and has been the student's program advisor and chair of the oral examination committee.

M.A. Thesis Committee: M.A. students who choose to do a thesis will have a committee of three faculty members, including the student's advisor that will serve as chair. A final defense of the thesis with this committee is mandatory for School Psychology students and mostly likely all other programs unless the committee agrees no defense is needed.

Graduate Advisory Committee: Graduate School of Education faculty committee that oversees all aspects of the curriculum and program requirements, reviews new courses and student petitions.

Teacher Education Student Academic Office: The office is located in 1124 Sproul Hall and handles all credentialing including multiple and single subjects, education specialist, and pupil personnel services credentials. Students in combined credential M.Ed. programs will consult with both offices.

Graduate Student Association (GSA): Campus student organization that serves graduate student needs from all Schools and Colleges. Offers mini-grants, sends representatives to faculty and administrative committees on campus.

Contact Information

Staff

Name	Office	Phone	Email
Thomas Smith, Dean	1207 Sproul	951-827-5802	thomas.smith@ucr.edu
Sally Tavizon, Assistant Dean and Chief Financial and Administrative Officer	1207 Sproul	951-827-6280	sally.tavizon@ucr.edu
Deanna Wheeler, Executive Assistant to the Dean	1207 Sproul	951-827-5802	deanna.wheeler@ucr.edu
Janet Harshman, Academic Personnel Analyst	1207 Sproul	951-827-5828	janet.harshman@ucr.edu
Heather Killeen, Graduate Program Coordinator	1207 Sproul	951-827-6362	heather.killeen@ucr.edu
Rick Garcia, Director of Enrollment Management & Marketing	1207 Sproul	951-827-5811	rick.garcia@ucr.edu
Samantha Jobelius-Morrison, Academic Program & Development Analyst	1207 Sproul	951-827-1493	samantha.jobelius@ucr.edu
Connie, Vilian, & Jennifer, Front Desk Student Assistants	1207 Sproul	951-827-4633	
Judy Ta, Program Coordinator Student Assistant	1207 Sproul	951-827-4633	edgrad@ucr.edu
Alison Rodriguez, Financial and Operations Manager	1223 Sproul	951-827-5908	alison.rodriguez@ucr.edu
Jennifer Talbot, Contracts and Grants Analyst	1223 Sproul	951-827-2605	jennifer.talbot@ucr.edu
Lally Toledo, Payroll / Personnel Analyst	1223 Sproul	951-827-5840	lally.toledo@ucr.edu
Karen Naples, Purchasing Assistant / Travel Coordinator	1223 Sproul	951-827-5976	karen.naples@ucr.edu
Clyde Derrick, Director of Development	2227 Sproul	951-827 6388	clyde.derrick@ucr.edu
Robert Wolfer, Information Technology Manager	1353 Sproul	951-827-5234	robert.wolfer@ucr.edu
Alex Huynh, Technical Support Analyst	1353 Sproul	951-827-4407	alexander.huynh@ucr.edu
Immanuel Chu, Student Assistant	1353 Sproul		
JerMara Davis-Welch, Interim Director of Teacher Education	1124 Sproul	951-827-5488	jermara.davis-welch@ucr.edu
Liliana Aguayo, Professional Education Advisor	1124 Sproul	951-827-5850	liliana.aguayo@ucr.edu
Frances Valdovinos, Admissions Advisor	1124 Sproul	951-827-7043	frances.valdovinos@ucr.edu
Lina Canawati, Admissions Advisor	1124 Sproul	951-827-5228	lina.canawati@ucr.edu
Leticia Singh, Credential Analyst	1124 Sproul	951-827-5227	leticia.singh@ucr.edu
Hailey Vernon, Teacher Ed. Program Assistant	1124 Sproul	951-827-7047	hailey.vernon@ucr.edu
Carolyn, Melissa, & Christian, Student Assistants	1124 Sproul	951-827-5225	

Graduate Advisors

Name	Office	Phone	Email
Eddie Comeaux, Associate Professor and Graduate Advisor for Admissions	2104 Sproul	951-827-3934	Eddie.comeaux@ucr.edu
Rollanda O'Connor, Professor and Graduate Advisor of Current Students	2134 Sproul	951-827-6052	Rollanda.oconnor@ucr.edu

Associate Dean

Name	Office	Phone	Email
Keith Widaman, Distinguished Professor and Associate Dean	2129 Sproul	951-827-2895	keith.widaman@ucr.edu

Faculty

Name	Title	Office	Phone	Email
Blacher, Jan	Distinguished Professor	2133 Sproul	951-827-3875	jan.blacher@ucr.edu
Comeaux, Eddie	Associate Professor	2102 Sproul	951-827-3934	eddie.comeaux@ucr.edu
Dar, Luciana	Assistant Professor	2104 Sproul	951-827-2751	luciana.dar@ucr.edu
De Los Rios, Cati	Acting Assistant Professor	2107 Sproul	951-827-5882	cv.delosrios@ucr.edu
Duffy, Sharon	Professor	337 UNEX	951-827-1639	sharon.duffy@ucr.edu
Echeverria, Begoña	Associate Professor	2122 Sproul	951-827-4316	begona.echeverria@ucr.edu
Erchul, William	Professor	2223 Sproul	951-827-4663	william.erschul@ucr.edu
Geraghty, Cathleen	Assistant Teaching Professor	2120 Sproul	951-827-2051	cathleen.geraghty@ucr.edu
Guarino, Cassandra	Professor	2123 Sproul	951-827-5992	cassandra.guarino@ucr.edu
Ing, Marsha	Assistant Professor	2137 Sproul	951-827-4607	marsha.ing@ucr.edu
Jayakumar, Uma	Associate Professor	2110 Sproul	951-827-5996	uma.jayakumar@ucr.edu
Johnson, Austin	Assistant Professor	2132 Sproul	951-827-5958	austin.johnson@ucr.edu
Kahne, Joseph	Professor, Dutton Presidential Chair	2109 Sproul	951-827-5996	joseph.kahne@ucr.edu
Kohli, Rita	Assistant Professor	2103 Sproul	951-827-5969	rita.kohli@ucr.edu
Levin, John	Professor	2126 Sproul	951-827-4976	john.levin@ucr.edu
Nash, Margaret	Associate Professor	2108 Sproul	951-827-2710	margaret.nash@ucr.edu
O'Connor, Rollanda	Professor	2134 Sproul	951-827-6052	rollanda.oconnor@ucr.edu
Palardy, Gregory	Assistant Professor	2105 Sproul	951-827-4633	gregory.palardy@ucr.edu
Park ,Soojin	Assistant Professor	2219 Sproul	951-827-4633	soojin.park@ucr.edu
Pilegard, Celeste	Acting Assistant Professor	2215 Sproul	951-827-4633	celeste.pilegard@ucr.edu
Rall ,Raquel	Assistant Professor	2106 Sproul	951-827-5955	raquel.rall@ucr.edu
Ream, Robert K.	Associate Professor	2124 Sproul	951-827-6054	robert.ream@ucr.edu
Rodriguez, Louie	Associate Professor	1207 Sproul	951-827-4633	louie.rodriguez@ucr.edu
Solis, Michael	Assistant Professor	2135 Sproul	951-827-5855	michael.solis@ucr.edu
Smith, Thomas	Dean, Professor	1207 Sproul	951-827-5802	thomas.smith@ucr.edu
Stavropoulos, Katherine	Assistant Professor	2128 Sproul	951-827-5238	katherine.stavropoulos@ucr.edu
Swanson, Lee	Distinguished Professor	2127 Sproul	951-827-4734	lee.swanson@ucr.edu
Vanderwood, Michael	Associate Professor	2132 Sproul	951-827-4313	mike.vanderwood@ucr.edu
Widaman, Keith	Distinguished Professor	2129 Sproul	951-827-2895	keith.widaman@ucr.edu

	& Associate Dean			
Wills, John	Associate Professor	2101 Sproul	951-827-5010	john.wills@ucr.edu

Cooperating Faculty

Name	Title	Office	Phone	Email
Brint, Steven	Professor	Sociology Dept.	951-827-2103	steven.brint@ucr.edu
Gauvain, Mary	Professor	Psychology Dept.	951-827-4690	mary.gauvain@ucr.edu

Additional Campus Contacts

Campus Health Center (<http://www.campushealth.ucr.edu/>)

Riverside, CA 92521

Phone: (951) 827-3031

Email: health@ucr.edu

Child Development Center (<http://cdc.ucr.edu/>)

3333 Watkins Drive

Riverside, CA 92521

Phone: (951) 827-5130

Counseling and Psychological Services

Veitch Student Center, North Wing

Phone: (951) 827-5531

Housing Services (<http://www.housing.ucr.edu/>)

3595 Canyon Crest Drive

Riverside, CA 92507

Phone: (951) 827-6350

Email: info@housing.ucr.edu

Student Recreation Center (<http://src.ucr.edu/>)

Riverside, CA 92507

Phone: (951) 827-1012

Student Special Services/Veteran Services (<http://www.specialservices.ucr.edu/>)

125 Costo Hall

Hours 8:00am-12:00pm & 1:00pm-5:00pm

Other times by appointment

Phone: (951) 827-4538 (voice and TTY)

Transportation and Parking Services (<http://www.parking.ucr.edu/>)

683 Linden Street

Riverside, CA 92521-0138

Phone: (951) 827-8277

Help Line: (951) 827-1294

UCR Bookstore (https://www.ucr.edu/resources/campus_store.html)

Riverside, CA 92507

Phone: (951) 827-1012

M-F: 8:00 am – 5:00 pm

UCR Libraries (<http://library.ucr.edu/>)

Please check the web site for hours and location

Department of Motor Vehicles (DMV)

(<https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/fieldoffice?number=545>)

Riverside DMV Office

6280 Brockton Ave.,

Riverside, 92506

Phone: (800) 777-0133

Riverside East DMV Office (closest to the UCR campus)

6235 Rivercrest Dr., #10-R,

Riverside, 92507

Phone: (800) 777-0133

GRADUATE DIVISION CALENDAR 2016-2017

Get ready! Banner goes LIVE in winter 2017!! Pay and Enroll Deadlines will change! Be aware and informed!!

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				¹ Deadline for leave of absence, filing fee, half-time, in absentia Deadline for <u>Fall</u> applications for domestic students Deadline for <u>Winter</u> applications for international students	² Dissertation/Thesis must be submitted for format review if filing 9/16	³
⁴	⁵ Campus Closed (Labor Day)	⁶	⁷ Deadline to sign up for direct deposit for stipend check www.sbs.ucr.edu	⁸ Deadline to sign up for Surepay for ASE payroll for first Fall 2016 paycheck www.atyourserviceonline.ucop.edu	⁹ International Student Resource Center Orientation for PhD Students, 8:30am	¹⁰
¹¹	¹² International Student Resource Center Orientation for Master's students in all colleges except AGSM, 8:30am	¹³ SPEAK Test	¹⁴ SPEAK Test	¹⁵ Fall fees/tuition payment deadline – classes lost and \$50 late fee if not paid International Student Resource Center Orientation for Master's students in AGSM only, 8:30am	¹⁶ Deadline to file final draft of Dissertation/Thesis & not pay Fall fees but graduate Fall 2016	¹⁷
¹⁸	¹⁹ Quarter Begins Student Aid Refunds disbursed by direct deposit or mail by Student Business Services TADP Orientation, 9am Graduate Division New Student Orientation	²⁰ TADP Orientation, 9am Deadline to post ASE appointments to PPS for Fall 2016	²¹ TADP Orientation, 9am	²² Instruction Begins Last day to submit application for candidacy for a Fall master's degree Last day to take orals and qualify for RNRT for Fall 2016	²³	²⁴
²⁵	²⁶ Week 1	²⁷	²⁸	²⁹	³⁰ Deadline to sign up for Direct Deposit/Surepay for ASE payroll for Fall 2016 www.atyourserviceonline.ucop.edu	

GRADUATE DIVISION CALENDAR 2016-2017

Get ready! Banner goes LIVE in winter 2017!! Pay and Enroll Deadlines will change! Be aware and informed!!

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 1					1
2	Week 2	3	4	5	6	7
					Last day to use GROWL to make schedule changes Last day to drop classes without a W Electronic copies of signed ASE appointment letters due in Graduate Division	8
9	Week 3	10	11	12	13	14
					Last day to enroll/add classes and pay Fall fees or student status will lapse Deadline to post ASE appointments in SIS for Fall 2016 iEval	15
16	Week 4 All course changes cost \$4 and must be signed by the Graduate Dean	17	18	19	20	21
23	Week 5	24	25	26	27	28
30	Week 6 Winter enrollment begins	31				

GRADUATE DIVISION CALENDAR 2016-2017

Get ready! Banner goes LIVE in winter 2017!! Pay and Enroll Deadlines will change! Be aware and informed!!

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 6	1 First paycheck of quarter for ASEs for Fall	2	3	4 Last day to drop a class without Late Petition	5
6 Daylight Savings Time Ends	7 Week 7	8	9	10	11 Campus Closed (Veteran's Day)	12
13	14 Week 8	15 Deadline for <u>Winter 2017</u> applications for domestic students	16	17	18 Last day to change grading basis	19
20	21 Week 9	22	23 iEval Opens	24 Campus Closed (Thanksgiving)	25 Campus Closed	26
27	28 Week 10 Dissertation/Thesis must be submitted for format review to graduate Fall 2016	29	30			

GRADUATE DIVISION CALENDAR 2016-2017

Get ready! Banner goes LIVE in winter 2017!! Pay and Enroll Deadlines will change! Be aware and informed!!

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 10			1 Deadline for leave of absence, filing fee, half-time, in absentia for Winter 2017 Deadline for <u>Spring 2017</u> applications for international students	2 Deadline for appointment letters to be sent to ASEs for Winter 2017 iEval closes Instruction Ends	3 Finals Begin
4	5 FINALS WEEK	6	7	8	9 Last day to finish an "I" from Spring 2016 Last day to file FINAL draft of dissertation/thesis & graduate Fall 2016 Deadline for ICE apps for Winter 2017 Finals End/Quarter Ends/Degree Conferal Date	10
11	12 Winter Break	13 Fall Grades due Results of Master's comps due	14	15 Winter fees/tuition payment deadline – classes lost and \$50 late fee if not paid	16	17
18	19 Winter Break	20	21	22 Deadline to file final dissertation/thesis & not pay Winter fees but graduate Winter 2017 Deadline to sign up for Surepay for ASE payroll for first Winter 2017 paycheck www.atyourserviceonline.ucop.edu	23 Campus Closed	24 Campus Closed
25 Campus Closed	26 Campus Closed	27 Campus Closed	28 Campus Closed	29 Campus Closed	30 Campus Closed	31 Campus Closed

GRADUATE DIVISION CALENDAR 2016-2017

Get ready! Banner goes LIVE in winter 2017!! Pay and Enroll Deadlines will change! Be aware and informed!!

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Campus Closed	2 Campus Closed	3 Quarter Begins Student Aid Refunds disbursed by direct deposit or mail by Student Business Services Fall Grades available	4	5 Deadline for Fall 2017 applications for fellowships	6 Student status will <u>lapse</u> if not paid and enrolled for Winter 2017 Deadline to post ASE appointments to PPS for Winter 2017	7
8	9 Week 1 Instruction Begins Deadline for intent to complete a master's degree "along the way" (for students who are only in a PhD program) Last day to take orals and qualify for Winter 2017 RNRT	10	11	12	13	14
15	16 Week 2 Campus Closed (Martin Luther King Day)	17 Add/Drop deadline Last day to drop classes without a W <u>Final Lapse</u> for students not fully paid and enrolled for Winter 2017	18 All drops from this point forward will be noted with a "W" on the transcript. Students must complete an Enrollment Adjustment Form for both adds and drops.	19	20 Electronic copies of signed ASE appointment letters due in Graduate Division	21
22	23 Week 3	24	25	26	27 Deadline to post ASE appointments in Banner for Winter 2017 iEval	28
29	30 Week 4 All course changes cost \$4 - Late Enrollment Adjustment petition required for adds	31				

GRADUATE DIVISION CALENDAR 2016-2017

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 4		1 First paycheck of the quarter for ASEs for Winter	2	3	4
5	6 Week 5 Deadline for ICE apps for Spring 2016	7	8	9	10	11
12	13 Week 6 Spring enrollment begins	14	15	16	17 Deadline to withdraw from a course without the Late Enrollment Adjustment petition	18
19	20 Week 7 Campus Closed (President's Day)	21 <u>ALL</u> course changes from this point forward required the Enrollment Adjustment form <u>AND</u> the Late Enrollment Adjustment petition	22	23	24	25
26	27 Week 8	28 Deadline for appointment letters to be sent to ASEs for Spring 2017				

GRADUATE DIVISION CALENDAR 2016-2017

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 8		1 Deadline for leave of absence, filing fee, half-time, in absentia for Spring 2017 Deadline for Spring 2017 applications for domestic students	2	3 Last day to change grading basis Deadline for ICE apps for Spring 2017	4
5	Week 9 6	7	8 iEval Opens	9	10 Dissertation/Thesis must be submitted for format review to graduate Winter 2017	11
12	Week 10 13	14	15 Spring fees/tuition payment deadline – classes lost and \$50 late fee if not paid	16	17 iEval closes Instruction Ends	18 Finals Begin
19	Finals Week 20 Notice of Intent to Complete a PhD due for Spring 2017 (tentative) Commencement Petition due for summer 2017 grads to walk in the ceremony (tentative)	21	22	23	24 Last day to file FINAL draft of dissertation/thesis & graduate Winter 2017 Finals End/Quarter Ends/Degree Conferral Date Last day to complete work for an "I" from Fall 2016	25
26	Spring Break 27	28 Deadline to file final dissertation/thesis & not pay Spring fees but graduate Spring 2017 Winter Grades Due Results of masters comp exams due in Graduate Division	29 Quarter Begins Student Aid Refunds disbursed by direct deposit or mail by Student Business Services	30 Student status will <u>lapse</u> if not paid and enrolled for Spring 2017 Deadline to post ASE appointments to PPS Deadline to sign up for Surepay for ASE payroll for first Spring 2017 paycheck www.atyourserviceonline.ucop.edu	31 Campus Closed (Cesar Chavez Day)	

GRADUATE DIVISION CALENDAR 2016-2017

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Week 1 Instruction Begins Winter Grades Available Deadline for intent to complete a master's degree "along the way" (for students who are only in a PhD program) Last day to take orals and qualify for Spring 2017 RNRT	4	5	6	7	8
9	10 Week 2	11 Add/Drop deadline Last day to drop classes without a W Final Lapse for students not fully paid and enrolled for Spring 2017	12 All drops from this point forward will be noted with a "W" on the transcript. Students must complete an Enrollment Adjustment Form for both adds and drops.	13	14 Electronic copies of signed ASE appointment letters due in Graduate Division	15 Council of Graduate Schools: National deadline for Fall fellowship acceptance (or declination)
16	17 Week 3	18	19	20	21 Deadline to post ASE appointments in Banner for Spring 2017 iEval	22
23	24 Week 4 All course changes cost \$4 - Late Enrollment Adjustment petition required for adds	25	26	27	28	29
30						

GRADUATE DIVISION CALENDAR 2016-2017

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Week 5 First paycheck of the quarter for ASEs for Spring	2	3	4	5	6
7	8 Week 6	9	10	11	12 Deadline to withdraw from a course without the Late Enrollment Adjustment petition	13
14	15 Week 7 <u>ALL</u> course changes from this point forward required the Enrollment Adjustment form <u>AND</u> the Late Enrollment Adjustment petition	16	17	18	19	20
21	22 Week 8	23	24	25	26 Last day to change grading basis	27
28	29 Week 9 Campus Closed (Memorial Day)	30	31 iEval Opens			

GRADUATE DIVISION CALENDAR 2016-2017

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 9			¹ Deadline for Fall apps for foreign students	² Dissertation/Thesis must be submitted for format review to graduate Spring 2017	³
⁴	Week 10 ⁵	⁶	⁷	⁸	⁹ Instruction Ends iEval closes	¹⁰ Finals Begin
¹¹	Finals Week ¹²	¹³	¹⁴	¹⁵	¹⁶ Last day to file FINAL draft of dissertation/thesis & graduate Spring 2017 Finals End/Quarter Ends/Degree Conferral Date Last day to complete work for an "I" from Winter 2017 Commencement	¹⁷ Commencement
¹⁸ Commencement	¹⁹ Commencement	²⁰ Spring Grades Due Results of masters comp exams due in Graduate Division	²¹	²²	²³ Deadline to file final dissertation/thesis & not pay Summer fees but graduate Summer 2017 (for students who were not enrolled fall, winter and spring)	²⁴
²⁵	²⁶ Summer Term Begins (Term Ends 9/2/17) Spring Grades Available	²⁷	²⁸	²⁹	³⁰	

FREQUENTLY ASKED QUESTIONS (FAQs)

FELLOWSHIPS

How are fee fellowships paid?

If your fees are paid by a fellowship, a credit will be posted to your student statement upon your enrollment in classes. For Fall Quarter, you must be enrolled in 12 units no later than September 15 for this to happen. If you do not enroll in course work then your account will not be credited and you will be charged a \$50 late fee. The last possible day to enroll and pay fees for Fall Quarter is October 15th. Please contact your academic program office for information concerning your initial enrollment.

How are fellowship stipends paid?

You are required to sign up for direct deposit to receive your fellowship stipend. It is the most cost effective and safest method of receiving funds. Make sure that the money has been deposited into your account before spending it. You enroll for direct deposit payments through your GROWL account: <https://ucribm.ucr.edu/Paws/PAWS.html>.

When do I receive my fellowship money?

Fellowship stipends are paid once each quarter. For Fall Quarter your first fellowship stipend is available no later than October 1 but should be available September 21. For Winter Quarter it is available January 3. For Spring Quarter it is available April 1.

Can I supplement my fellowship?

Fellowships are awarded to students to free them from the need for employment. Fellowship awards with less than a \$10,000 stipend may be supplemented up to a maximum of a 25% time (10 hours per week) for a quarter or an average of 25% time over three quarters.

Students receiving an award of \$10,000 or more may be supplemented only after approval by the Graduate Dean. Your program's Graduate Advisor must make the request to the Dean in writing. The maximum supplementation should be no more than 25% time.

The Graduate Research Mentorship Program (GRMP) may be supplemented up to 25% time with a GSR only. GAANN and Dissertation Year Fellowships (DYP) do not allow any supplementation.

What is my tax liability with a fellowship?

Fellowships and scholarships from any source in excess of the amount equal to tuition, fees, books and course-related expenses are fully taxable though not subject to withholding taxes. This means you may incur a tax liability that is not withheld from your paycheck and that may need to be paid by you to the Internal Revenue Service (IRS) as Estimated Taxes. Contact the IRS for more information. Be sure to keep receipts for income tax reporting purposes. The Graduate Division cannot provide any additional information on taxes. You will have to consult a tax expert if you need help paying your taxes.

What happens to my fellowship if I withdraw?

If you have to withdraw during the middle of a quarter you may have to return some or all of your fellowship for that quarter. Be sure to speak with the Graduate Division staff before withdrawing.

What happens to my fellowship if I fall into academic difficulty?

Fellowship holders who fail to maintain good academic standing and make acceptable progress towards graduation may have their fellowships modified, reduced, or revoked at the discretion of the Graduate Dean. Students who receive notification from the Graduate Dean that their

fellowships are in jeopardy should first consult with their program's Graduate Adviser rather than responding directly to the Dean.

EMPLOYMENT

How and when do I get paid as a TA or GSR?

Teaching Assistants (TAs) and Graduate Student Researchers (GSRs) are paid through the payroll system. For a Fall Quarter appointment you are paid on November 1, December 1, and January 1. For a Winter Quarter appointment you are paid on February 1, March 1, and April 1. For a Spring Quarter appointment you are paid on May 1, June 1, and July 1.

To authorize direct deposit into the bank of your choice, go to <http://atyourservice.ucop.edu>. Make sure that the money has been deposited into your account each month before spending it. Note that this process differs from direct deposit of fellowship stipends, which is done through GROWL.

How do I appeal decisions that affect my employment status?

If you want to appeal a decision that has adversely affected your employment status, refer to the Dispute Resolution guidelines on the Graduate Division website:

http://graduate.ucr.edu/dispute_resolution.html.

What happens if I receive poor teaching evaluations?

If your numerical scores are below 4.0 in any of several areas, you will be directed by the Teaching Assistant Development Program (TADP) to complete workshops and training in those areas. This additional training is required and must be completed in order to retain your eligibility to serve as a TA. If you do not complete the training within the timeframe specified by TADP, the Graduate Division may require that you complete additional training beyond that specified by TADP and will declare you ineligible to serve as a TA until you comply.

How can I improve my English speaking ability?

The Graduate Division's English Language Development Program (<http://eldp.ucr.edu>) has several resources for English learners, including a language laboratory. Also try to make the most of opportunities to socialize with native speakers.

ACADEMIC PROGRESS

What constitutes unacceptable academic progress?

Students are deemed to be making unacceptable academic progress (i.e., to no longer be in good academic standing) when any of several conditions is met. Refer to the "Standards of Scholarship" section in Graduate Division's Graduate Student Handbook for a complete list. The handbook can be found here: http://graduate.ucr.edu/pub_forms.html.

How do I appeal decisions that affect my academic standing?

If you want to appeal a decision that has adversely affected your academic standing, refer to the Academic Issues section of the Dispute Resolution guidelines on the Graduate Division website:

http://graduate.ucr.edu/dispute_resolution.html.

How do I find a faculty research adviser?

Programs handle the assignment of faculty research advisers in different ways. Therefore, if you wish to establish an adviser or change advisers, first consult with your program's Graduate Adviser. It is important to understand that, although programs are obligated to make reasonable efforts to accommodate all students in good academic standing, you are not entitled to the

adviser of your choice. Furthermore the development and maintenance of a successful adviser-student relationship is the responsibility of both parties.

How can I get help if I feel I am falling behind academically?

Your research adviser, Graduate Adviser, program faculty, and fellow students are excellent resources of first resort. If you find that you are in need of additional resources, contact the GradPREP staff in the Graduate Division: <http://graduate.ucr.edu/tadpmain.html>. GradPREP services include: the Graduate Student Resource Center, the Graduate Student Mentoring Program, the Graduate Writing Resource Center, the English Language Development Program, the University Teaching Certificate Program, and the Teaching Assistant Development Program.

CONDUCT

What happens if I am accused of misconduct?

Misconduct cases are handled initially by the Office of Student Conduct and Academic Integrity Programs (SCAIP). Cases are then adjudicated according to the nature of the misconduct. For more information about the process, visit the SCAIP website: <http://conduct.ucr.edu>.

What can I do if I feel I have been treated unfairly by a faculty or staff member?

Refer to the Dispute Resolution guidelines on the Graduate Division website: http://graduate.ucr.edu/dispute_resolution.html.

What can I do if I feel I am being harassed by a faculty member, staff member, or student?

Refer to the Other Issues and Additional Resources sections of the Dispute Resolution guidelines on the Graduate Division website: http://graduate.ucr.edu/dispute_resolution.html.

HEALTH, SAFETY & WELL-BEING

What should I do if I become pregnant, disabled, or seriously ill?

First obtain appropriate medical help, and then notify your program if your condition affects your ability to meet your academic and employment obligations. If you and your program are unable to resolve any related issues, refer to the Additional Resources section of the Dispute Resolution guidelines on the Graduate Division website: http://graduate.ucr.edu/dispute_resolution.html.

Can I obtain an accommodation for a disability?

If you wish to obtain an accommodation for a disability, visit the Office of Student Special Services: <http://specialservices.ucr.edu>. Note that you must obtain an accommodation before, not after, a situation arises in which you believe your disability has adversely affected the outcome.

Is health insurance available for my family?

Graduate students are eligible to extend their health coverage to qualified dependents through the Graduate Student Health Insurance Plan (GSHIP). Contact the Campus Health Center for more information: <http://campushealth.ucr.edu>.

Where can I get help for stress or mental health problems?

In an emergency, call 911. The UCR Counseling Center also offers phone and walk-in services for individuals in need of counseling: <http://counseling.ucr.edu>.

What are my options for childcare?

Subject to classroom availability, all graduate students are eligible to enroll their dependent children in the UCR Child Development Center (CDC), often at reduced rates. Contact the CDC for more information: <http://childdevelopmentcenter.ucr.edu>. Several off-campus options also exist. Talk with other parents to figure out which may be the best option for you.

Can I be reimbursed for childcare expenses?

While you are appointed as an Academic Student Employee (ASE), which includes TA appointments, you may be eligible for limited childcare reimbursement. For details, see [Article 4 of the CASE/UAW Contract](#).

What other family-related benefits are available?

A summary of family-related benefits for graduate students can be found on the Graduate Division website: http://graduate.ucr.edu/family_friendly.html.

How can I be prepared for a campus emergency?

Familiarize yourself with UCR's Environmental, Health & Safety resources and procedures, particularly information about Emergency Services: <http://ehs.ucr.edu/services/emergency.html>.

RESIDENCY

How do I establish residency?

The Office of the Registrar provisionally classifies all new graduate students (including students who completed their undergraduate work at UCR) as nonresidents of the state of California. The final classification will be made based on the information you provide on your *Statement of Legal Residence*. A link to the Registrar's website was mailed to you with your admissions letter and you should have completed it immediately thereafter.

You must petition the Office of the Registrar for a change of classification from nonresident to resident status. All changes of status MUST be initiated before the first day of classes for the term for which you intend to be classified as a resident.

Indications of your intent to make California your permanent residence can include the following:

- Registering to vote and voting in California elections;
- Designating California as your permanent address on all school and employment records;
- Obtaining a California driver's license or, if you do not drive, a California identification card;
- Paying income taxes as a California resident.

Documented evidence is required, and all relevant indications will be considered in determining your classification. Inquiries and appeals can be directed to the Registrar at (951) 827-7284.

How do I register to vote?

To find out how to register to vote on campus go to <http://specialservices.ucr.edu/Voter+Registration/Voter+Registration.htm> or pick up a voter registration form at Student Special Services, 125 Costo Hall. You can also pick up a form at the post office, DMV, or Registrar of Voters. The Registrar of Voters is located at 2724 Gateway Drive, Riverside, CA 92507.