Graduate Student Orientation Handbook

2019-2020

UC RIVERSIDE | UNIVERSITY OF CALIFORNIA | Graduate School of Education

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

Below you will find instructions on how to register for classes from the Registrar's website (https://registrar.ucr.edu/). Also included in this section are step-by-step enrollment instructions for R'Web (rweb.ucr.edu).

When to Register

Start registering for classes at your initial enrollment appointment time/time ticket. See the academic calendar to find out when you can view your appointment time via R'Web or view instructions here.

You may register during **initial** and **makeup** enrollment. Graduate students may add up to 20 units each quarter without department approval. Requests to enroll in more than 20 units should be directed to your department program coordinator. See the academic calendar for all registration phases.

How to Register

Step 1: Log in to R'Web

Log in to R'Web with your NetID and password.

Need a NetID or forget your NetID/password? When you go to R'Web, select Password Reset. You will answer several security questions and then you will be provided with your NetID and password.

If you have forgotten your student ID, you will need to contact the Office of the Registrar at (951) 827-7284.

Step 2: Resolve Your Holds

If you have outstanding holds, an information box will appear when you first log in to R'Web letting you know right away. This information includes how to resolve your hold. The department initiating the hold must lift it before you can register for classes. You can also go to the "Holds" icon or the Student Profile in R'Web to see all your current holds.

Clear any holds on your account before your registration time-ticketing 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.

Log in to R'Web to view any holds you may have, their description and who to contact to resolve the hold. You will receive an information box when you first log into R'Web and then you can revisit your active holds by selecting the "Holds" icon.

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.

Step 3: Select "Registration"

Once you have selected the "Registration" icon via R'Web, you can select "Prepare for Registration" to determine if your registration status, time ticketing and other requirements are met to allow you to register.

If you are ready to register and your time ticketing time has arrived, select "Register for Classes" and select the appropriate term.

Step 4: Add, Drop, Change or Wait-List for Classes

Add a Class

Use the Find Classes, Enter CRNS, Plans or Blocks tabs to find courses to add to your Summary.

Once you find a course and select ADD, it will show the course in your Summary with a status of "Pending." To process the request, press SUBMIT.

If a linked discussion or lab section is required, please ensure all linked sections are in your Summary before you click SUBMIT. If there is room in the class, and you meet all requirements, the course status will now read "Registered."

If the course you have selected is a variable unit course, it will show as only 1 unit when you first submit your enrollment. After you are successfully enrolled in the course, you can use the "Schedule and Options" tab to adjust your variable units accordingly. When it is a variable unit course, the unit amount is a hyperlink. Click on the number and a box will open for you to adjust

the units. Once you are done, click SUBMIT at the bottom right to save your change. See detailed instructions here.

Drop a Class

Find the course you want to drop in your Summary area of registration. Select "Drop" from the action dropdown menu. Remember to also drop any linked lab or discussion sections. Select "Submit." The course status should now read "Dropped." You are allowed to drop classes through Friday of the second week of instruction using these steps. After that, it's called "withdrawing" from a class and requires extra steps. See Enrollment Adjustments for details.

Change a Discussion or Lab Section

To change a discussion or a lab section, you will want to add the new section to your Summary, and then select to drop your original section. If you want to ensure your enrolled section will not be dropped unless the requested section can successfully be added, use the Conditional Add and Drop box. The Conditional Add and Drop box ensures that both transactions are successful, or neither will be completed. This ensures that you don't lose your seat in your original section before you know you can successfully gain access to the other section.

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, "FULL COURSE WAITLIST OPEN- This course is full. A waitlist with (1, 2, 3, 4, etc.) students is available."

Add Yourself to a Waitlist

Select "Waitlist" from the action menu. You will be able to add yourself to the waitlist if you have met all course prerequisites, restrictions, and special approvals. Follow the instructions here. The system will not check for maximum units, linked sections or time conflicts until you have been offered a seat off the waitlist and you officially attempt to add the course. Watch your email to make sure you do not miss your opportunity to enroll!

Remove Yourself from a Waitlist

If you do not want to wait-list for a course any longer, you must take action to remove yourself from it. You can remove yourself from the waitlist by selecting "Drop" from the action menu as it is shown here.

How do I enroll in a class I wait-listed for and got into?

If space becomes available in a class and you are on its waitlist, you will receive an email sent to your R'Mail account stating there is a seat currently reserved for you. You will have 24 hours to

respond from the time the email was generated by following the instructions here. Make sure to check your R'Mail!

What should I do if I missed my 24-hour deadline?

A student's deadline to enroll is listed in the email sent to their R'Mail account and is also visible in R'Web. If you missed the 24 hour deadline to enroll off the waitlist and still want to enroll in the class, you must log into R'Web and add yourself to the waitlist for the course again. The seat has automatically been offered to the next student on the waitlist after your deadline passes.

Step 5: Review Your Classes and Exit Securely

Select "Schedule and Options" to view your final class schedule. If you would like to print or email your schedule, you can use the icons at the top right. See more details.

If everything looks all right, exit R'Web, clear your cache (if you are on a public computer) and quit your Web browser.

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 perpetual section number assigned to their advisor**.** For example, students enrolling in EDUC 290 under Dr. Comeaux should enroll using the call number assigned to EDUC 290-C15 listed on the online schedule of classes. All independent courses are listed below.

GSOE Faculty Perpetual Section Number
Below is a list of faculty perpetual section numbers for enrolling in EDUC 290, 291, 297, 298I, 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
Atit, Kinnari	79A
Blacher, Jan	24B
Comeaux, Eddie	C15
Echeverria, Begoña	02E
Erchul, William	44E
Geraghty, Cathleen	88G
Guarino, Cassandra	G12
Gutierrez, Lorena	G37
Ing, Marsha	07I

NAME	PERPETUAL SECTION NUMBER
Lussier, Cathy	L20
Nash, Margaret	25N
O'Connor, Rollanda	33O
Palardy, Gregory	12P
Park, Soojin	76P
Rall, Raquel	R01
Ream, Robert	69R
Rodriguez, Louie	R02
Sims, Wesley	0S0

Jayakumar, Uma	45J
Jitendra, Asha	49J
Johnson, Austin	42J
Kahne, Joseph	77K
King, Kathleen	95K
Kohli, Rita	69K
Levin, John	88L

Smith, Thomas	S78
Solis, Michael	S86
Stavropoulos, Katherine	S84
Vue, Rican	33V
Wills, John	63W
Yosso, Tara	33Y
Yu, Rondy	34Y

Note: when adding variable unit classes (EDUC 290, 291, etc.) you will need to take an extra step during the enrollment process to increase the units for the class as R'Web defaults to 1 unit. You can find a step-by-step tutorial on how to adjust variable unit classes in the appendix section of this handbook.

*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 are 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" which can be found on R'Grad via R'Web. 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 in a syllabus to be included with the petition to enroll. Students doing directed research or studying for exams should not enroll in EDUC 290, rather, EDUC 297 or EDUC 291 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./Ph.D. written exam, completing an M.Ed. capstone project, or prepping for the Ph.D. oral 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 up to 36 units. 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. This course is to be taken for independent research under the supervision of a faculty member. Graded Satisfactory (S) or No Credit (NC).

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. Course is repeatable to a maximum of 16 units. Graded Satisfactory (S) or No Credit (NC).

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. 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. Course is repeatable. Graded Satisfactory (S) or No Credit (NC).

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 that is designed to give doctoral students 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 Course to Teach under EDUC 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. The course must be an undergraduate class (EDUC 1-189).

What EDUC 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."

When Should Students Take EDUC 302?

Advanced doctoral students can take EDUC 302; however, student may 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

EDUC 302 is graded 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.

Academic Information

All petitions and forms mentioned in this section are available on R'Grad via R'Web, the GSOE website or Graduate Division website. For to most up to date policies, procedures and regulations, check the Graduate Division website.

Full Time Status
Students enrolled in at least 8 units per quarter are considered to be full-time for federal financial aid purposes (FAFSA/loans). However, students receiving financial support through a fellowship or employment (TA, GSR, Associate-In) or are considered international must be enrolled in at least 12 units to be considered full time.

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 or 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/). For more information about the Graduate Writing Center, see the "Student Resources" section.

Transferring Course Credit
M.A., M.Ed. and Ph.D. students who plan to transfer course credit that was complete prior to admission (up to 2 classes/8 units) from an outside University, UCR Extension, UCR Concurrent Enrollment or UCR Summer Session, need to obtain approval from their faculty advisor. If the faculty advisor is in agreement that up to 2 classes/8 units are transferrable, then the student must fill out the General Petition from the Graduate Division (https://graduate.ucr.edu/petitions-and-forms) and submit it to the Graduate Program Coordinator. An official copy of the transcript with the grade posted must be included with the 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 program.

Faculty Advisor
All new graduate students are assigned a faculty advisor when they enter the program. The faculty advisor helps students create a program plan and works closely with the student on their dissertation, thesis or other projects (analytical project, case study, etc.). It may be the case that the student and faculty advisor find that they are not a good fit, in terms of research interests or working style. In some instances, an advisor can be changed for students in the program.

Change of Faculty Advisor
If a student feels they should be assigned to a different faculty advisor, the student should first discuss the matter with their current faculty advisor. If both parties are in agreement there should be a change, the student may approach the faculty member they wish to be paired with to discuss the option. If both faculty members agree, the student may proceed by filling out a "Request for a Change of Advisors" form, available online at https://education.ucr.edu/graduate-students and submit the executed form to the Graduate Program Coordinator. The Graduate Advisor will make the final decision and a letter will be sent confirming the final outcome via email.

Program Plan
New students should schedule an appointment to meet with their assigned faculty advisor in order to discuss their academic program. It is recommended that M.A. and M.Ed. students file an approved program plan by the end of the first quarter after they enter the program. Ph.D. students should complete a program plan early in their program to clarify degree requirements and to help plan for appropriate coursework. Students should discuss their coursework with their faculty advisor.

Change Area of Specialization
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 of the new program area. This is *not* automatic. If both the new and old area groups are in agreement, the new faculty advisor should notify the Graduate Program Coordinator to update the area of specialization.

Change in Degree Objective
Students who would like to request a change in degree objective from the Ph.D. to M.A./M.Ed. within the same area group need meet with their Faculty Advisor to discuss the transition. If both parties are in agreement, the student needs to submit a "Change in Degree Objective" petition. Note: funding from the Ph.D. program does not transfer to the M.A./M.Ed. program. Students who wish to change their degree objective from M.A./M.Ed. to Ph.D. should refer to the section below.

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 if they wish to be considered for funding/fellowship. The online application is available at https://education.ucr.edu/phd-admissions. A new statement of purpose essay, GRE scores, a writing sample, and 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. If an M.A. student does not wish to be considered for funding/fellowship, they should check in with the Graduate Program Coordinator for further instruction. M.Ed. students are required to submit an online application regardless of funding as they must report GRE scores.

Annual Review
Student progress in the graduate program is evaluated in the spring of each year by faculty advisors and/or the area group faculty. Students will be emailed a survey 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 Division. The faculty advisor annual review becomes a part of the student's file. Students should take the content of the annual review very seriously and follow any recommendations outlined.

Academic Standing
All graduate students must maintain a 3.0 overall grade point average. Falling below this will result in academic probation for the following quarter when the average must be raised to a 3.0 or higher, or result in academic dismissal. 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. The Graduate Division will notify students via email if they have been academically dismissed, or placed on probation and a registration hold will be placed until next quarter's grades post and return to good standing (3.0 GPA). For more information on satisfactory academic progress, see the Graduate Division website.

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, they will need to meet with their faculty advisor to fill out a "Timetable to Completion" form and submit it to the Graduate Program Coordinator.

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. The "Leave of Absence" form can be found on R'Grad via R'Web.

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, file M.Ed. analytical report/case study or defend and/or file the Ph.D. dissertation. Students who are approved for filing fee status pay approximately $188 for the quarter. Filing fee status is approved for students who are completing an M.A. thesis 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. Students who do not finish their program requirements at the end of the quarter in which they were on filing fee will resume to full fees the following quarter. In these circumstances, students should reach out to the Graduate Program Coordinator to cancel their current graduation application and apply for the next term. The filing fee form can be found on R'Grad via R'Web.

Withdrawal
Students who are unable to continue in the program are asked to withdraw from the program by completing the "Withdrawal from UCR" petition on R'Grad via R'Web. 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 from UCR, they can order it through R'Web self-service portal. Unofficial transcripts are also available on R'Web for students to download. Note: these options are only available when there are no holds on your account.

Grades
Students' grades should be available in R'Web a week after the end of the quarter for winter and spring, and the beginning of 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. If a student wishes to change the grading basis of a non-Education or major required course to S/NC, they must check to see if the course has the option. Contact the Graduate Program Coordinator for further assistance.

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. Note: the instructor may assign an earlier deadline than the next quarter to complete the requirements of the incomplete. It is recommended that students submit make-up work at least two weeks before the deadline date to provide the instructor 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. If you cannot complete the work in one quarter, you must request an extension to complete the coursework and seek the instructor's approval. The form can be found on the Graduate Division forms website. Once complete, send the signed form to the Graduate Program Coordinator.

Unsatisfactory Academic Progress

The following except has been taken from the Graduate Division website. For the most up to date regulations, please refer to: https://graduate.ucr.edu/regulations-and-procedures#unsatisfactory_progress_

Regulations:

- Graduate students are expected to make satisfactory progress toward an approved academic objective, as defined by the faculty of their program in accordance with the policies of the Graduate Council and to maintain a satisfactory grade point average for all work undertaken while enrolled as a graduate student.
- Satisfactory progress is determined on the basis of both the recent academic record and overall performance.

- Normally graduate students are expected to enroll for at least twelve units (unless on an approved leave or on Filing Fee Status), and satisfy all requirements of the academic program according to an approved schedule.
- A graduate student who has not demonstrated satisfactory progress is not eligible for any academic appointment, such as Reader, Graduate Student Researcher, or Teaching Assistant, and may not hold a fellowship or other award that is based upon academic merit.
- The general criteria for making a determination of unsatisfactory progress include:
    - An overall grade point average below 3.0 or a grade point average below 3.0 in two successive quarters.
    - Failure to complete required courses successfully and/or examinations satisfactorily, within the period specified by the graduate program.
    - Failure to pass a required examination in two attempts.
    - Failure to make adequate progress toward the completion of the thesis or dissertation.
    - Failure to pass qualifying exams within five years.
    - Failure to complete their program within one year after reaching normative time.
    - Failure to make progress in research for two consecutive quarters.
    - Twelve or more units of "I" grades outstanding.
- Unsatisfactory academic progress may be determined on the basis of explicit requirements, but the professional judgment of the faculty upon review of all graduate work undertaken by the student is paramount.
- The intention of notices of unsatisfactory progress is to provide students with a period of time (usually at least one quarter) in which to make the necessary improvement in their academic status, and to make progress on successfully completing their graduate study.
- Any recommendation to terminate the student's status is subject to the approval of the Graduate Dean.

Procedure for Notifying Student of Unsatisfactory Progress:

1. If a student is not making acceptable progress, it is important that they be notified of this as early as possible.
2. All such notices should be in writing to the student, with a copy retained in the academic unit files and a copy sent to the Graduate Dean.

Action Taken by Graduate Division:

1. The Graduate Dean normally sends a notice of unsatisfactory progress to students experiencing scholastic difficulties or taking overly long to complete their degree requirements.
2. If the Graduate Advisor is of the opinion that there are extenuating circumstances, which warrant an exception being made for an individual student, or if the student shows significant improvement in their academic record, the Advisor may make a written recommendation to the Dean of the Graduate Division to permit the student to continue with scholastic deficiencies.

- If in the ensuing quarter(s) it is the Graduate Advisor's opinion that improvement in the record is unlikely, or that the student is unable to meet the requirements for a degree, then the Graduate Advisor should encourage the student to withdraw from the University rather than face possible disqualification.

Academic Milestones and Requirements

M.Ed. Case Study
Students in the M.Ed. program with an emphasis in Special Education will generate a case study in their final quarter. Students will develop an intervention and a plan for implementation and assessment. Upon completion and faculty advisor approval, students will fill out and sign the "Analytical Report/Case Study Completion Form" found on the GSOE website and submit a copy of the case study to the Graduate Program Coordinator by the graduation deadline for the term in which they are finishing as listed on the Graduate Division website.

M.Ed. Analytical Report
Students in the M.Ed. program with an emphasis in Diversity and Equity, and Higher Education Administration and Policy will complete an analytical report as their final requirement. Students will work with their faculty advisor to go over the requirements and rubric for the analytical report. Upon completion with faculty advisor approval, students will fill out and sign the "Analytical Report/Case Study Completion Form" found on the GSOE website and submit a copy of the report to the Graduate Program Coordinator by the graduation deadline for the term in which they are finishing as listed on the Graduate Division website.

M.Ed. Portfolio
Students in the M.Ed. program with an emphasis in Applied Behavior Analysis will complete a portfolio as their final requirement. Students will work with their faculty advisor to go over the requirements and rubric for the portfolio. Upon completion and faculty advisor approval, students will fill out and sign the "Analytical Report/Case Study Completion Form" found on the GSOE website and submit a copy of the portfolio to the Graduate Program Coordinator by the graduation deadline for the term in which they are finishing as listed on the Graduate Division website.

M.A. Thesis
Students in the M.A. program with an emphasis in Education, Society and Culture, Educational Psychology, and Special Education and Autism may opt to complete the thesis instead of the written comprehensive exam. Students enrolled in the Neuroscience and Education *must* complete a thesis and do not have an alternative option. The thesis topic and project are supervised by the faculty advisor, and should be worked on after completing all required coursework. Only Ph.D. School Psychology students earning an M.A. are required to conduct a thesis defense, unless requested by the faculty advisor/thesis chairperson in the other specializations (Educational Psychology, etc.). Note: students in the Ph.D. program who wish to complete the M.A. requirements along the way must complete the thesis option; cannot substitute Ph.D. written qualifying exam or take M.A. written exam to fulfill M.A. degree requirements.

M.A. Written Comprehensive Exam
Students in the M.A. program with an emphasis in Research, Evaluation, Measurement and Statistics are required to complete the written comprehensive exam. All other M.A. programs (except Neuroscience and Education) have the option to complete the written exam or thesis. Students who choose the thesis option do not also take the comprehensive exam. The exam is taken after all required coursework is complete. Students should work with their faculty advisor to verify all course requirements are met before submitting their intent to sit for the exam to the

Graduate Program Coordinator. Students are allowed two attempts to pass the exam and will work with their faculty advisor to adequately prepare. If both attempts are failed, the student is dismissed from the program. The exam is take-home format and dates are pre-set at the beginning of the academic year, which typically occur during week 8 of the quarter.

Ph.D. Written Qualifying Exam
All Ph.D. students are required to take the written qualifying exam after all the required coursework is complete. Students should meet with their faculty advisor before the quarter they plan to take their exam to discuss exam content and verify all course requirements are met before submitting their intent to sit for the exam to the Graduate Program Coordinator. Students are allowed two attempts to pass the exam and will work with faculty advisor to adequately prepare. If both attempts are failed, the student is dismissed from the program. The exam is take-home format and dates are pre-set at the beginning of the academic year, which typically occur during week 8 of the quarter.

Ph.D. Oral Qualifying Exam
After successfully passing all sections of the Ph.D. written qualifying exam, doctoral students work with their faculty advisor to prepare their prospectus (pre-proposal) and form an oral exam committee consisting of five UC faculty members. Once the committee is nominated, the student can set a date to conduct their oral exam. Students have two opportunities to pass the oral exam. If both attempts are failed, the student is dismissed from the program.

Ph.D. Dissertation Proposal
After passing the oral qualifying exam, students will work with their dissertation committee consisting of three UC faculty members to finalize their dissertation proposal. All dissertation committee members must approve the dissertation proposal, and the student needs to file the final draft with the Graduate Program Coordinator along with an executed dissertation proposal signature page found on the GSOE website.

Ph.D. Dissertation
All Ph.D. students complete a dissertation after passing their oral qualifying exam and obtaining IRB approval, if applicable. Students will work closely with their dissertation chairperson to conduct their research project and write the dissertation. Graduate Division requires all dissertations are submitted for a format review at least two weeks prior to the end of the quarter they are graduating, and the final draft should be submitted by the posted deadline for graduation.

Ph.D. Final Defense
Every Ph.D. student must complete a final defense, which is open to the public. To schedule the exam, send the Graduate Program Coordinator a copy of your abstract and title for an email announcement about your final defense at least two weeks prior to the defense date. If you do not provide this information, a general email will be sent to the GSOE community with the date and time of your final defense.

Student Conduct and Academic Integrity

Academic Integrity Guidelines
(Taken from Academic Senate Policies: https://senate.ucr.edu/) See the Academic Senate website for the most current academic integrity policy, procedures regulations, and bylaws.

"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 culture of academia requires that each student take responsibility for learning and for products 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. Anything less than total commitment to honesty circumvents the contract for intellectual enrichment that students have with the University to become and educated person, undermines the efforts of the entire academic community, and diminishes the value of an education for everyone, especially for the person who cheats. Both students and faculty are responsible for ensuring the academic integrity of the University."

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. https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/index.html
>
> *Plagiarism: What It is and How to Recognize and Avoid It.* Indiana University. Writing Tutorial Services. https://wts.indiana.edu/writing-guides/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: https://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.

Student Conduct & Academic Integrity Programs
900 University Avenue
111 Costo Hall
(951) 827-4208
conduct@ucr.edu
https://conduct.ucr.edu/

Fees, Financial Aid, and Fellowships

Fees

Fee deadlines are set by the Cashier's office and can be paid online by credit card or in-person at the Cashier's office. Keep in mind that graduate students who do not pay fees by Friday of the second week of classes will be assessed a $100 late fee. Students may only re-enroll once all outstanding fees are paid and all holds are cleared. Remember, the Cashier's Office payments must be received by **3:00 pm**, and R'Web and drop box payments at Student Services are due by **4:00 pm.**

2019-2020 Fees and Tuition

The amounts shown in this document represent fees for the 2019-2020 academic year.

UC System wide Fees	Fee Amount
Tuition	$ 3,814.00[8]
Student Services Fee	$ 376.00
Nonresident Supplemental Tuition	$ 5,034.00
Health Insurance Premium	$ 1,264.90
UCR Campus Fees	
Graduate Student Association Fee	$ 13.57
Graduate Student Association Conference Travel Grant	$ 20.00
External Advocacy Fee	$ 0.50
Recreation Center Fee	$ 59.00
Recreation Center Expansion Fee	$ 149.00
Student Center (Commons) Fee	$ 90.00
Student Technology Course Materials Fee	$ 2.00[5]
UCR Student Services Fee	$ 6.00
Resident Mandatory Fees	**$ 5,792.97[6]**
Nonresident Mandatory Fees	**$ 10,826.97[6]**

[5] This is a per unit fee: $2.00 per unit for graduate students and $4.00 per unit for undergraduate students.
[6] This amount does not include the Student Technology Course Materials Fee. This fee is non-refundable after the conclusion of the drop/add period.
[8] For eligible students receiving Department of Defense Tuition Assistance (TA) Benefits the tuition due is calculated using a per unit charge of $312, with the total tuition charge not to exceed the flat rate listed above.

Fees information is available at: https://registrar.ucr.edu/tuition-fees

Deferred Payment Plan
This plan allows students to pay fees in three monthly installments and can sign up on R'Web. If you have any questions, contact the Main Cashier's Office located at the Student Services Building, Room 1111 or call (951) 827-3208.

Half-Time and Reduced Fee Status
Students who are working full time or have a serious health related matter preventing them from being enrolled full time may request to be on half-time status. This means students may only be enrolled in 1-6 units in the quarter or quarters they are enrolled half-time. The form can be found online here: https://graduate.ucr.edu/petitions-and-forms and should be submitted on September 1st for Fall, December 1st for Winter, and March 1st for Spring terms. Submit the completed form to the Graduate Program Coordinator, and the Graduate Division will notify students via email of the final decision.

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 or visit their site.

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, call 951-827-3878 or visit their site.

Employment in GSOE
Ph.D. students who were guaranteed funding through employment in GSOE as a Teaching Assistant or Graduate Student Researcher at 25-49% are provided a monthly paycheck for the term(s) employed, and all tuition and health insurance fees will be paid with the exception of the miscellaneous student fees (totals around $350 per quarter), course material fees and technology fee. Any questions relating to employment and funding should be discussed with the Graduate Program Coordinator and faculty advisor.

For information on employment policies and regulations, please refer to the Graduate Division website: https://graduate.ucr.edu/graduate-student-employment

Fellowships
Upon admission, Ph.D. students may have been offered a fellowship package. To best explain how to read and understand a fellowship package, please see the chart below as a reference.

Begin Fall - 2017	Stipend	*Value TA/GSR salary $$	**Fees Paid by Award (includes Health Insurance)	NRT Paid by Award	Misc Campus Fees to be paid by student	NRT to be paid by student	Total Value of Award
Summer 2017							
Academic Yr. 2017-18	14,249		16,751	15,102			46,102
Summer 2018							
Academic Yr. 2018-19		13,611	15,706		1,045		29,317
Summer 2019							
Academic Yr. 2019-20	4,000				16,751		4,000
Total	$18,249	$13,611	$32,457	$15,102	$17,796		

Total Value of Award = $79,419

Stipends

In the award summary above, there is a column for "Stipend" on the far left. Stipends are disbursed at the beginning of the quarter and will be used to pay any outstanding fees on the student account. For example, there is a $2 per unit technology fee that all students are responsible for paying. The stipend will cover this charge each quarter, and the residual will be disbursed to the student. Note: stipends are not taxed on the front end for domestic students, but are to be reported in the following tax year. Conversely, international student's stipends are taxed on the front end, and the tax rate is determined through the GLACIER form. The stipend listed on the award summary is for the academic year, so the amount shown will be divided evenly over three quarters. In the above example, the student would receive $4,749.66 at the beginning of the fall 2017, winter 2018 and spring 2018 quarters, minus any misc. fees that are accrued (e.g. $2 per unit technology fee).

TA/GSR Salary

When a student accepts a fellowship with funding for a TA/GSR position, it is the expectation that the student will be available during daytime hours to fulfill the obligations of that role. In the award summary there is the following note:

*Dependent upon departmental needs, titles and pay rates of academic appointments may vary from year to year. However, the total value of your award would not be less than indicated.

** Fees paid by the academic award (Teaching Assistantship or Graduate Student Researcher) are a benefit of employment but DO NOT include the $2/unit Technology fee. Should you decline the academic appointment there is no guarantee that your fees will be paid from another source.

If a student declines the TA/GSR appointment in any given quarter for the academic year it is promised, the GSOE will not cover the corresponding fees listed in the "Fees Paid by Award (includes Health Insurance)" column. Depending on the student's position as a TA or GSR, the hours per week will not change, rather, the time of day in which they are required to report for work will vary. For example, each quarter the undergraduate EDUC classes are offered any time Monday through Friday 8am to 10pm. The lecture and discussion sections will be different in each quarter throughout the academic year, and it is required that the TA is present for the lecture as well as their assigned discussion section(s). The GSOE does their best to ensure TA hours do not overlap with the student's academic schedule. GSR hours are to be set by the faculty advisor/PI for whom they are working for and will vary by the faculty member needs.

For more information on employment, please see the Graduate Division website: https://graduate.ucr.edu/graduate-student-employment.

Misc. Campus Fees to be paid by Student

If there are fees listed in this column, the student is responsible for paying that amount by the fee deadline. Note: if there is a stipend in the same year, the funds from the stipend will apply to the fees to be paid by the student. For example, in the 3rd year (2019-2020) in the chart listed above, the student owes $16,751 for the year, but has a $4,000 stipend. The stipend will be applied toward the fees owed and the student will owe the residual. Conversely, when a student has fees owed, but they have a TA/GSR position, as in the 2nd year (2018-2019) in the chart listed above, the salary from the employment will not apply towards the misc. fees owed. In this case, the student will need to pay the misc. fees by the fee deadline, and then they will receive a monthly paycheck for the TA/GSR position after the first month of employment. All current fee activity is available on R'Web, which is updated each night, so for the most recent activity, students should check their account. If a student has questions about their financial chart, employment or fees due they should contact the Graduate Program Coordinator for assistance.

General Information

Email
http://rweb.ucr.edu/
All students have a UCR e-mail address for sending and receiving information. Due to FERPA regulations, students should correspond with university faculty and staff using their UCR email account. **We do not utilize personal email accounts**. It is expected that students will check their UCR email account at least once a day. If a student wishes to forward their UCR email to a personal account to minimize checking multiple accounts, they may do so. If a student needs assistance in setting this up, please contact the Student Computing Help Desk at 951-827-4848 or bearhelp@ucr.edu.

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

GSOE Mailboxes and Graduate Student Lounge
Ph.D., M.A., and M.Ed. student mailboxes are located in 1222 Sproul Hall, the Graduate Student Lounge. Any original documents are placed in the student mailbox and can be used to deliver materials to the Graduate Program Coordinator after office hours in the evening. The code to enter the lounge is **0915*** and should not be shared with anyone outside of GSOE. Faculty and staff mailboxes are located in 1207 Sproul Hall.

GSOE 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, take a picture or scan the *front* of the card and email it as an attachment to gsoeit@ucr.edu. The R'Card will be activated to open the lab door.

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 https://its.ucr.edu/bearhelp

If you need lab assistance, please contact gsoeit@ucr.edu or go to the GSOE IT office in 1353 Sproul Hall.

Student Computing Services
https://its.ucr.edu/bearhelp
The Student Computing Help Desk is available by email at bearhelp@ucr.edu and by phone at 951-827-4848 to answer a variety of questions related to computing services offered at UCR.

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 Highlander Service Station between Coffee Bean and Pierce Hall. UCR Card Office hours are from 9:00am - 5:00pm Monday through Friday. Photos are uploaded online. A new UCR identification card cost $30 and the replacement costs $25. Students will be automatically billed for this cost on their monthly student bill, which appears in the current activity on R'Web. The department can also be reached at (951) 827-2273.

Parking
https://transportation.ucr.edu/
The Transportation and Parking Services (TAPS) 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)
https://wrc.ucr.edu/programs/campus-safety-and-escort/using-the-campus-escort-service
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.

Red Campus Safety Escort Phones are installed near the exits and lobbies of most campus buildings. Refer to the UCR - Campus Safety Escort Service map for the nearest phone. You can also request an escort by calling the dispatcher at (951) 827-3772 or by visiting the dispatch desks at the HUB information desk and in the Rivera Library.

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.

Graduate Student Resources

Graduate Student Association (GSA)
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. Typically, the GSA also offers annual travel grants to students attending and/or participating in an academic conference. These funds may be combined with the GSOE travel grants to provide students optimal funding opportunities.

GradSuccess
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 (TAPD)
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 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 manages the 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. Qualitative research software and tutorials are also available through GradQuant.

Appeal Procedures

- **First**, speak with the faculty member who is directly responsible for the course.
- **Second**, if the student does not feel the question has been answered or the concern resolved, the student makes an individual appointment with the Associate Dean of Student Affairs of the Graduate School of Education.
- **Third**, if the student does not feel that the question has been answered or the concern resolved, they student may make an individual appointment with the Dean of the Graduate School of Education.
- **Fourth**, if the student does not feel that the question has been answered or the concern resolved, they may make an individual appointment with the **University Office of the Ombudsman.** Please note that students may, at any time, consult with the **University Office of the Ombudsman.**
- **Fifth**, if the student does not feel the question or concern has been resolved at the department level, they may file an appeal with the Graduate Division. Procedures for this are outlined on the Graduate Division website under "Graduate Academic Affairs Regulations and Procedures."

Graduate Appeals Procedures – Programs (GSOE)

1. **Purpose and Scope**: This procedure enables current and former graduate students to appeal academic decisions including outcomes of comprehensive and qualifying exams. Applicants denied admission to the Program (GSOE) may not use this procedure and instead will be referred to the admissions office of the Graduate Division. This procedure excludes complaints regarding grades, academic integrity and discipline, accommodations for disabilities, employment, benefits, auxiliary student services (such as housing and child care) and whistleblower complaints. This procedure may be used to address complaints regarding violations of campus non-discrimination policies, pursuant to 4.e.3 below, to the extent that a documented discriminatory act has affected a student's academic progress (for details, see "Dispute Resolution" section here.).
    a. Any appeal based on sex discrimination or sexual harassment must be referred directly to the Title IX office for initial review. If the appeal remains active after the conclusion of the Title IX investigation then the appeal will be governed under the procedures described in the campus-wide Graduate Appeal Procedure.
    b. Grade disputes must be appealed under the Academic Senate Bylaw R5, Procedures for the Appeal of Grades.
    c. For academic integrity disputes involving graduate students, see the Academic Senate Bylaw 6.

d. For disputes involving graduate student academic employment, see the "Employment Issues" of the "Dispute Resolution" section here.
e. For disputes regarding disability accommodations, inquire with the Services for Student with Disabilities (SSD) Administrative Office.
f. For disputes regarding whistleblower complaints, including complaints for retaliation, see the University of California Whistleblower policy.
g. For all other non-academic issues, the student may be referred to the campus Ombudsman and/or the Office of Administrative Resolution.

2. **Access to Academic Records and to Evaluation Review**: Pursuant to FERPA requirements, students are entitled to timely access to academic records stored in their academic file. In addition to access to their academic records, students may request that the relevant faculty members review qualifying examination or other evaluation outcomes with them, if such review was not provided as part of the exam or evaluation process.
3. **Informal and Formal Resolution**: As a first step in an appeals procedure, students are strongly encouraged to pursue informal resolution of disputes over academic decisions before resorting to a formal appeal. Informal resolution involves further oral communication among the affected parties (e.g., a student and the chair of his/her exam committee), perhaps in the presence of a third party if desired. Absent an informal resolution, a formal complaint must be initiated in writing.
   a. Students should first meet with the individual(s) in which they are experiencing a conflict or expressed concern. If the student wishes, they may arrange for the Associate Dean to join the meeting**.** Alternatively, students may request to only meet with the Associate Dean to discuss the matter.
4. **Formal Appeal Initiation**: The formal appeals procedure defines what constitutes a valid appeal.
   a. Only current, returning and former graduate students and faculty members in the Program may use this procedure. A student may bring a complaint individually or may file a complaint jointly with other students when each claims injury as a result of the same alleged action(s).
   b. The formal appeal should be addressed in writing to the Graduate Advisor. Alternatively, the appeal may be addressed to the Department Chair or Program Director or Associate Dean. The appeal must be addressed to one of these Program officers.
   c. The appeal must include a written statement that lays out the grounds for the appeal, and any supporting documentation.
   d. The appeal must be initiated within 30 calendar days from the day the student knew or reasonably should have known about the action generating the complaint, excluding campus holidays, intersession periods, and summer session.
   e. The valid grounds on which a student may base an appeal are confined to three areas: (1) evidence of procedural error committed intentionally or inadvertently by the Program faculty or staff and/or (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy and/or (3) special mitigating circumstances beyond the student's control (such as documented severe illness to self or immediate family, or death in the family) not properly taken into account in a decision affecting the student's academic progress. In order to seek relief under 4.e(3), "special mitigating circumstances," the student must have raised the issue with the program

contemporaneous with the mitigating circumstances, or as soon as possible and no later. For example, if a documented medical condition impairs the student's ability to pass an exam, the student must notify the exam committee prior to the exam's administration.

5. **Investigation and Record Keeping**:
   a. The **Graduate Advisor <u>(or Associate Dean)</u>** shall determine the validity of an appeal with respect to whether it meets the criteria set out in 4.a.-e. or whether additional material should be provided by appellant in order to make that determination under 4.c. Also, the Graduate Advisor <u>(or Associate Dean)</u> shall forward a copy of the complaint to the individual(s) complained of and ask them to provide written responses within twenty (20) days of receipt. Should the Graduate Advisor <u>(or Associate Dean)</u> have a conflict of interest, the determination of validity shall be made by the Department Chair or his/her designate in the case that the Department Chair also has a conflict of interest. The appellant shall be notified as to the determination as to validity within thirty (30) days of the submission of an appeal. Failure of the Graduate Advisor or Department Chair or his/her designate to identify to appellant the outcome as to the validity of the appeal within thirty (30) days shall result in referral of the appeal directly to the Graduate Division.
   b. The Graduate Division will be notified as to who determines the validity of appeals both as a matter of course and in instances where substitutions are necessary to avoid conflicts of interest.
   c. Appeals procedures will be published in the Graduate Student Handbook and on the Program's website.
   d. A panel of faculty appointed by the Graduate Advisor (such as the program's graduate committee) will serve as the Faculty Hearing Panel (the "Panel"). Only faculty who were not involved in making the decision under appeal may sit on this panel. The Panel will make a decision on the merits of the appeal as well as a remedy, if any.
      (1) <u>The Graduate Advisor/Associate Dean or Dean will appoint two faculty members not involved in the appeal to an ad hoc committee. The purpose of the ad hoc committee is to review evidence and provide a recommendation to the Dean and Graduate Advisor of the GSOE on the merits of the appeal. The individuals listed in the student appeal should be provided a copy of the formal appeal and will have 14 days to provide a written response. In the case of a dismissal appeal, the student will remain in active status until the conclusion of the department appeal.</u>
   e. The Panel will review the written complaint, response from the individual(s) complained of, and submitted materials; afford the opportunity for the affected parties to meet separately with the Panel; and make any appropriate efforts to interview witnesses or other parties and discover information relevant to the decisions.
   f. The Panel may not change an exam result, though it may be allowed to deem the result invalid.
   g. The Panel will make a decision and notify the appellant of the outcome within 60 days of the initiation of the formal complaint. If determination is not made within the 60-day timeframe, the appeal is deemed denied. Further, if determination by the Panel is not made within the 60 day timeframe, the matter is automatically referred to Graduate Division.
      (1) <u>Within the GSOE: the ad hoc committee will provide a final report no later than 50 days of the initial formal complaint to the Dean and Graduate Advisor/Associate</u>

Dean. The Graduate Advisor/Associate Dean and/or Dean will write a decision letter to the student and Graduate Division Dean within the 60-day timeframe. The letter will include a summary of the findings by the two-person faculty ad hoc committee and recommendations for next steps. Upon request, only the student and Graduate Division will receive a copy of the ad hoc committee report.

h. When a determination as to validity has not been determined within the 30-day timeframe or where a determination as to the merits/remedy have not been determined within the 60-day timeframe, or if the appellant is notified after the 30-day or 60-day timeframes identified above, the outcome will be forwarded to Graduate Division as part of the file.

i. A written summary of the appeal and the conclusions reached will be kept in the student's academic file. If the appeal is supported, Graduate Division will ensure that prompt corrective action is taken.

6. **Notice to Parties**: The appellant and any parties complained of will be promptly informed in writing of the outcome of the appeal and any corrective action taken.
7. **Appeal Procedure**: All affected parties have the opportunity to appeal determinations by the Graduate Advisor/Department Chair or his/her designee as to validity of an appeal or determinations by the Panel as to the merits of the appeal and any remedy to the Graduate Dean. For more information, visit the Dispute Resolution page.
8. **Time frames**: All time frames are defined in terms of calendar days, excluding campus holidays, inter-session, and summer session, starting on the day the student either knew or reasonably should have known of the actions leading to the complaint.
9. **Standards of Review**:

a. Program level: The standard of review to be employed by the Panel shall be the "clearly erroneous" standard. Under the clearly erroneous standard, academic outcomes will not be disturbed unless the Panel is left with a "definite and firm conviction that a mistake has been committed" by the instructor(s).

b. Graduate Division level: The standard of review to be employed by the Graduate Dean shall be under an "arbitrary and capricious" standard as to determinations of the Panel and under the "abuse of discretion" standard as to determinations regarding validity of an appeal. Under the arbitrary and capricious standard, academic outcomes will not be disturbed unless the Graduate Dean determines that a previous determination is invalid because it was made on unreasonable grounds or without any proper consideration of circumstances. Determinations regarding appeal validity will not be reversed unless The Graduate Dean determines that there was no reasonable basis at all for the decision. Any valid pertinent reason stated will be sufficient to uphold the validity determination.

Office of Administrative Resolution

https://administrativeresolution.ucr.edu/

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 Disability Resource Center/Veteran Services
https://sdrc.ucr.edu/
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 and can be reached at 951-827-3861 or sdrc@ucr.edu.

Counseling and Psychological Services
https://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 or 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.

Contact Information

Staff

Name	Office	Phone	Email
Dean's Office			
Louie F. Rodriguez, Interim Dean and Professor	1207 Sproul	951-827-5802	gsoedean@ucr.edu
Sally Tavizon, Assistant Dean and Chief Financial and Administrative Officer	1207 Sproul	951-827-6280	sally.tavizon@ucr.edu
Jan Blacher, Distinguished Professor and Associate Dean	2133 Sproul	951-827-3875	jan.blacher@ucr.edu
Deanna Wheeler, Executive Assistant to the Dean	1207 Sproul	951-827-5802	deanna.wheeler@ucr.edu
Julie Porter, Director of Marketing and Communications	2225A Sproul	951-827-5945	julie.porter@ucr.edu
Dorria Burgess, Academic Personnel Analyst	1207 Sproul	951-827-5828	dorria.burgess @ucr.edu
Samantha Jobelius-Morrison, Academic Program Analyst	1207 Sproul	951-827-1493	samantha.jobelius@ucr.edu
Amy & Yuehho, Front Desk Student Assistants	1207 Sproul	951-827-4633	
Graduate Programs Office			
Eddie Comeaux, Associate Professor and Graduate Advisor	2102 Sproul	951-827-3934	eddie.comeaux@ucr.edu
Heather Killeen, Graduate Program Coordinator	1207 Sproul	951-827-6362	heather.killeen@ucr.edu
Business Office			
Alison Rodriguez, Financial Operations Manager	4120 INTS	951-827-5908	alison.rodriguez@ucr.edu
Jennifer Talbot-Encinas, Contracts and Grants Analyst	4120 INTS	951-827-2605	jennifer.talbot@ucr.edu
Lally Toledo, Payroll / Personnel Analyst	4120 INTS	951-827-5840	lally.toledo@ucr.edu
Karen Naples, Purchasing Assistant / Travel Coordinator	4120 INTS	951-827-5976	karen.naples@ucr.edu
Beth Tamayose, Grants Facilitator	4120 INTS	951-827-5575	beth.tamayose@ucr.edu
Development Office			
Clyde Derrick, Senior Director of Development	2227 Sproul	951-827 6388	clyde.derrick@ucr.edu
Information Technology			
Robert Wolfer, Information Technology Manager	1353 Sproul	951-827-5234	robert.wolfer@ucr.edu
Veronica Ramirez, Business Support Technology Analyst	1353 Sproul	951-827-4407	veronica.ramirez@ucr.edu
Teacher Education			
JerMara Davis-Welch, Assistant Dean/Director - Teacher Education Program	1124 Sproul	951-827-5225	jermara.davis-welch@ucr.edu
Alex Arriaga, Academic Advisor	1124 Sproul	951-827-3891	alex.arriaga@ucr.edu
Frances Valdovinos, Academic Advisor	1124 Sproul	951-827-7043	frances.valdovinos@ucr.edu
Lina Canawati, Academic Advisor	1124 Sproul	951-827-5228	lina.canawati@ucr.edu
Leticia Singh, Credential Analyst	1124 Sproul	951-827-5227	leticia.singh@ucr.edu
Marcie Arciniega, Teacher Education Program Assistant	1124 Sproul	951-827-7047	marcie.arciniega@ucr.edu
Undergraduate Programs Office			
Robert Ream, Associate Professor and Interim	2107 Sproul	951-827-6054	robert.ream@ucr.edu

Associate Dean of Undergraduate Education			
Liliana Aguayo, Academic Advisor	1223 Sproul	951-827-5850	liliana.aguayo@ucr.edu
Richard Rangel, Academic Advisor	1223 Sproul	951-827-1245	richard.rangel@ucr.edu

Faculty

Name	Title	Office	Phone	Email
Atit, Kinnari	Assistant Professor	2219 Sproul	951-827-6008	kinnari.atit@ucr.edu
Blacher, Jan	Distinguished Professor & Associate Dean	2133 Sproul	951-827-3875	jan.blacher@ucr.edu
Comeaux, Eddie	Associate Professor & Graduate Advisor	2102 Sproul	951-827-3934	eddie.comeaux@ucr.edu
Echeverria, Begoña	Professor	2122 Sproul	951-827-4316	begona.echeverria@ucr.edu
Erchul, William	Professor	2223 Sproul	951-827-4663	william.erchul@ucr.edu
Geraghty, Cathleen	Assistant Professor of Teaching	1207 Sproul	951-827-4633	cathleen.geraghty@ucr.edu
Guarino, Cassandra	Professor	2123 Sproul	951-827-5992	cassandra.guarino@ucr.edu
Gutierrez, Lorena	Assistant Professor of Teaching	2207 Sproul	951-827-4633	lorena.gutierrez@ucr.edu
Ing, Marsha	Associate Professor	2137 Sproul	951-827-4607	marsha.ing@ucr.edu
Jayakumar, Uma	Associate Professor	2110 Sproul	951-827-5996	uma.jayakumar@ucr.edu
Jitendra, Asha	Professor	2127 Sproul	951-827-4777	asha.jitendra@ucr.edu
Johnson, Austin	Assistant Professor	2132 Sproul	951-827-5958	austin.johnson@ucr.edu
Kahne, Joseph	Professor	2109 Sproul	951-827-5996	joseph.kahne@ucr.edu
King, Kathleen	Visiting Assistant Professor	1207 Sproul	951-827-4633	kathleen.king@ucr.edu
Kohli, Rita	Associate Professor	2103 Sproul	951-827-5969	rita.kohli@ucr.edu
Levin, John	Professor	2126 Sproul	951-827-4976	john.levin@ucr.edu
Lussier, Catherine	Assistant Professor of Teaching	2131 Sproul	951-827-3167	catherine.lussier@ucr.edu
Nash, Margaret	Professor	2108 Sproul	951-827-2710	margaret.nash@ucr.edu
Palardy, Gregory	Associate Professor	2105 Sproul	951-827-4633	gregory.palardy@ucr.edu
Park ,Soojin	Assistant Professor	2219 Sproul	951-827-4633	soojin.park@ucr.edu
Rall ,Raquel	Assistant Professor	2106 Sproul	951-827-5955	raquel.rall@ucr.edu
Ream, Robert	Interim Associate Dean Undergraduate Education and Associate Professor	2124 Sproul	951-827-6054	robert.ream@ucr.edu
Rodriguez, Louie F.	Interim Dean & Professor	1207 Sproul	951-827-6017	louie.rodriguez@ucr.edu
Sims, Wesley	Assistant Professor	2107 Sproul	951-827-5582	wesley.sims@ucr.edu
Smith, Thomas	Interim Provost & Executive Vice Chancellor	4148 Hinderaker	951-827-1129	provost@ucr.edu
Solis, Michael	Assistant Professor	2135 Sproul	951-827-5855	michael.solis@ucr.edu

Stavropoulos, Katherine	Assistant Professor	2128 Sproul	951-827-5238	katherine.stavropoulos@ucr.edu
Vue, Rican	Assistant Professor	1207 Sproul	951-827-4633	rican.vue@ucr.edu
Wills, John	Associate Professor	2101 Sproul	951-827-5010	john.wills@ucr.edu
Yosso, Tara	Professor	2104 Sproul	951-827-2751	t.yosso@ucr.edu
Yu, Rondy	Assistant Professor of Teaching	2136 Sproul	951-827-4326	rondy.yu@ucr.edu

Cooperating Faculty

Name	Title	Office	Phone	Email
Brint, Steven	Professor	Sociology Dept.	951-827-2103	steven.brint@ucr.edu

Additional Campus Contacts

Campus Health Center (https://studenthealth.ucr.edu/)
Riverside, CA 92521
Phone: (951) 827-3031
Email: health@ucr.edu

Child Development Center (https://ecs.ucr.edu/)
3333 Watkins Drive
Riverside, CA 92521
Phone: (951) 827-2666
Email: ecs@ucr.edu

Counseling and Psychological Services (https://counseling.ucr.edu/)
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: housinginfo@ucr.edu

Student Recreation Center (https://src.ucr.edu/)
Riverside, CA 92507
Phone: (951) 827-5738
Email: recinfo@ucr.edu

Student Disability Resource Center/Veteran Services (https://sdrc.ucr.edu/)
125 Costo Hall
Hours 8:00am-12:00pm & 1:00pm-5:00pm
Other times by appointment
Phone: (951) 827-3861
Email: sdrc@ucr.edu

Transportation Services (https://transportation.ucr.edu/)
683 Linden Street
Riverside, CA 92521
Hours: Monday – Friday 8am to 4pm
Phone: (951) 827-1294
Email: parking@ucr.edu

UCR Bookstore/Barnes & Noble (https://www.ucr.edu/resources/campus_store.html)
900 University Ave East
B&N 8106
Riverside, CA 92507
Hours: Monday – Friday 9am to 4pm
Phone: (951) 827-2665

UCR Libraries (https://library.ucr.edu/)
Thomas Rivera Library
Phone: (951) 827-3220

Orbach Science Library
Phone: (951) 827-3701

Please check the web site for hours; vary depending on time of quarter

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

2019-2020 Academic Calendar

First Day of Class

	FALL 2019	WINTER 2020	SPRING 2020
First day of the quarter	September 23, 2019	January 2, 2020	March 25, 2020
First day of instruction	September 26, 2019	January 6, 2020	March 30, 2020

Registration

	FALL 2019	Winter 2020	Spring 2020
SCHEDULE OF CLASSES			
Schedule of Classes is online	May 9, 2019	October 24, 2019	January 30, 2020
INITIAL ENROLLMENT			
Enrollment appointments viewable in R'Web	May 14, 2019	October 29, 2019	February 4, 2020
Continuing students register	May 20 - June 11, 2019	Nov. 4 - Nov. 26, 2019	February 10-March 4, 2020
Readmitted and new graduate students register	August 19 - 22, 2019	N/A	N/A
Transfer students register	September 3-9, 2019	December 2, 2019	N/A
CONTINUING ENROLLMENT			
Undergraduate 17 unit maximum load lifted	September 10, 2019	December 9, 2019	March 5, 2020
Makeup enrollment and add/drop	June 12-28, 2019 (Continuing Students) and Sept. 10 - Oct. 11, 2019 (All Students)	December 9, 2019 - January 17, 2020	March 5-April 10, 2020

For registration deadlines, see "LAST DAY" tab.

Payment and Disbursement

	FALL 2019	WINTER 2020	SPRING 2020
Statement of Account (shows fees, tuition and projected student aid) for enrolled students only; available in R'Web.	mid-August, 2019	mid-November 2019	Mid-February, 2020
Fee payment deadline for all students **Last day** for undergraduate students to pay outstanding fees without a $100 penalty for late tuition payment. Cashier's Office payments are due by **3 p.m.** R'Web and Drop Box payments due at **4 p.m.** **Enrollment for Financial Aid qualification and disbursement must be completed by 4 p.m.**	September 13, 2019	December 13, 2019	March 13, 2020
Last Day for undergraduate students to pay outstanding fees. If you do not pay, your classes are dropped. Cashier's Office payments are due by **3 p.m.** R'Web and Drop Box payments due at **4 p.m.**	September 19, 2019	December 19, 2019	March 23, 2020

Enrollment for Financial Aid qualification and disbursement must be completed by 4 p.m.			
Last Day for graduate and medical students to pay outstanding fees. If you do not pay, you will be assessed a $100 late tuition payment late fee.	September 26, 2019	January 6, 2020	March 30, 2020
Cashier's Office payments are due by **3 p.m.**			
R'Web and Drop Box payments due at **4 p.m.**			
Enrollment for Financial Aid qualification and disbursement must be completed by 4 p.m.			
Student Aid Refunds disbursed (by direct deposit or mail) by Student Business Services Office.	September 26, 2019	January 6, 2020	March 30, 2020

Last Day to:

	FALL 2019	**WINTER 2020**	**SPRING 2020**
Last day to apply for readmission	June 24, 2019	September 26, 2019	January 6, 2020
Last day to mail payment for tuition/fees to allow for processing time. **Postmarks not considered**. For payment deadlines see the Payment & Disbursement tab.	September 1, 2019	December 1, 2019	March 1, 2020

Last day to add/drop courses in R'Web (no fee) without a "W" appearing on your transcript. See When To Register for R'Web availability.	October 11, 2019	January 17, 2020	April 10, 2020
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 11, 2019	January 17, 2020	April 17, 2020
Last day to add a course without dean approval (no fee). Enrollment Adjustment Forms are due at NOON.	October 18, 2019	January 24, 2020	April 17, 2020
Last day to withdraw from a course (no fee).	October 18, 2019	January 24, 2020	April 17, 2020
Last day to change grading basis (no fee).	October 18, 2019	January 24, 2020	April 17, 2020
Last day to withdraw from a course ($4 fee). Enrollment Adjustment Forms are due at NOON.	November 8, 2019	February 14, 2020	May 8, 2020
Last day to change grading basis or variable units ($4 fee). Enrollment Adjustment Forms are due at NOON.	November 22, 2019	February 28, 2020	May 22, 2020
Last day of instruction	December 6, 2019	March 13, 2020	June 5, 2020
Last day to withdraw from UCR for the full term	December 6, 2019	March 13, 2020	June 5, 2020

Last day to complete work in order to remove an incomplete grade from the prior quarter	December 13, 2019	March 20, 2020	June 12, 2020
Last day of the quarter	December 13, 2019	March 20, 2020	June 12, 2020

Finals and Grades

	FALL 2019	**WINTER 2020**	**SPRING 2020**
Final Examinations	December 7-13, 2019	March 14-20, 2020	June 6-12, 2020
Grades available on R'Web	January 2, 2020	March 20, 2020	June 22, 2020

UCR Holiday Calendar

	FALL 2019	**WINTER 2020**	**SPRING 2020**
Academic and Administrative Holidays	November 11, 2019 November 28-29, 2019	January 20, 2020 February 17, 2020 March 27, 2020	May 25, 2020
Winter Break	December 16-31, 2019		
Spring Break			March 23-27, 2020

For update to date information, check the Registrar's website: https://registrar.ucr.edu/calendar

Graduate Division Application/Submission Deadlines

	Fall 2019	Winter 2020	Spring 2020	Summer 2020
Filing Fee Status	9/1/19	12/1/19	3/1/20	6/1/20
Application for Candidacy for Master's Degree (via R'Grad)	9/26/19	1/6/20	3/30/20	6/22/20
Graduation Application (via R'Web)	10/21/19	1/27/20	4/27/20 *or 3/27/20 if you wish to walk in commencement 2020*	7/15/20 *or 3/27/20 if you wish to walk in commencement 2020*
Rough draft of dissertation/thesis	12/2/19	3/6/20	5/29/20	8/28/20
Last day to complete all degree requirements (Noon PST).	12/13/19	3/20/20	6/12/20	9/11/20
Between Quarter Deadline Information*				
Last day to complete all degree requirements and avoid fees for the next quarter--no later than Noon PST. Graduation date will reflect the next quarter. See detailed explanation below.	9/20/19 ('19 Fall grad date)	12/20/19 ('20 Winter grad date)	3/24/20 ('20 Spring grad date)	6/19/20 ('20 Summer grad date)

**After a quarter ends and before the next quarter begins, there is typically some "in between" time. This amount of time varies depending on the quarter. For example, if the Summer quarter ends September 13, all students wishing to receive a Summer graduation date must complete the requirements on or before that date. However, Fall quarter doesn't begin until September 23rd, so students have until the date listed in the above table, which is the last business day before the next quarter begins, to complete the requirements and avoid fees for the next quarter. The conferral date for the degree would be for the next quarter (Fall in this example). The between quarter deadline dates in the table above are in the column that the degree would be conferred.*

For update to date deadlines, see the Graduate Division website:
https://graduate.ucr.edu/graduation-procedures

HOW TO REGISTER FOR CLASSES THROUGH FIND CLASSES IN R'WEB

TABLE OF CONTENTS

Revision History 2
Introduction and Purpose 2
Procedures 3

REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the Academic Calendar online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

In R'Web there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called **Linked Activities**. Linked activities are sections that have the same subject and course number; an example, HIST 010-001(lecture) and HIST 010-022(discussion). All linked activities must be added or dropped simultaneously for successful enrollment changes.

Corequisites are sections that have to be taken simultaneously and have two different subjects and course numbers; for example, CHEM 001A-001(lecture) and CHEM 01LA-002(lab). Both corequisite sections must be added and dropped simultaneously for successful enrollment changes.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

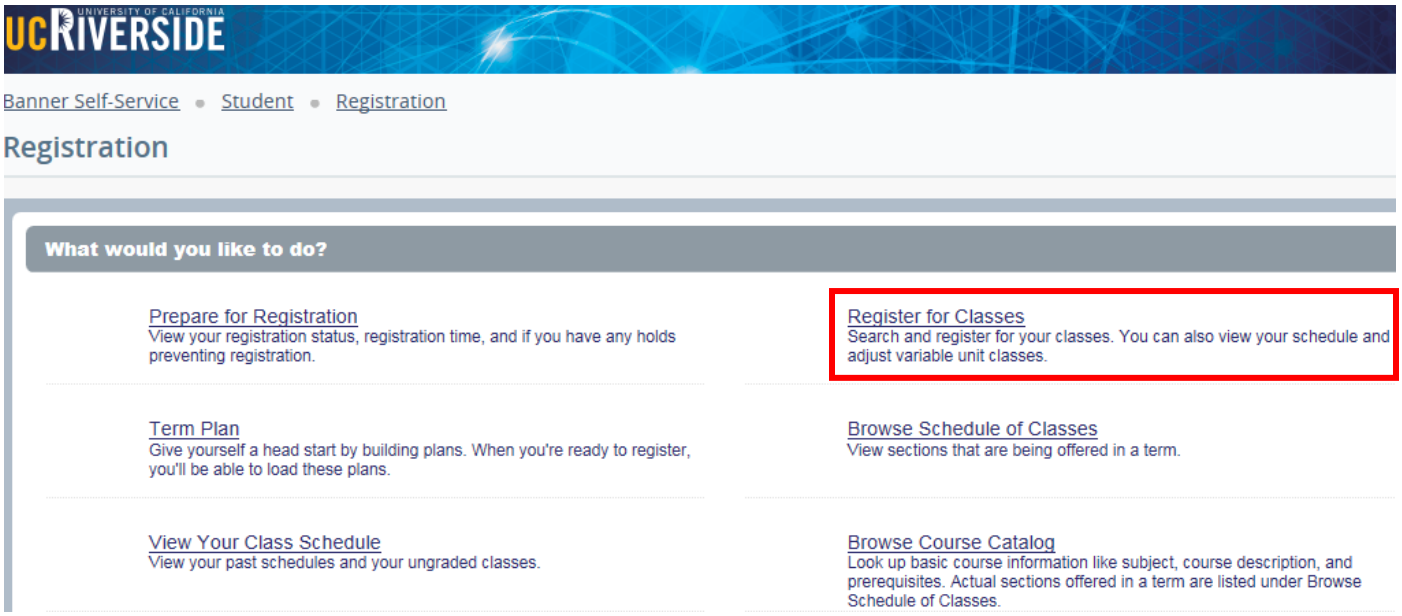
The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

This document will demonstrate how a student may register for classes through the Find Classes tab in R'Web.

PROCEDURES

1. Go to Rweb.ucr.edu.
2. Enter your UCR NetID and password.
3. Select the **Registration** icon in R'Web.

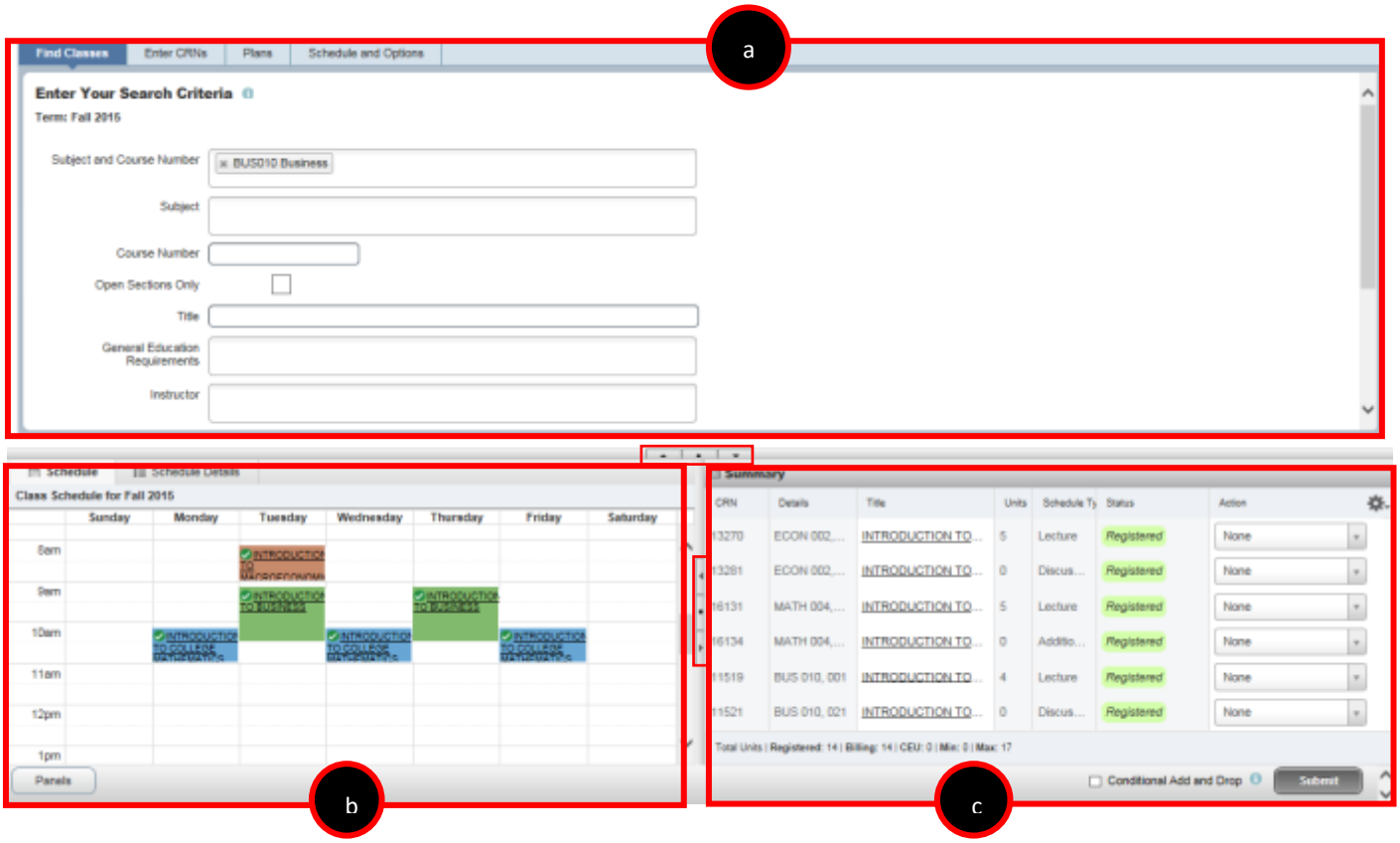
4. Select **Register for Classes**.



5. Select a term under **Terms Open for Registration** and press **Continue**.

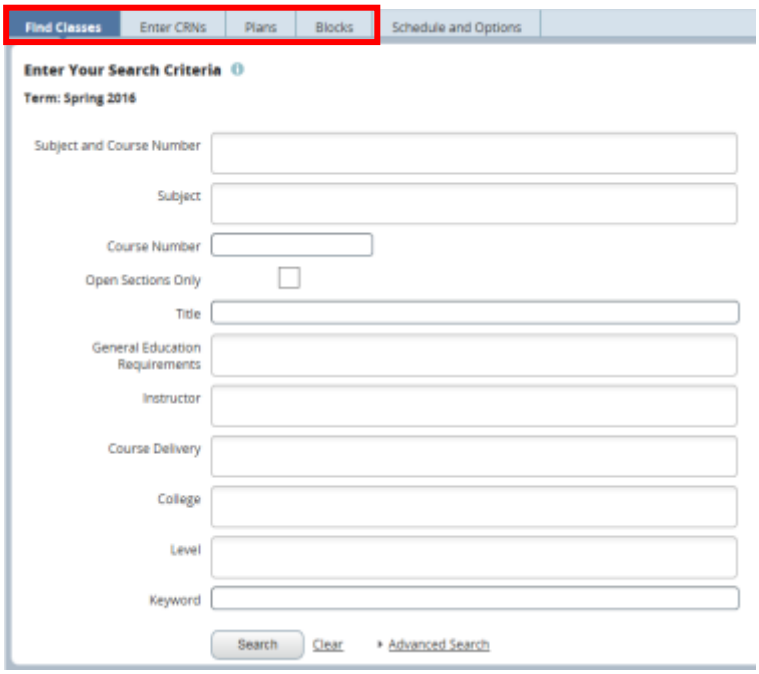
6. The **Search Results** page presents three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button (the dot).

   a. **Search Results**: Top panel allows you to view search results in a list format.
   b. **Schedule (Calendar)**: Provides a visual of how registered sections apply to a student's hourly, daily, and weekly schedule. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week and it allows the student to easily identify if a section conflicts with another registered or selected section.
   c. **Summary:** Will list selected sections; this is very similar to a shopping cart meaning they're not officially on their schedule until the **Status** changes to **Registered**.



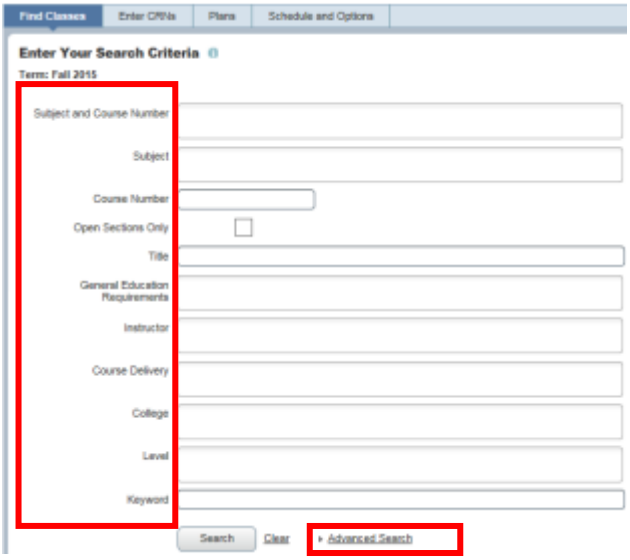
7. In the **Register for Classes** panel the student can register for sections by selecting one of the four possible tab options at the top:

   a. **Find Classes**: Available to all students.
   b. **Enter CRNs**: Available to all students.
   c. **Plans:** Available to all students.
   d. **Blocks:** Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.

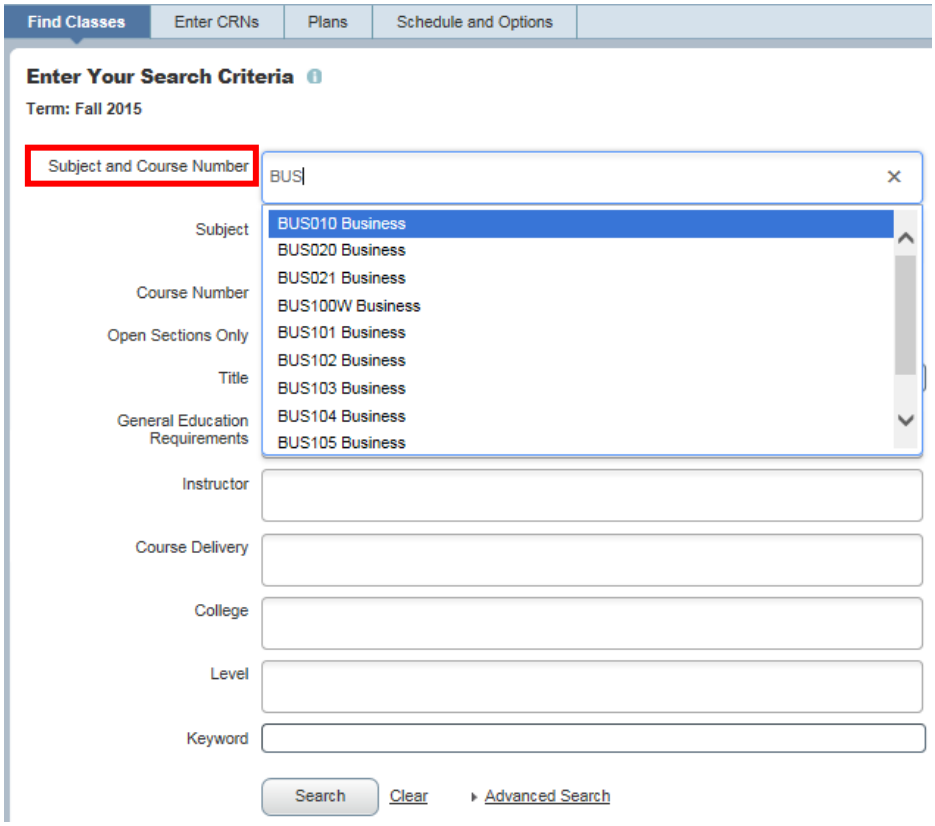


Note: The Find Classes tab allows students to search for classes by the **Subject and Course Number**, **Subject**, **Course Number**, **Open Sections Only**, **Title**, **General Education Requirements**, **Instructor**, **Course Delivery**, **College, Level**, and **Keyword**.

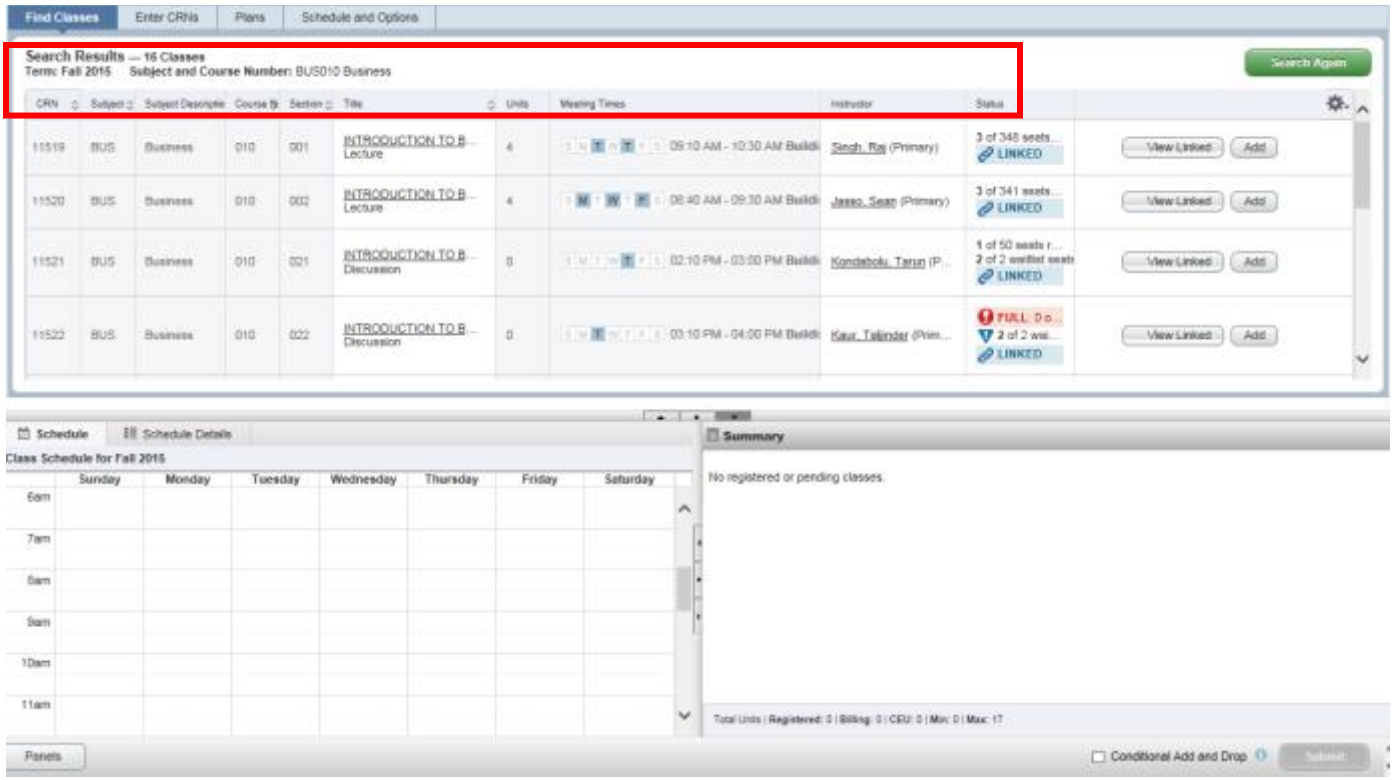
The Advanced Search selections allows students to search for classes with additional information such as **Summer Session**, **Course Number Range**, and **Buildings**, **Keyword** (Exact Phrase) **Schedule Type**, **Meeting Days**, **Start Time**, **End Time**, **Unit Range**, and by **Departments**. As the user begins their search, possible matches will appear as the information is typed in the fields. More than one entry can be entered in each field.



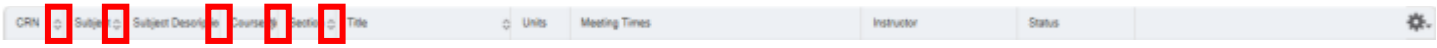
8. Once the Search Criteria is entered, press **Search**.
    a. In this example, we will be registering for a section by utilizing the Subject and Course Number field. Possible matches will list as the information is entered in the field. Multiple entries can be entered in each field.



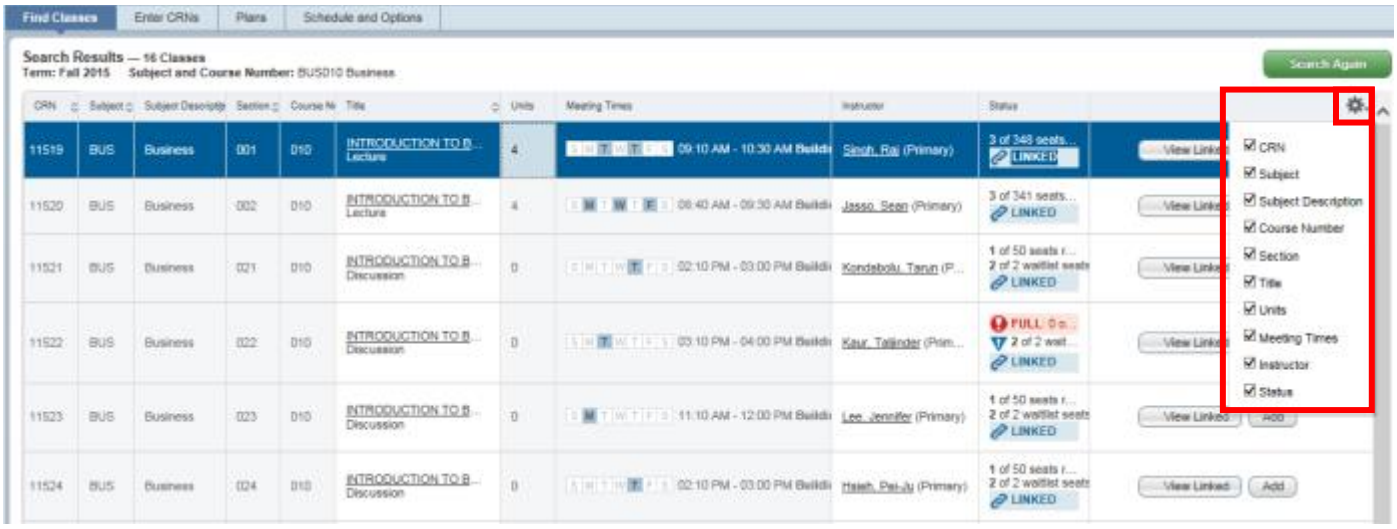
9. Matches to your search will appear in the top panel under Search results. **CRN**, **Subject**, **Subject Description**, **Course Number**, **Section**, **Title**, **Units**, **Meeting Times**, **Instructor**, and **Status** display. The order of the columns can be changed by dragging and dropping the column header.



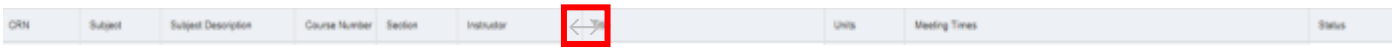
a. The user may select the down arrow at the top of any column which can sort the results by that column.



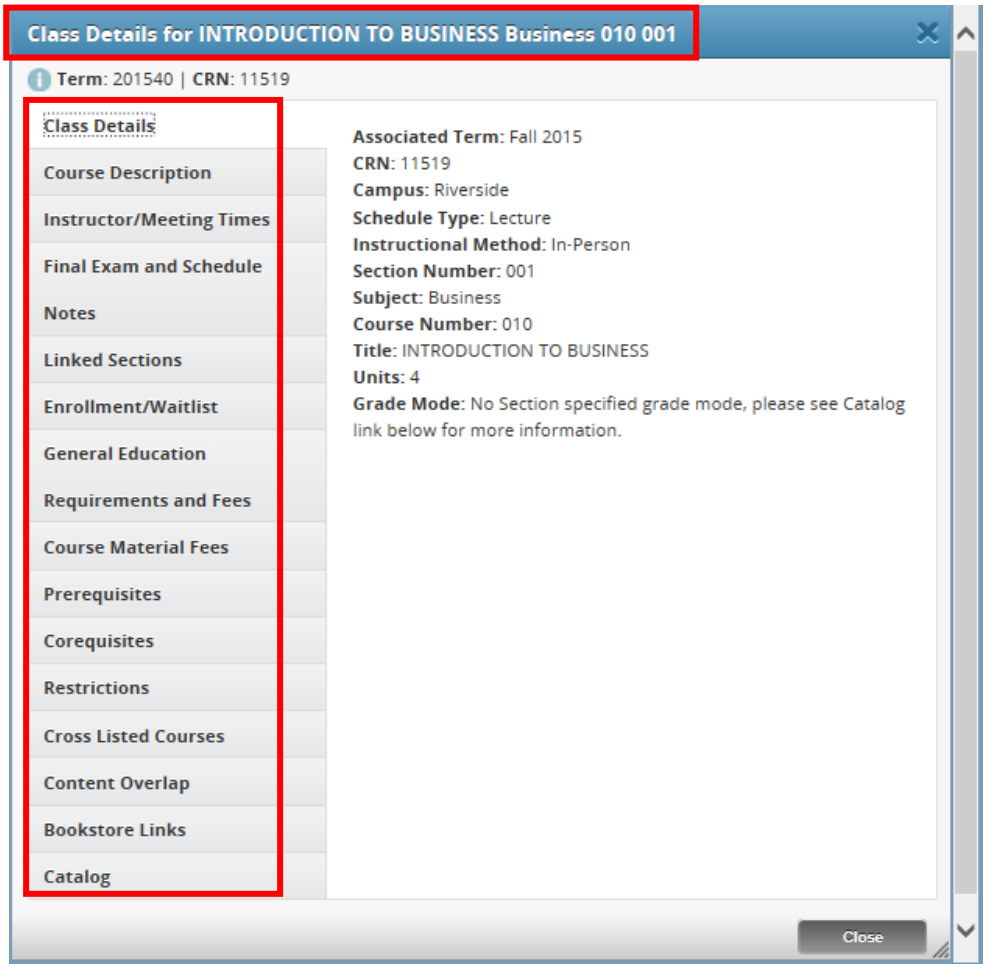
b. The **gear** icon gives the option to remove columns.



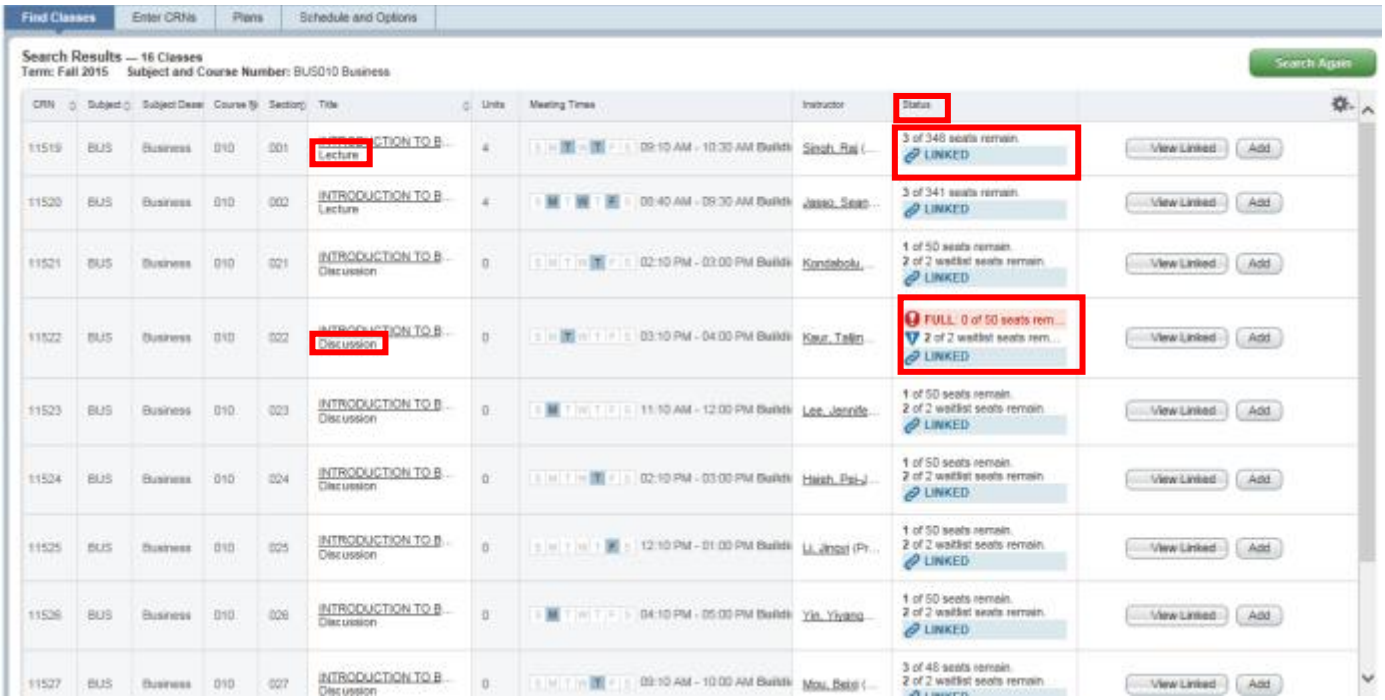
c. To expand or condense a column the user can hoover over the column until the double arrow is visible.



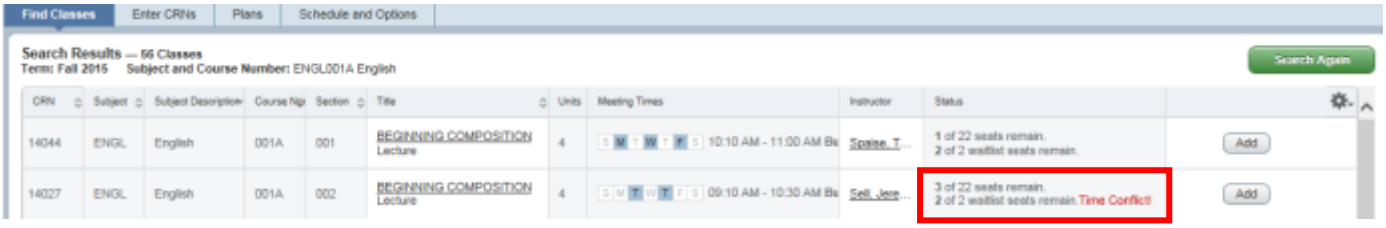
10. When the title of a section is selected additional class details display. Class Details will provide general information about the section, course description, Instructor/Meeting times, Final Exam and Schedule, Linked sections, Enrollment/Waitlist, Degree fulfillments, any associated Course Material Fees, Prerequisites, Corequisites, Restrictions, Cross Listed Courses, Content Overlap, Bookstore Links, and Catalog information. Be sure to read this information carefully prior to enrolling in the class.



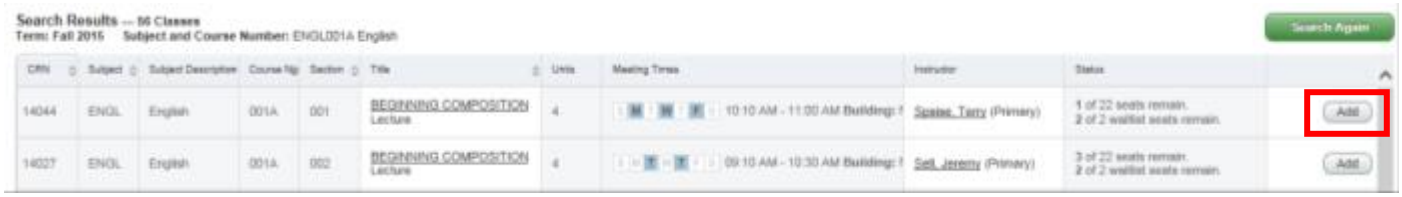
11. The **Status** column will show the number of seats available, waitlist availability, whether it's part of a linked series, or if there is a time conflict with a registered section. If sections require enrollment in linked activities there will be a LINKED icon.
    a. The below is an example of primary sections (lecture) that have linked activities (discussions). One of the discussions being offered is already full and is offering a waitlist.



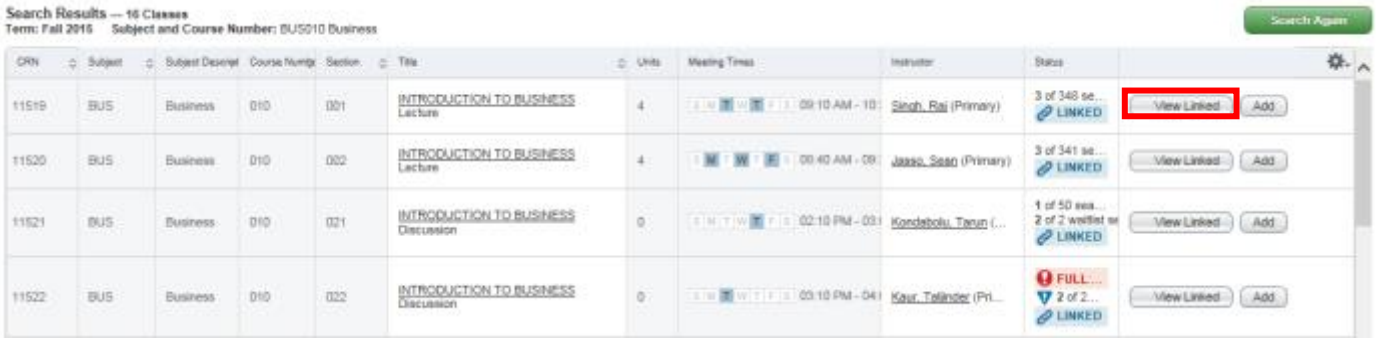
b. The example below is an example of a warning the student receives *before* they have selected a section telling them they will receive a time conflict error if they try to enroll. It appears when a student is viewing a section that conflicts with a section they're already enrolled in.



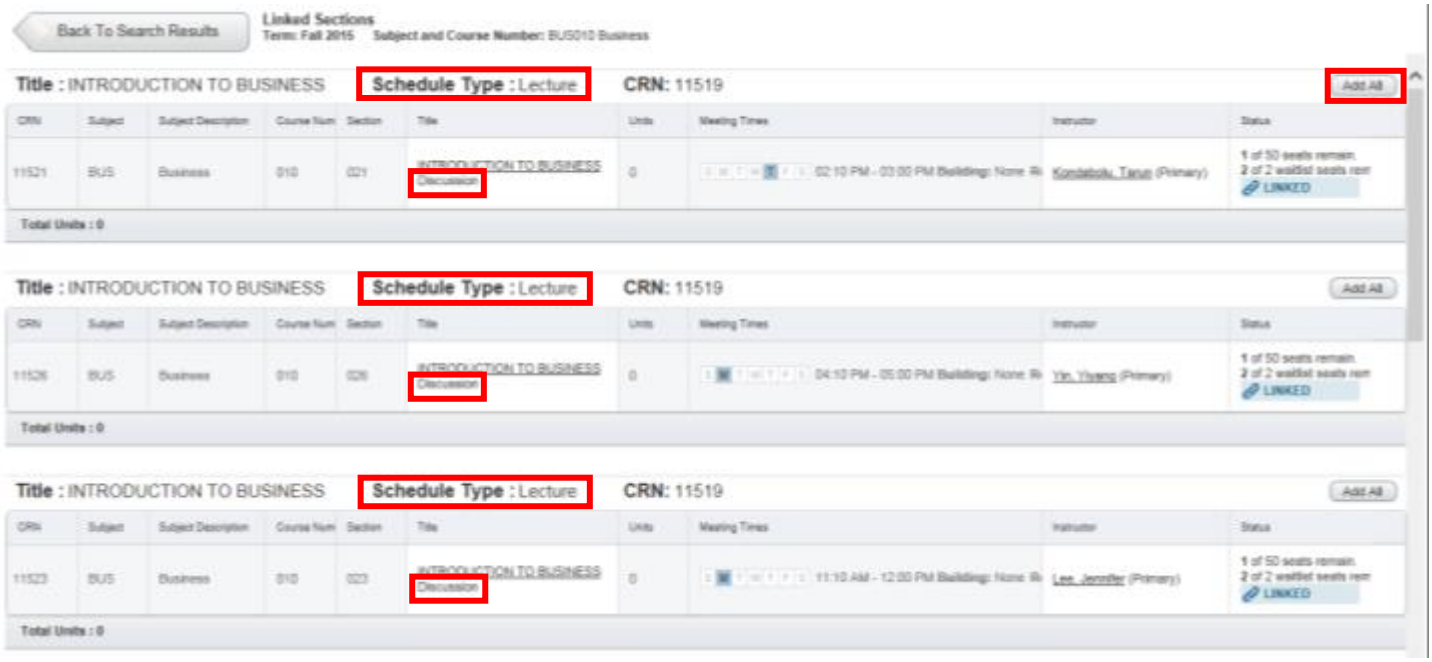
12. Navigate to the section you would like to enroll in. If the desired section does not have any linked activities and it is only one primary section like the example below press **Add** and skip to **step #8**.



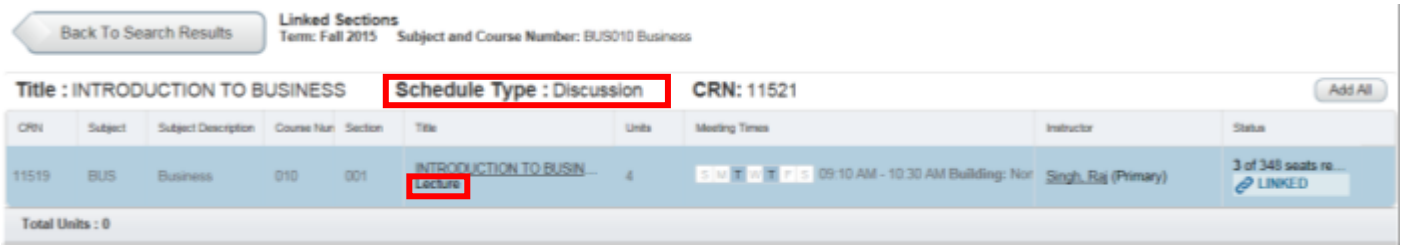
13. If the section has linked activities press **View Linked.** We recommend you click this next to the lecture to view all of the enrollment combinations.



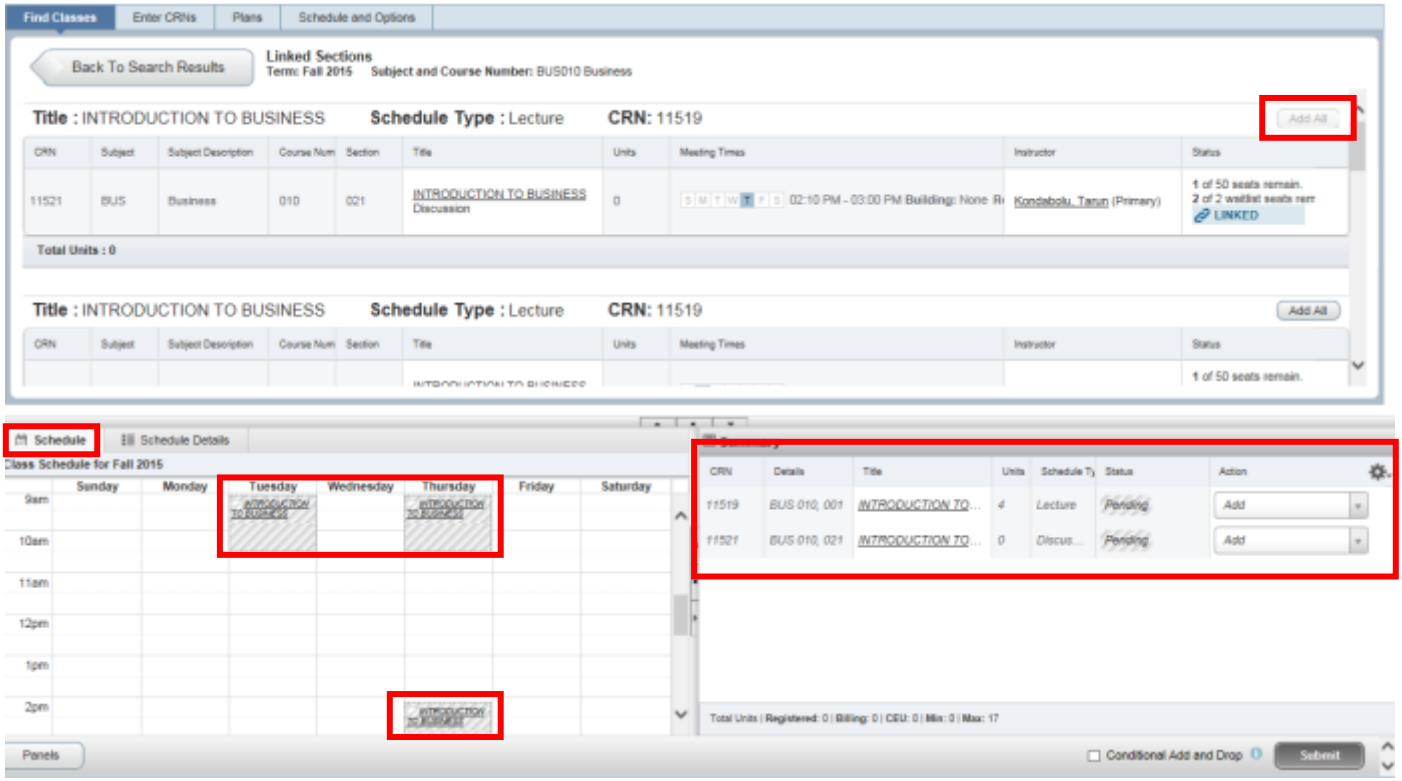
a. If **View Linked** is selected on the lecture all the paired secondary activities display. In this example, all the discussions linked to the lecture are listed.



b. If **View Linked** is selected on a discussion, then the primary linked section will appear. This displays only one combination.



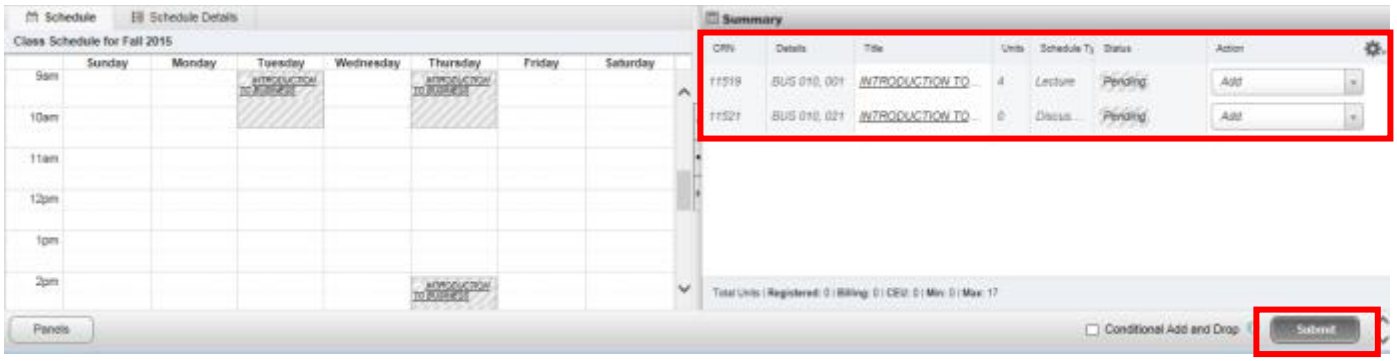
14. Navigate to the desired section and press **Add All**. This will conveniently add all the linked activities to the Summary and Schedule panel.



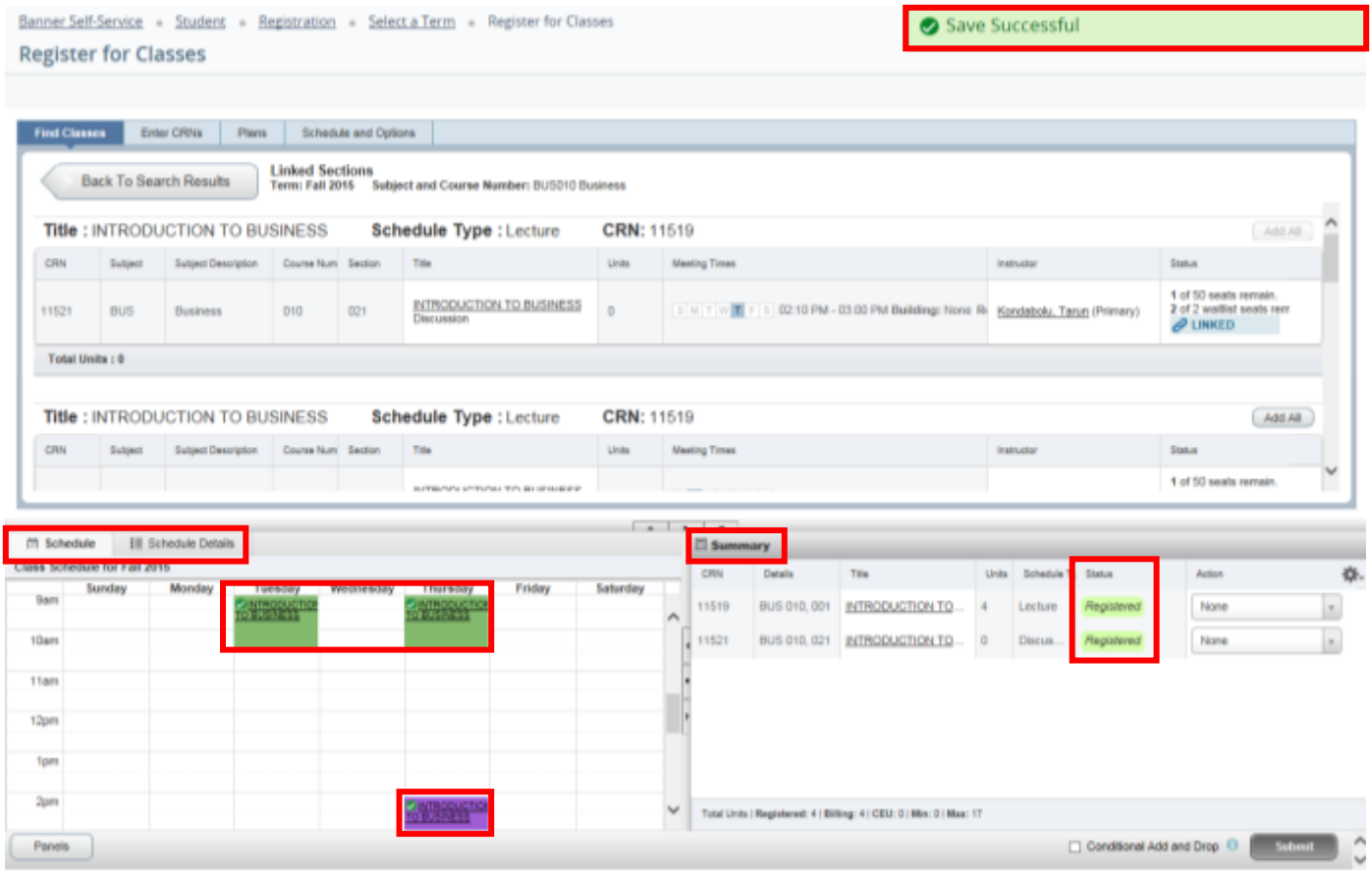
15. The section is added to Summary panel and the status is pending. <u>The student is not enrolled in the section yet.</u> In order to complete registration, the student will need to:
    a. Review and confirm the information in the summary panel.

        - **Add:** Add the section. This action will automatically default.
        - **Remove:** If you don't want to attempt to enroll, change the action to **Remove** in the Summary panel. This selection will only appear before a student enrolls in the sections(s).

16. Press **Submit**.



17. Registration is successful if no errors appear and the student is now registered in the section(s). Note that the status in the **Summary** is updated to **Registered**.
    a. The section is now showing in a color block in the **Schedule**.
    b. The message "**Save Successful**" appears in the upper right hand corner. If registration is not successful the student will receive an error message instead.



HOW TO REGISTER FOR CLASSES BY ENTERING THE CRN IN R'WEB

TABLE OF CONTENTS

Revision History 2
Introduction and Purpose 2
Procedures 3

REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the Academic Calendar online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

In R'Web there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called **Linked Activities**. Linked activities are sections that have the same subject and course number; an example, HIST 010-001(lecture) and HIST 010-022(discussion). All linked activities must be added or dropped simultaneously for successful enrollment changes.

Corequisites are sections that have to be taken simultaneously and have two different subjects and course numbers; for example, CHEM 001A-001(lecture) and CHEM 01LA-002(lab). Both corequisite sections must be added and dropped simultaneously for successful enrollment changes.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

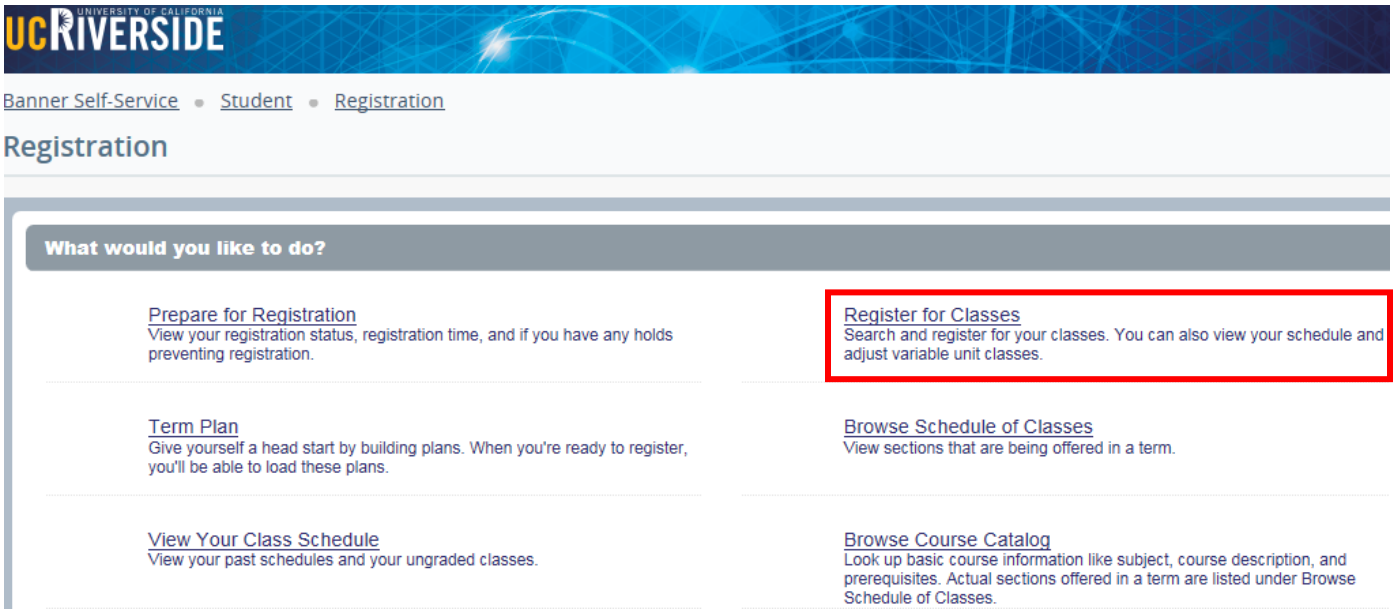
The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

This document will demonstrate how a student may register for a class through the Enter CRNs tab in R'Web.

PROCEDURES

1. Go to **Rweb.ucr.edu**.
2. Enter your UCR NetID and password.
3. Select the **Registration** icon in R' Web.

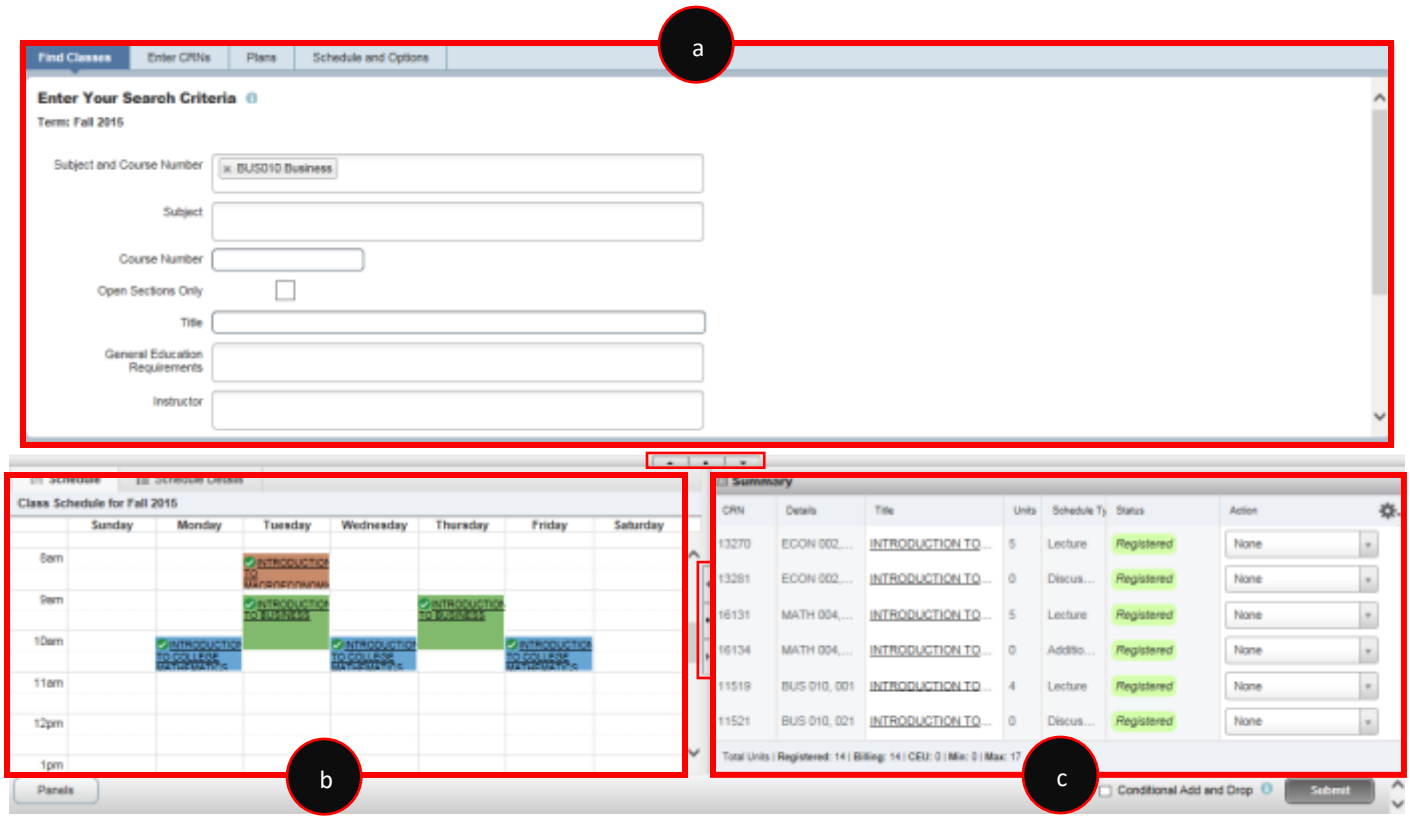
4. Select **Register for Classes**.



5. Select a term under **Terms Open for Registration** and press **Continue**.

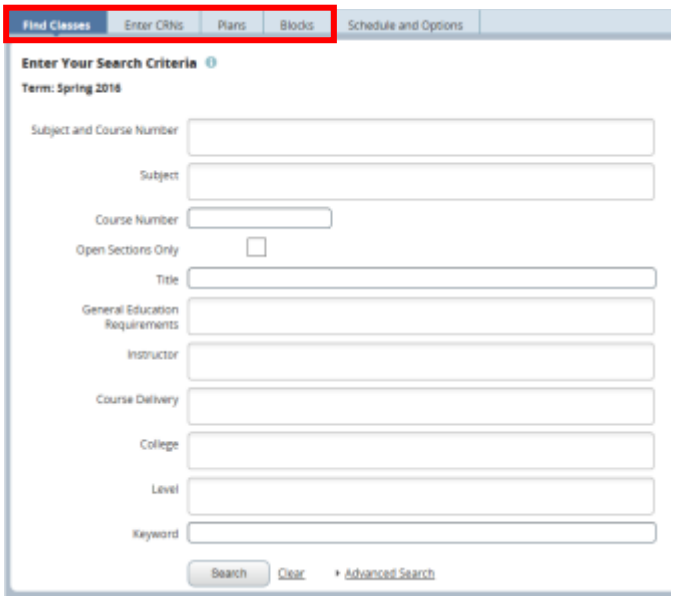
6. The Search Results page presents three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button (the dot).

   a. **Search Results**: Top panel allows you to view search results in a list format.
   b. **Schedule (Calendar)**: Provides a visual of how registered sections apply to a student's hourly, daily, and weekly schedule. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week and it allows the student to easily identify if a section conflicts with another registered or selected section.
   c. **Summary:** Will list selected sections; this is very similar to a shopping cart meaning they're not officially on your schedule until the **Status** changes to **Registered**.



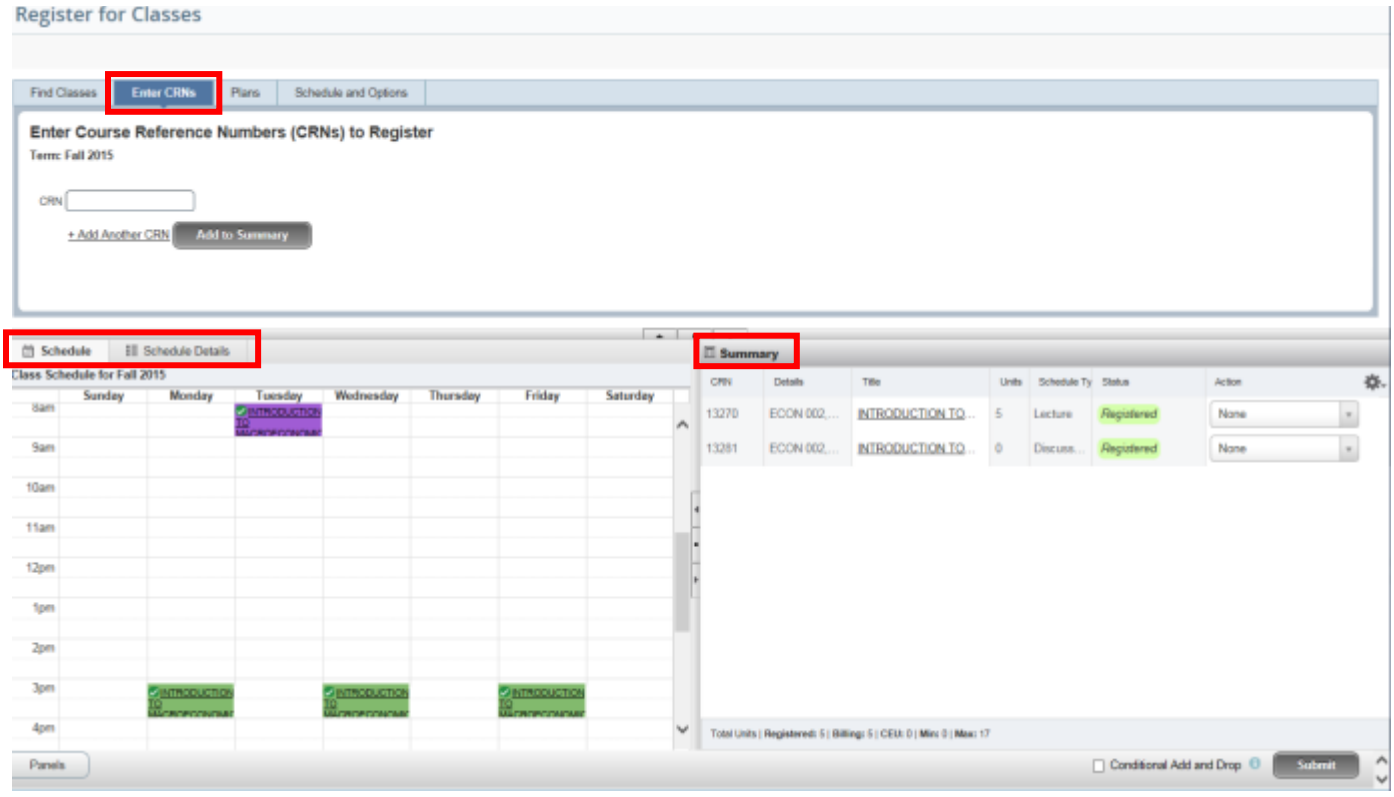
7. In the Register for Classes panel the student can register for sections by selecting one of the four possible tab options at the top:

   a. **Find Classes**: Available to all students.
   b. **Enter CRNs**: Available to all students. Discussed in this document.
   c. **Plans:** Available to all students.
   d. **Blocks:** Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.

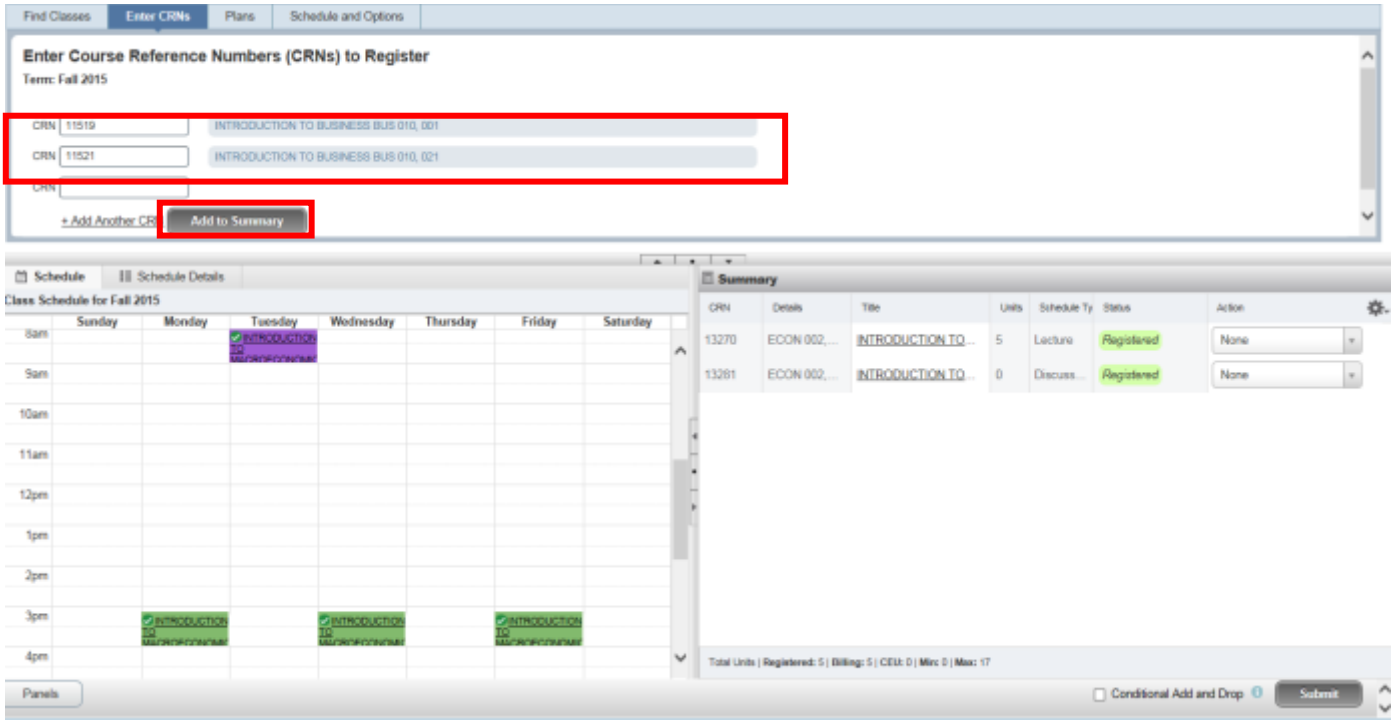


Note: CRN stands for **Course Reference Number**. It represents the unique 5 digit number for a section of a course.

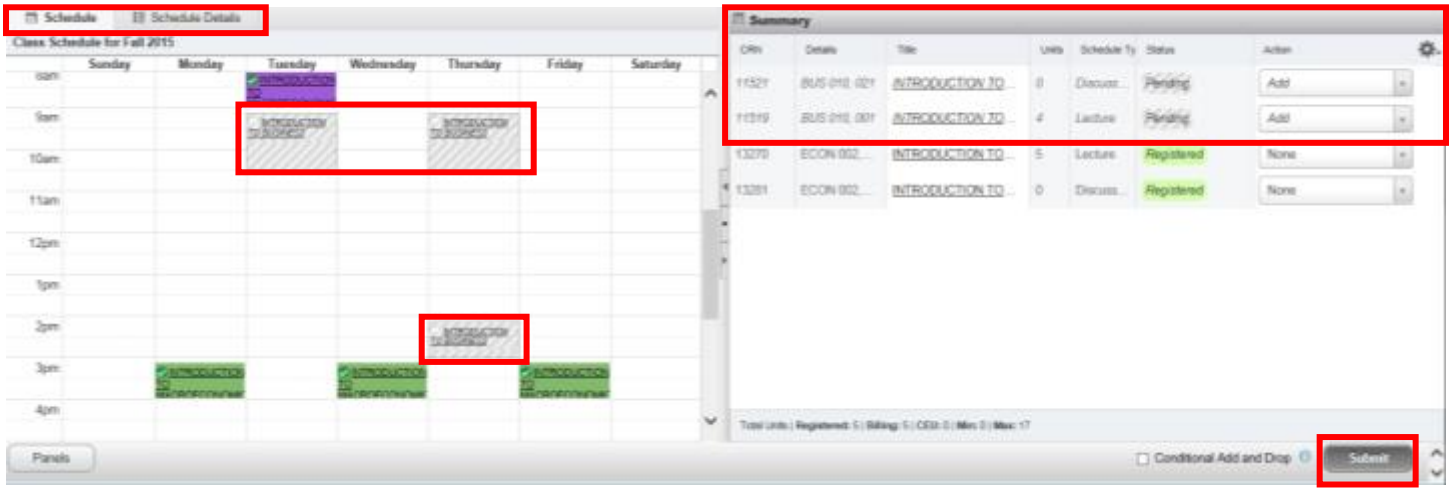
8. Select **Enter CRNs** in the header.
    a. If the student is registered for any sections they can be viewed in the Schedule and in the Summary panel like the example below.



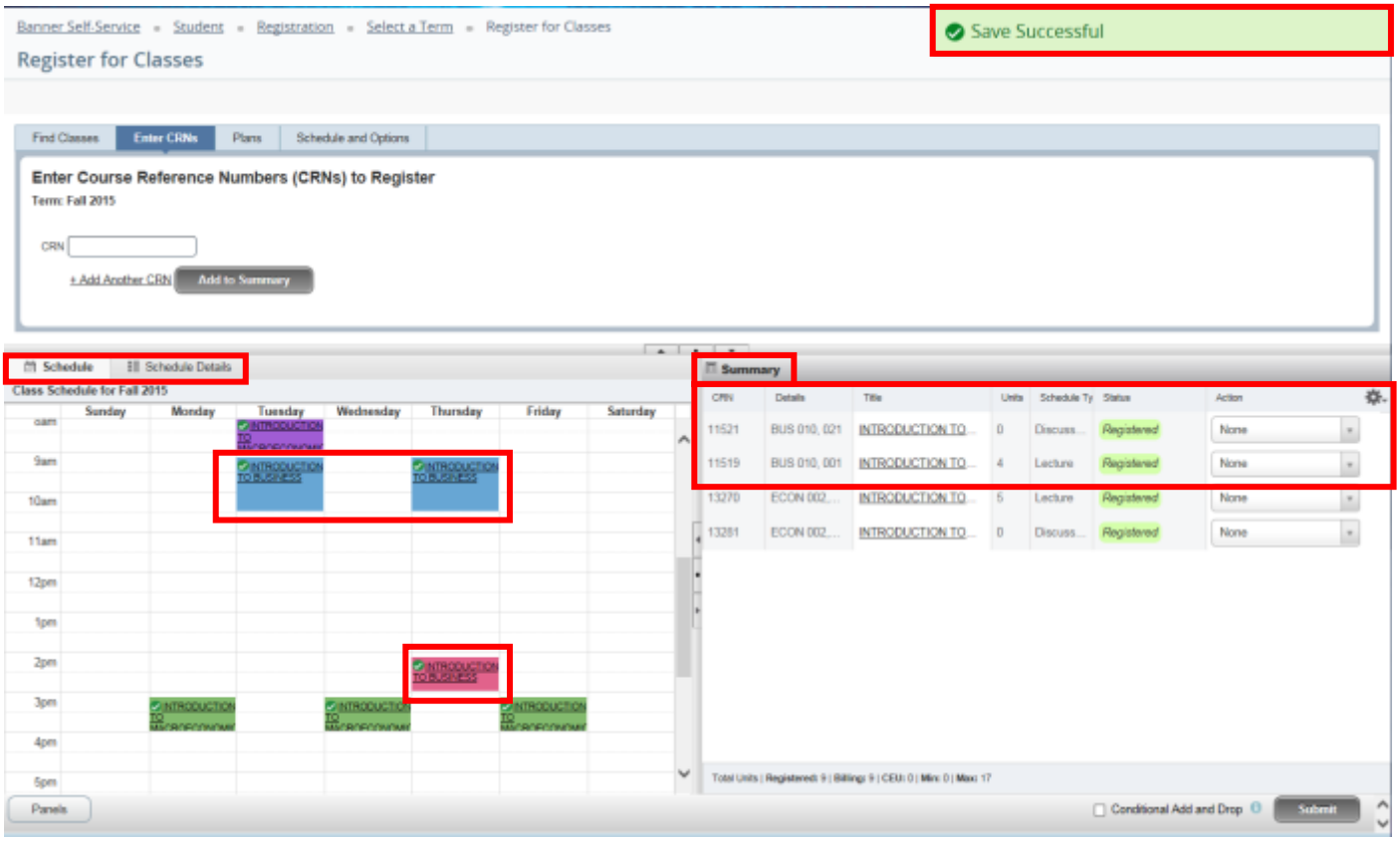
9. Enter the CRN and press Tab or select +Add Another CRN if you would like to add additional CRNs. When complete select Add to Summary.
    a. When Tab or **+Add Another CRN** is pressed the class title, subject, course number, and section number will appear.
    b. Reminder, if the section has a linked activity both of the CRNs for the primary section and secondary sections will be needed for successful enrollment. See the example below.



10. The sections are in the Summary panel and their status is pending. The student is not enrolled in the sections yet. In order to complete registration, the student will need to:
    a. Review and confirm the information in the summary panel.
        i. **Add:** Add the section. This action will automatically default.
        ii. **Remove:** If you don't want to attempt to enroll, change the action to **Remove** in the Summary panel. This selection will only appear before a student adds into the section(s).
11. Press **Submit**.



12. Cheers, registration is successful if no errors are received and the student is now registered in the section. Note that the status in the Summary is updated to Registered.
    a. The section(s) is now showing in a color block in the **Schedule**.
    b. The message "**Save Successful**" appears in the upper right hand corner. If registration is not successful an error message will appear instead.



HOW TO REGISTER FOR AND ADJUST THE UNITS FOR A VARIABLE UNIT CLASS IN R'WEB

TABLE OF CONTENTS

Revision History 2
Introduction and Purpose 2
Procedures 3

REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the Academic Calendar online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

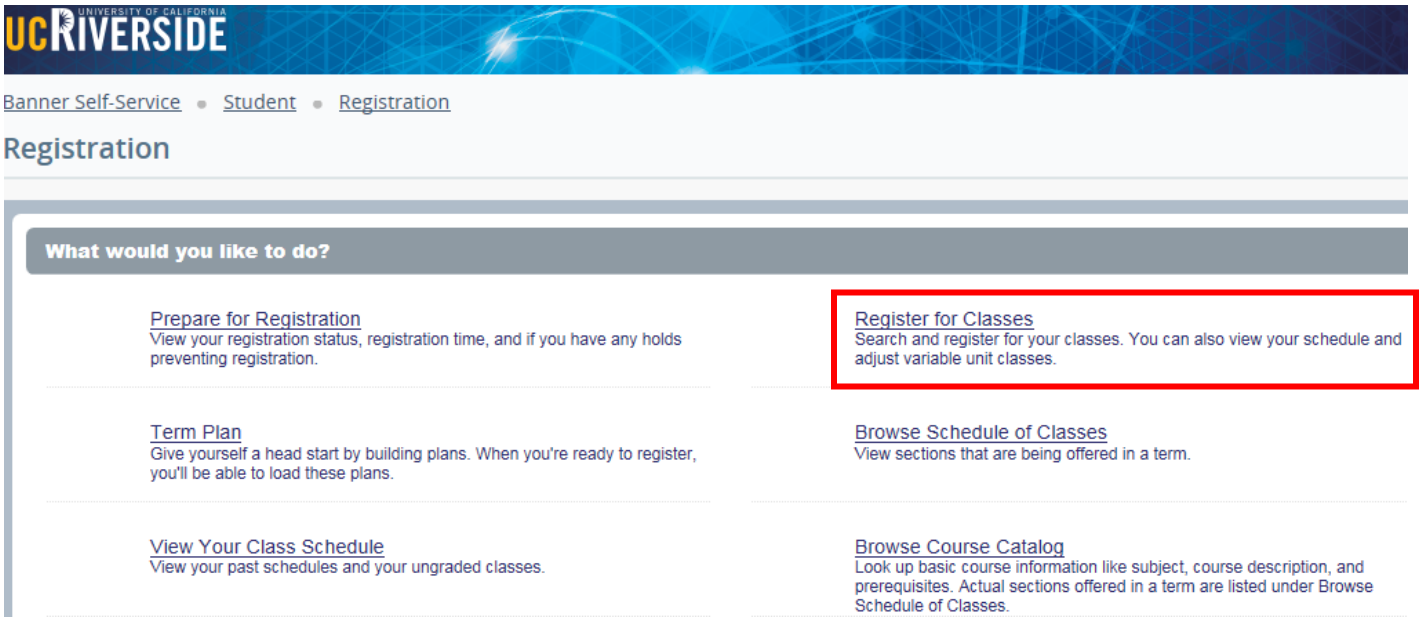
The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

This document will demonstrate how a student may register for and adjust the units for a Variable Unit Class.

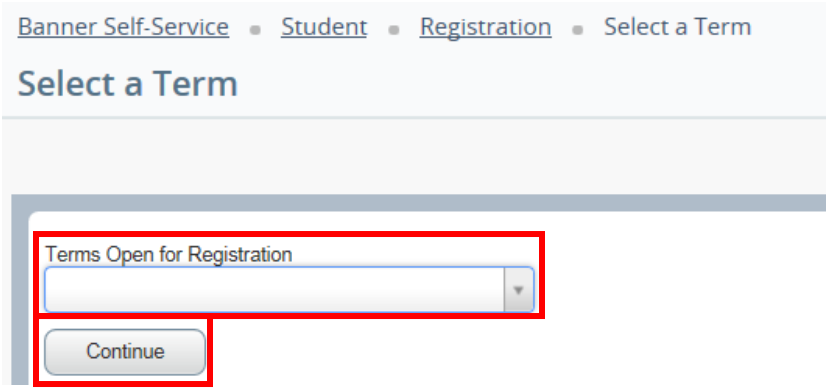
PROCEDURES

1. Go to **Rweb.ucr.edu**.
2. Enter your UCR NetID and password.
3. Select the **Registration** icon in R'Web.

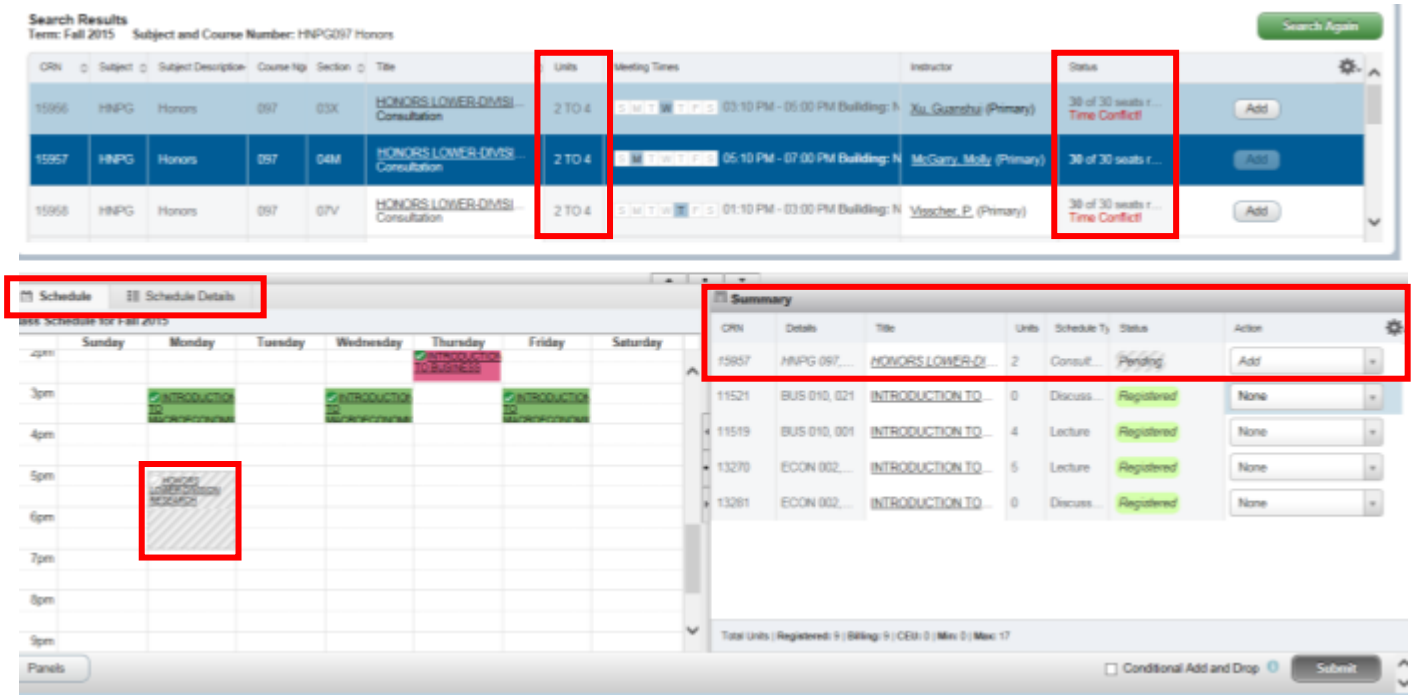
4. Select **Register for Classes**.



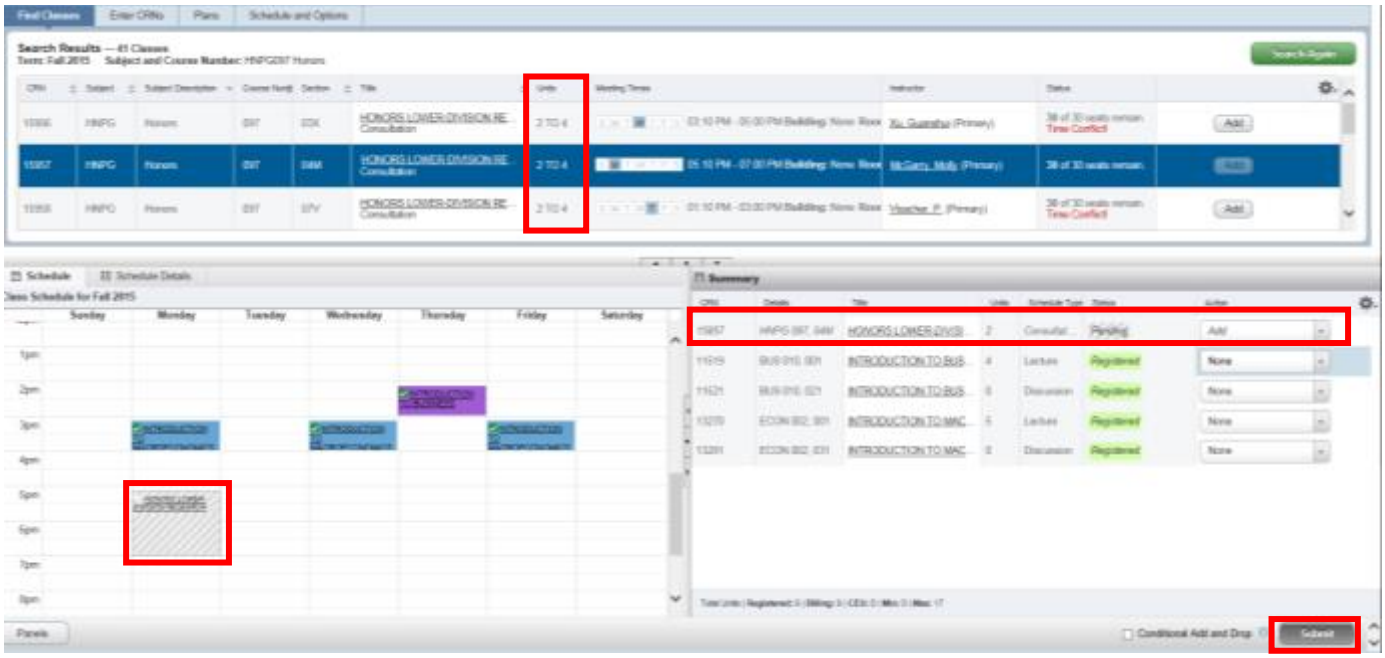
5. Select the appropriate term and press **Continue**.



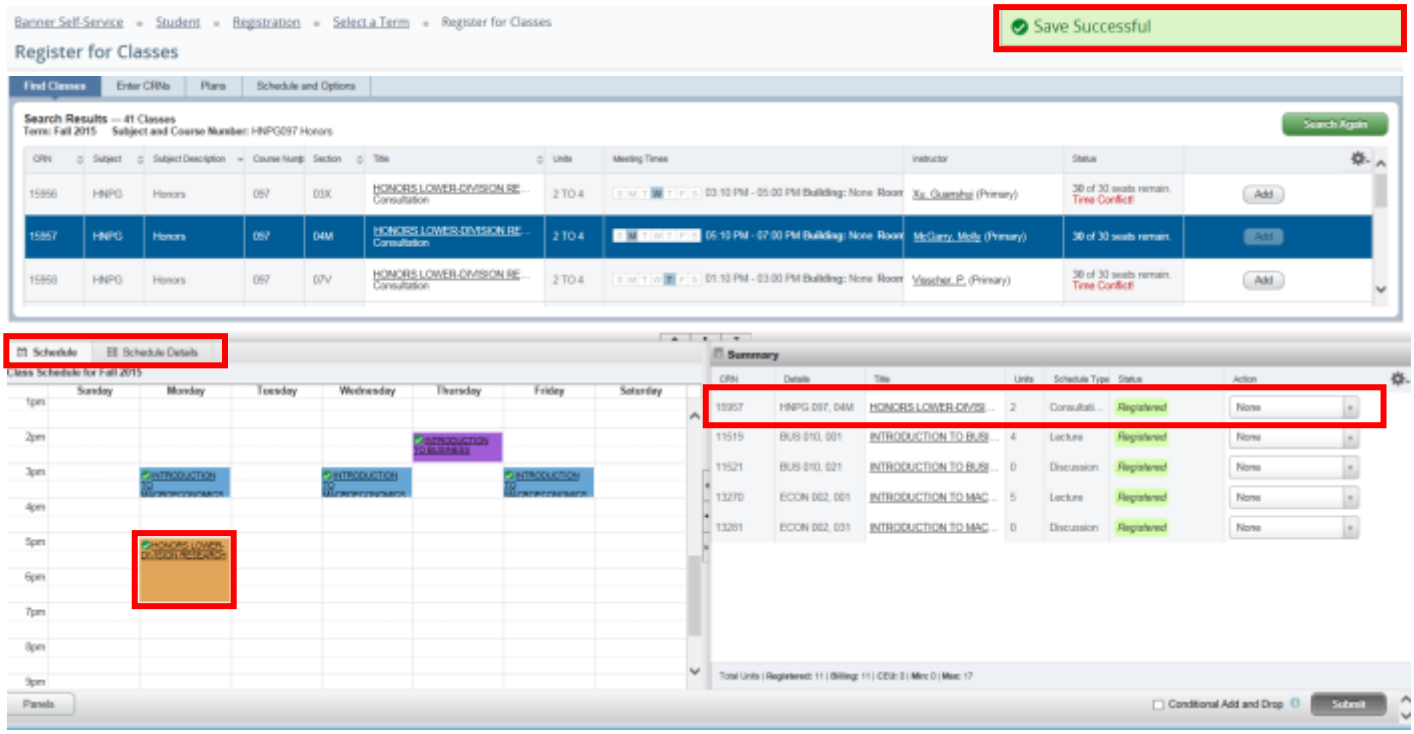
6. Utilizing one of the registration paths mentioned in *How to Register for Classes Through Find Classes* or *How to Register for Classes By Entering the CRN*, or *How to Register for Classes Through Term Plan* locate the section.
    a. The **Units** column lists the unit range the course has been approved for.
    b. The example below demonstrates the course has been approved to be taken for 2-4 units. It also demonstrates two of the sections being offered have a time conflict with registered section.
7. **Add** the **Variable Unit Course** to the **Summary** panel.



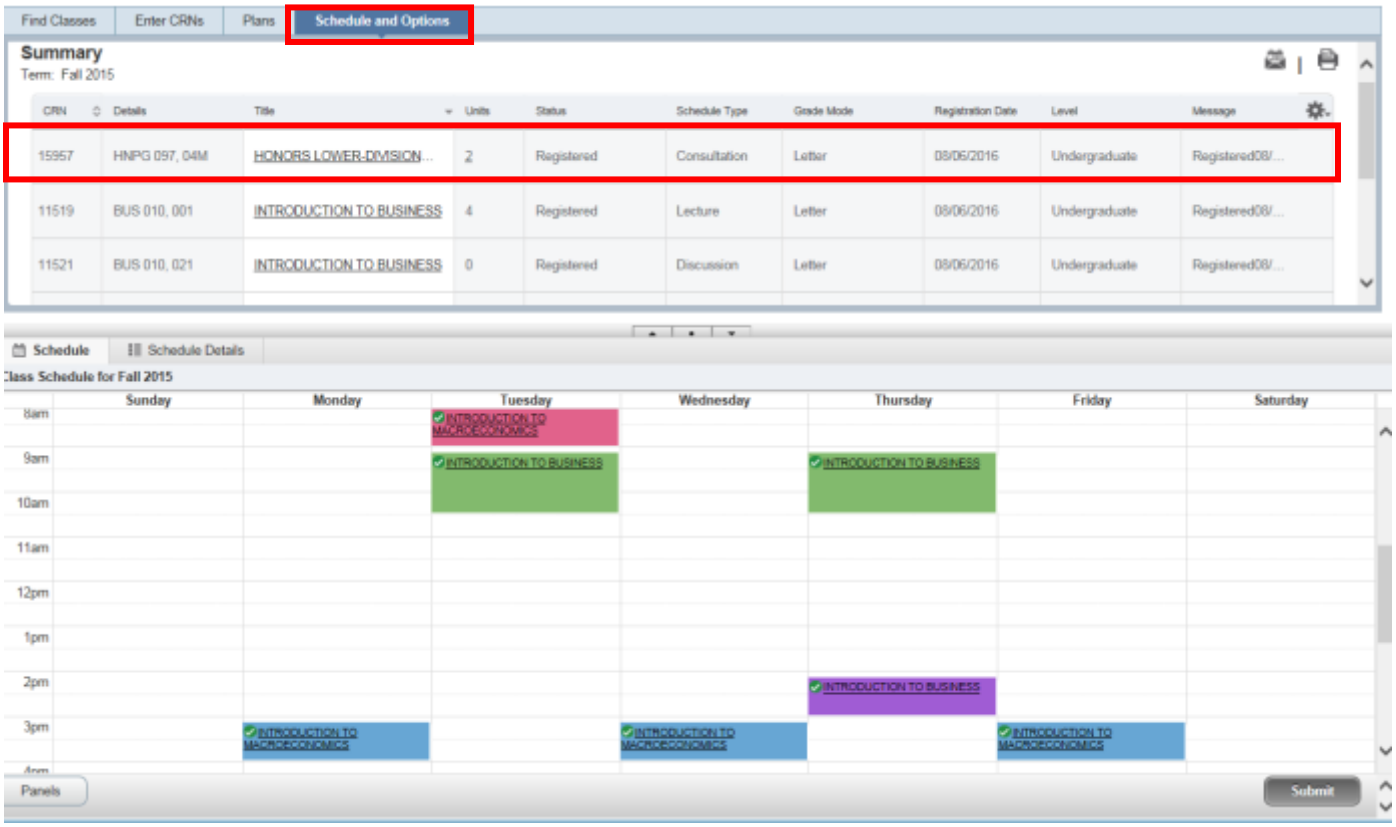
8. When the section is added to the Summary Panel it will assign the least amount of units the section is offered for. This can be adjusted once registration is successful.
9. Press **Submit**.



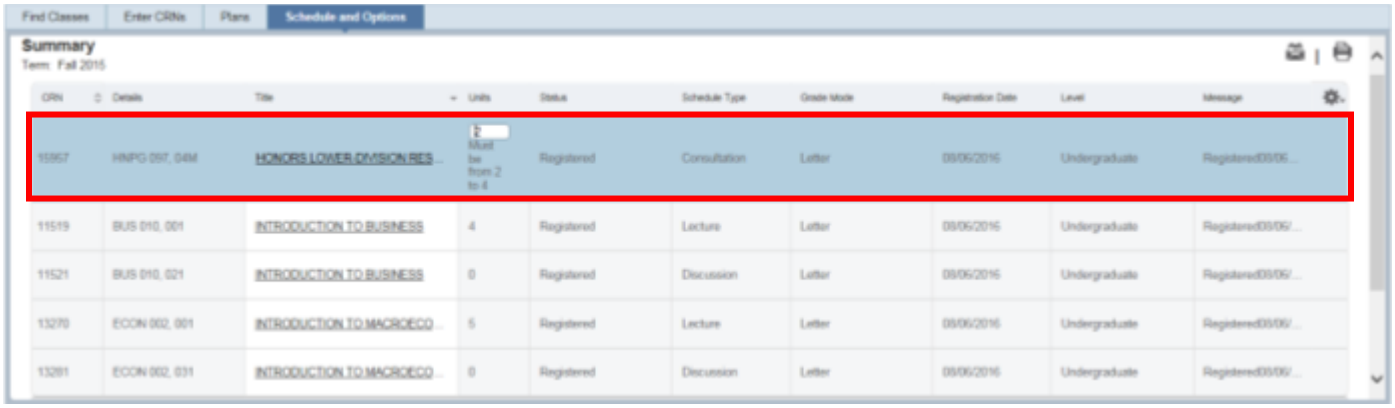
10. Registration is successful and the student is now registered in the section. <u>We can proceed with adjusting the units.</u>



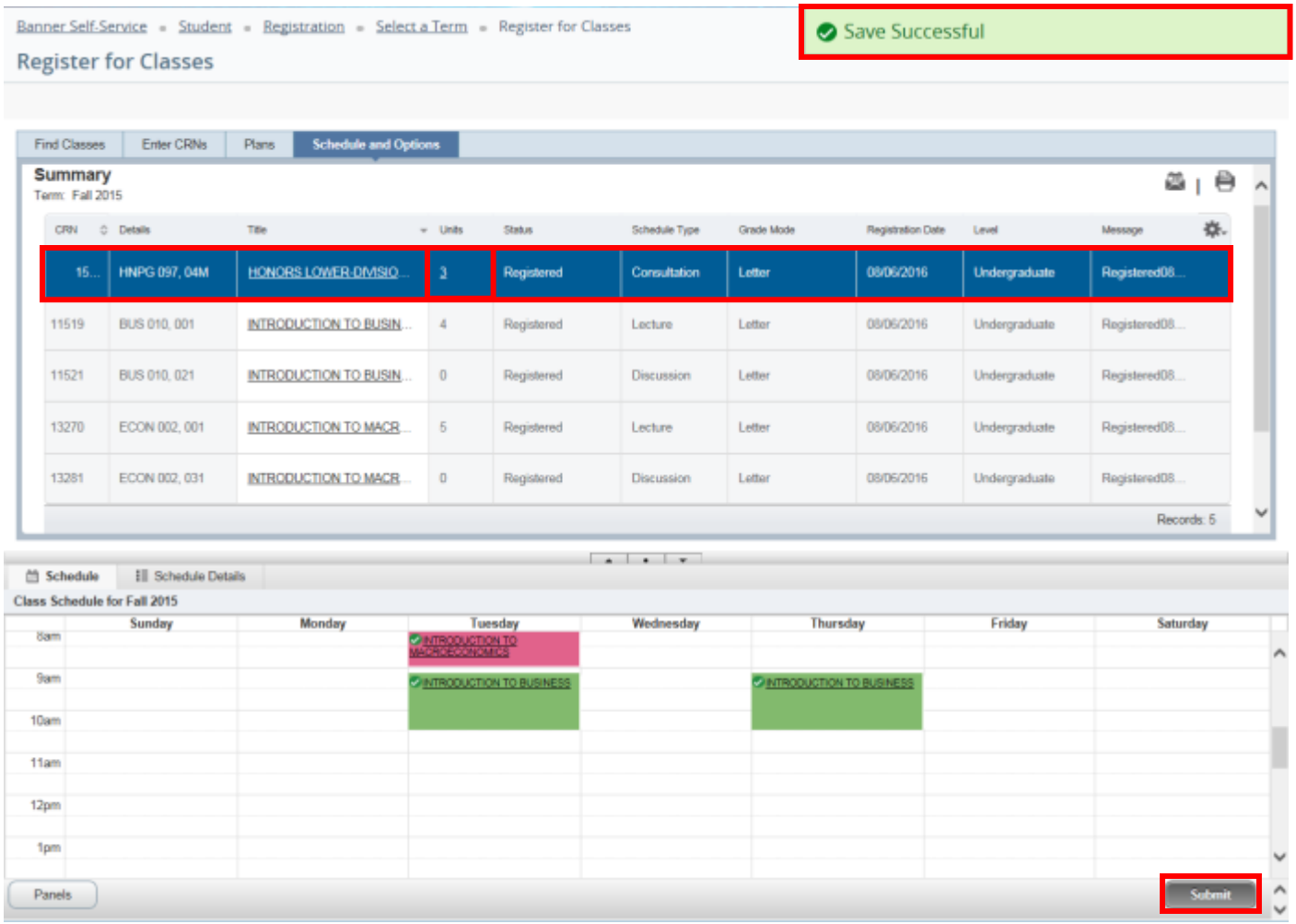
11. Click on the **Schedule and Options** tab on the header and the student schedule will appear.
12. Navigate to the **Variable Unit Section.** The unit number is underlined.



13. Click on the **Units** and it will prompt you to **Edit** the units on the section. Once selected it will provide the unit range the course has been approved for. The example below demonstrates the course has been approved to be taken for 2-4 units.



14. Press **Submit** and the change is successful.



HOW TO DROP A CLASS IN R'WEB

TABLE OF CONTENTS

Revision History 2

Introduction and Purpose 2

Procedures 3

REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the Academic Calendar online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

In R'Web there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called **Linked Activities**. Linked activities are sections that have the same subject and course number; an example, HIST 010-001(lecture) and HIST 010-022(discussion). All linked activities must be added or dropped simultaneously for successful enrollment changes.

Corequisites are sections that have to be taken simultaneously and have two different subjects and course numbers; for example, CHEM 001A-001(lecture) and CHEM 01LA-002(lab). Both corequisite sections must be added and dropped simultaneously for successful enrollment changes.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

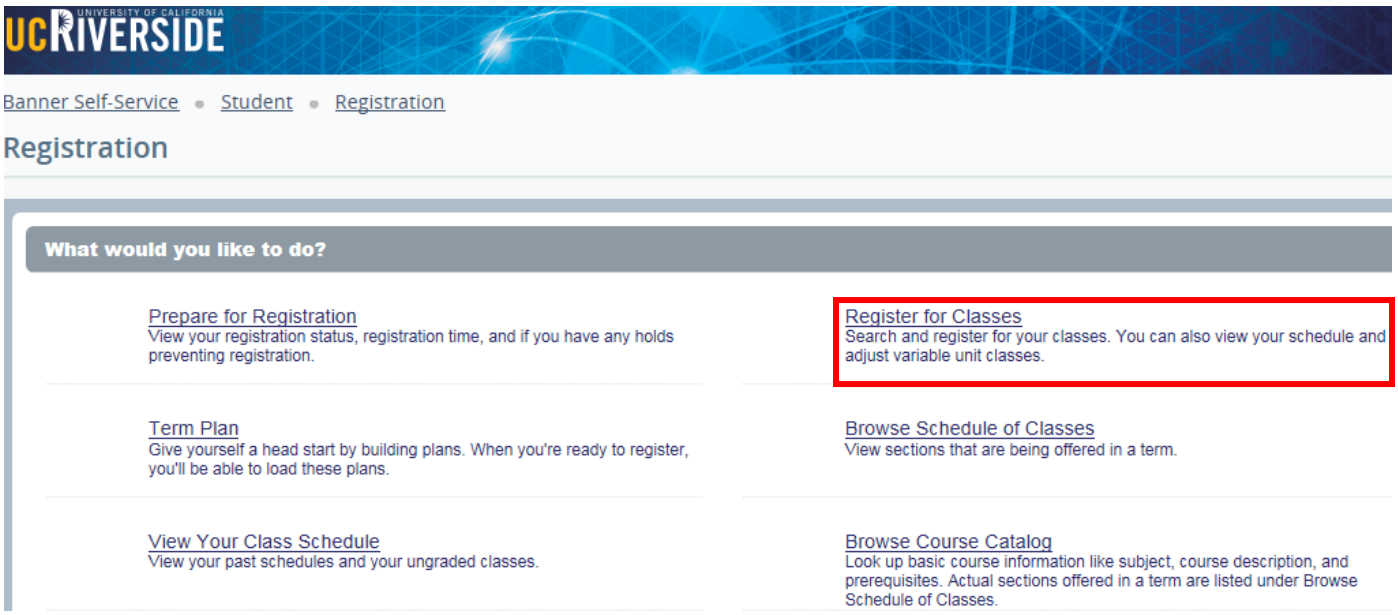
The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

This document will demonstrate how a student can drop a class in R'Web.

PROCEDURES

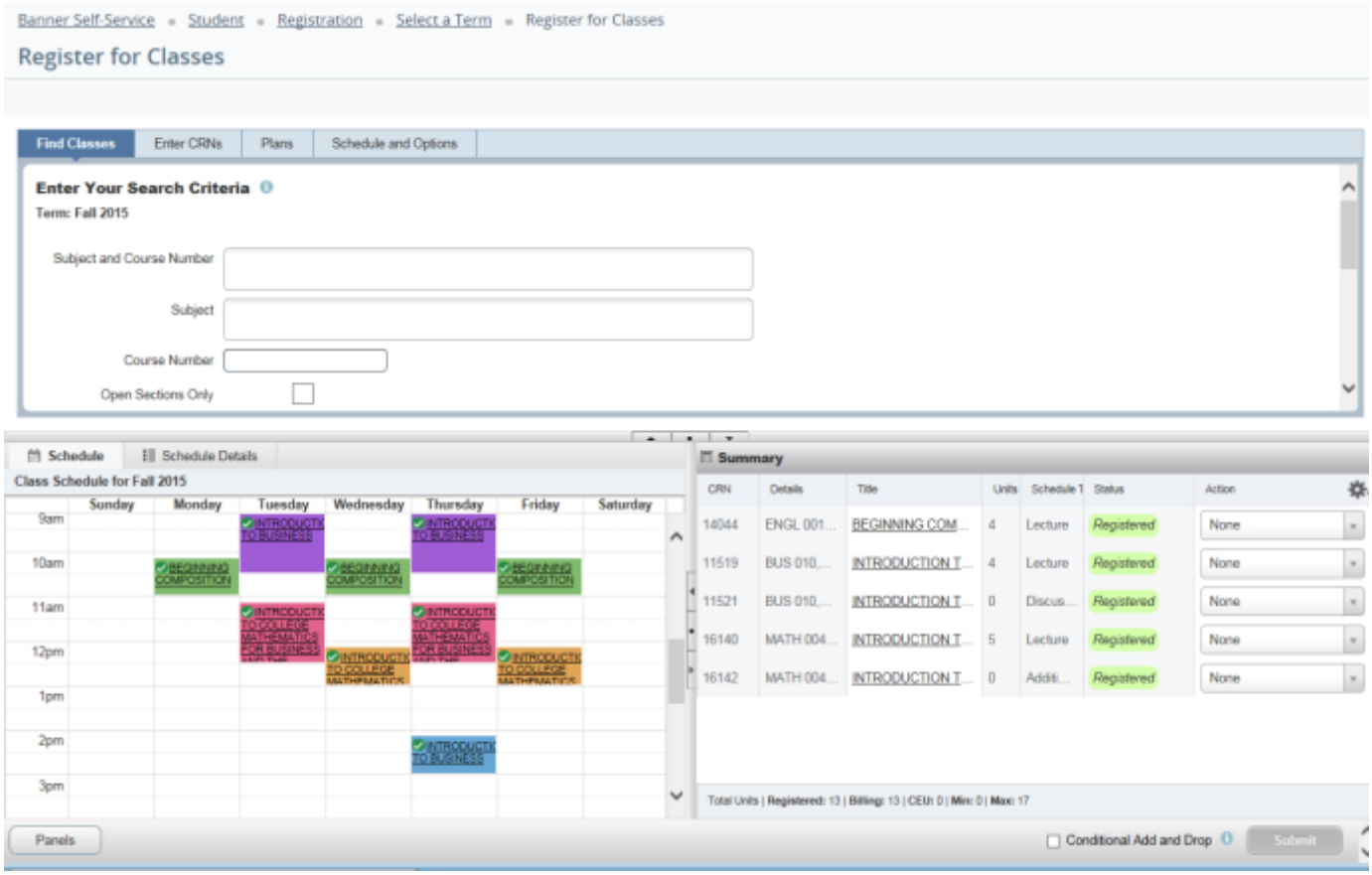
1. Go to **Rweb.ucr.edu**.
2. Enter your UCR NetID and password.
3. Select **Registration** icon in R'Web.

4. Select **Register for Classes**.

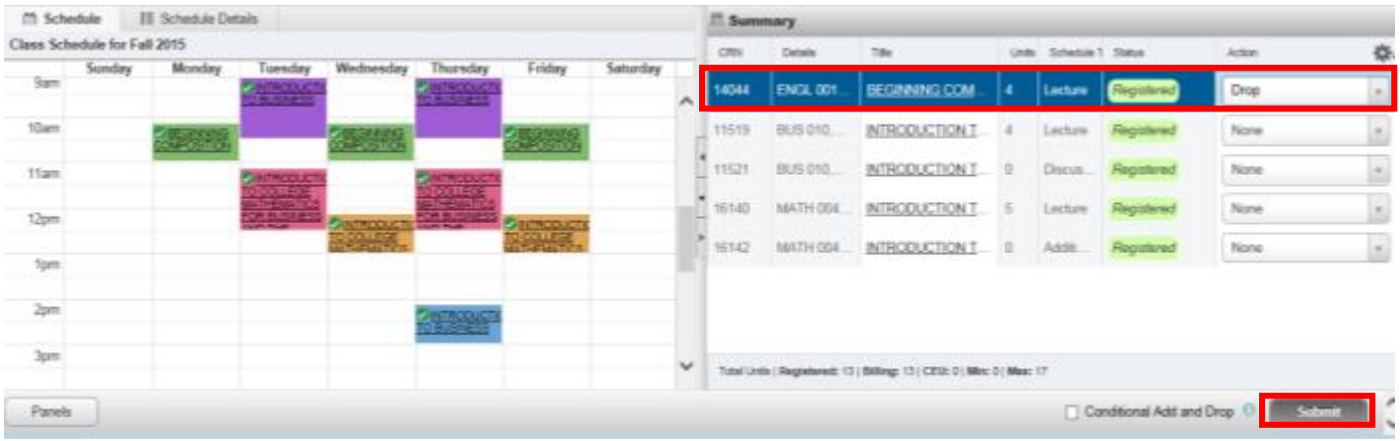


5. Select the appropriate **Term** and press **Continue**.

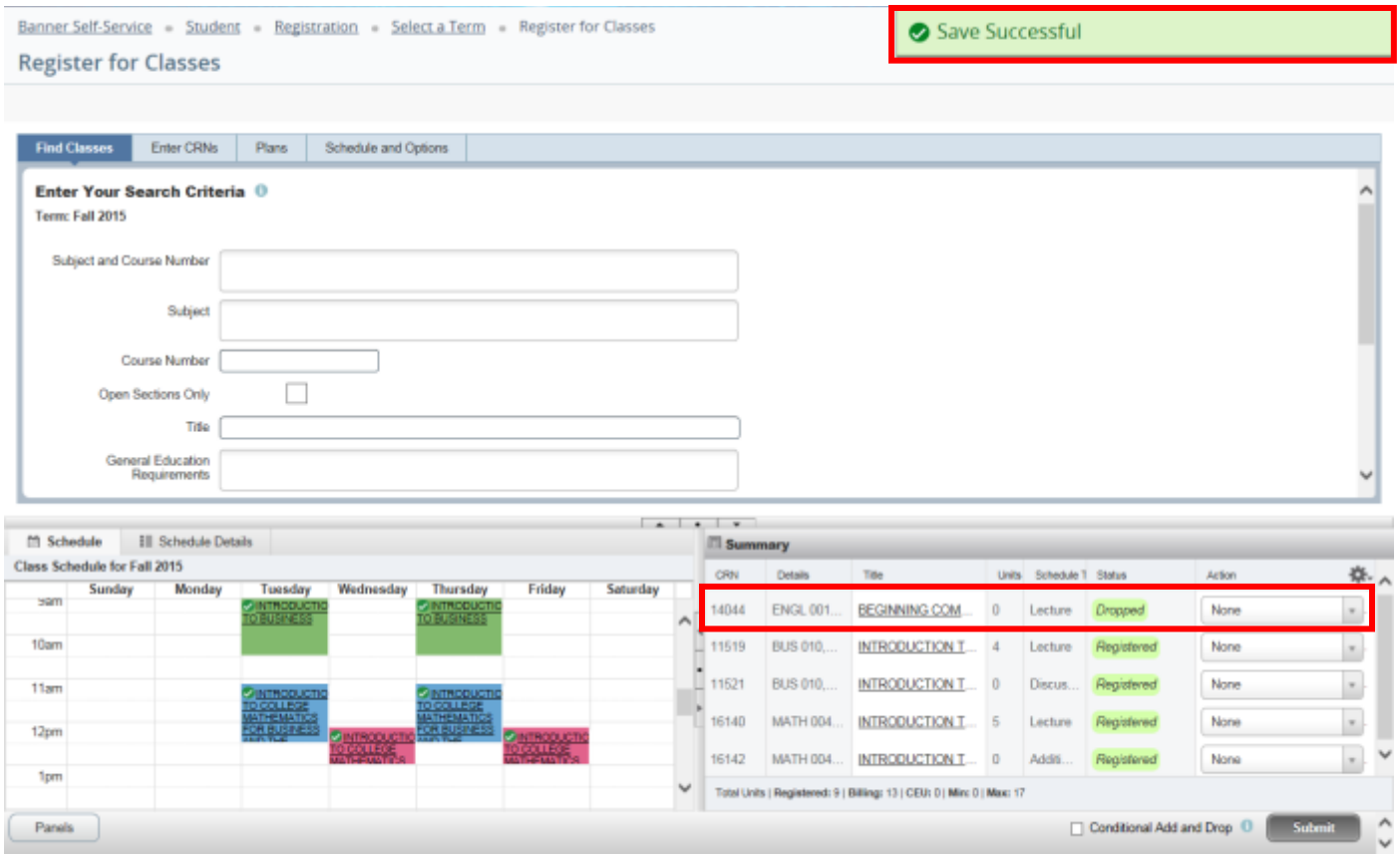
6. Registered and waitlisted sections display in the **Schedule** and **Summary** panel.



7. Navigate to the section you desire to drop in the **Summary** panel and change the action to **Drop** and press **Submit**.
   a. Please remember to also drop any linked activities or corequisites.



8. Cheers, you have dropped the section if the status reads **Dropped** and receive a **Save Successful** message.



HOW TO VIEW YOUR CLASS SCHEDULE IN R'WEB

TABLE OF CONTENTS

Revision History 2
Introduction and Purpose 2
Procedures 3
    Schedule and Options 3

REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The student's class schedule may be conveniently viewed in the Schedule and Options tab. Students can view which sections they're registered in, dropped, and waitlisted in.

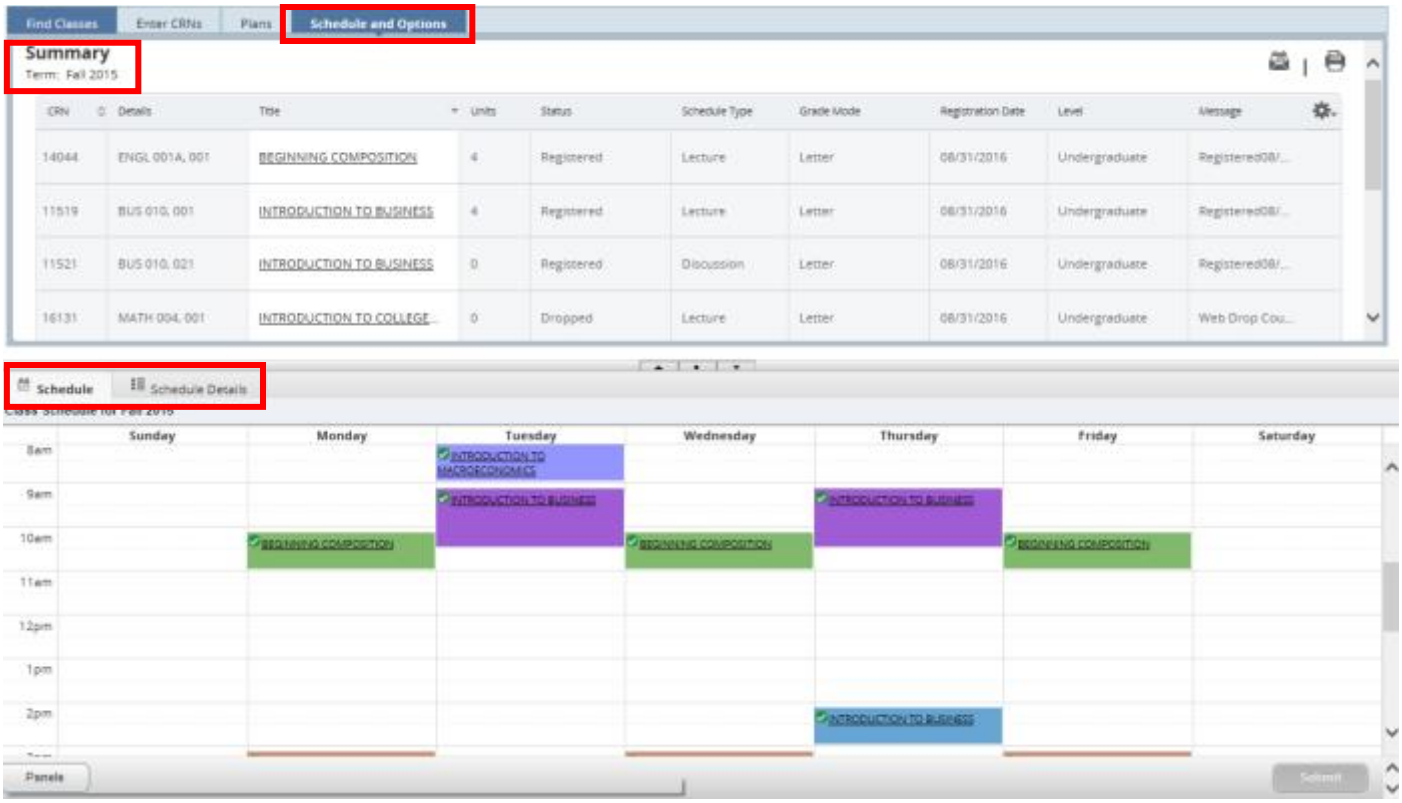
R'Web has a print and e-mail feature in the Schedule and Options tab. Students have the flexibility to print out their schedule for the term in a list and calendar format. They can also e-mail their class schedule to themselves and up to three other e-mail recipients at a time. When the e-mail feature is used, the recipient will have the option to add the student's schedule to their e-mail calendar through an .ics file.

This document will demonstrate how a student can view, e-mail, and print their class schedule for the term.

PROCEDURES

SCHEDULE AND OPTIONS

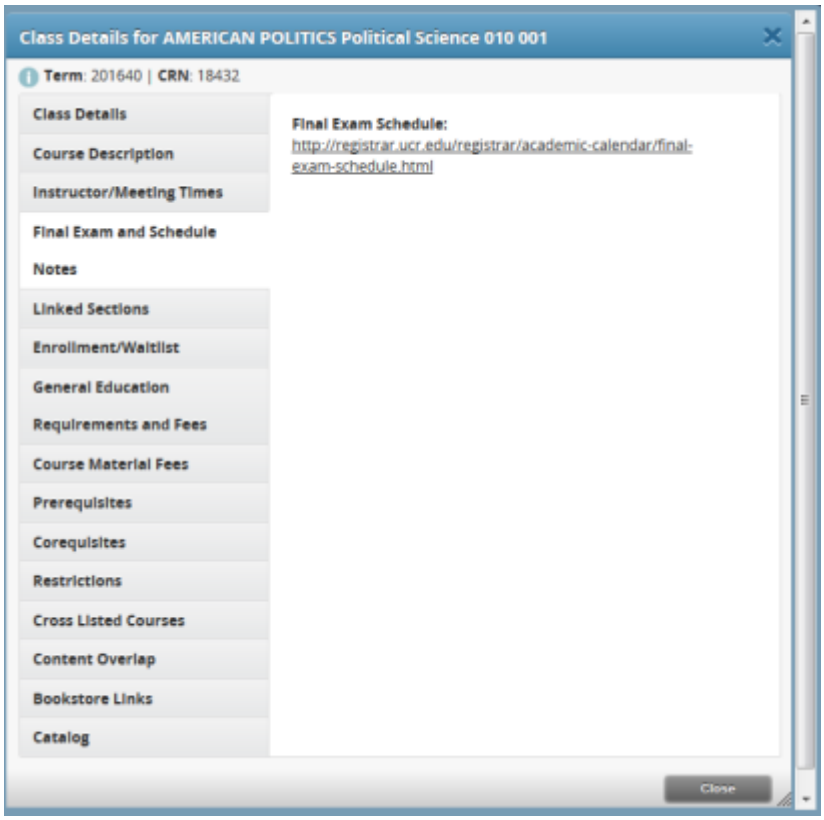
1. Select **Schedule and Options** located on the header.



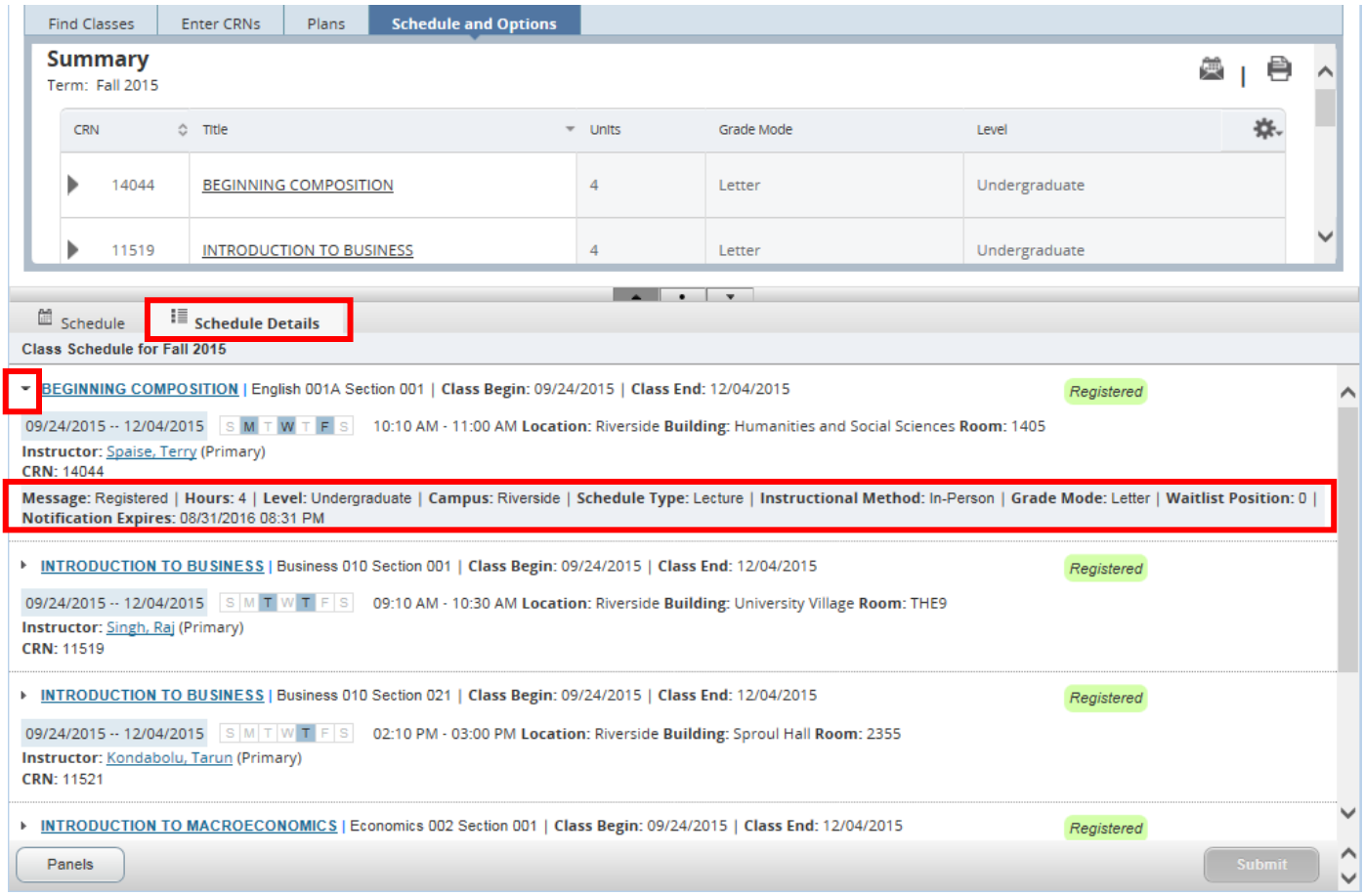
2. The page displays two panels; the bottom panel has two tabs:

   a. **Summary panel:** Registration activity is in a list format. Students can view their registered units and maximum units allowed.

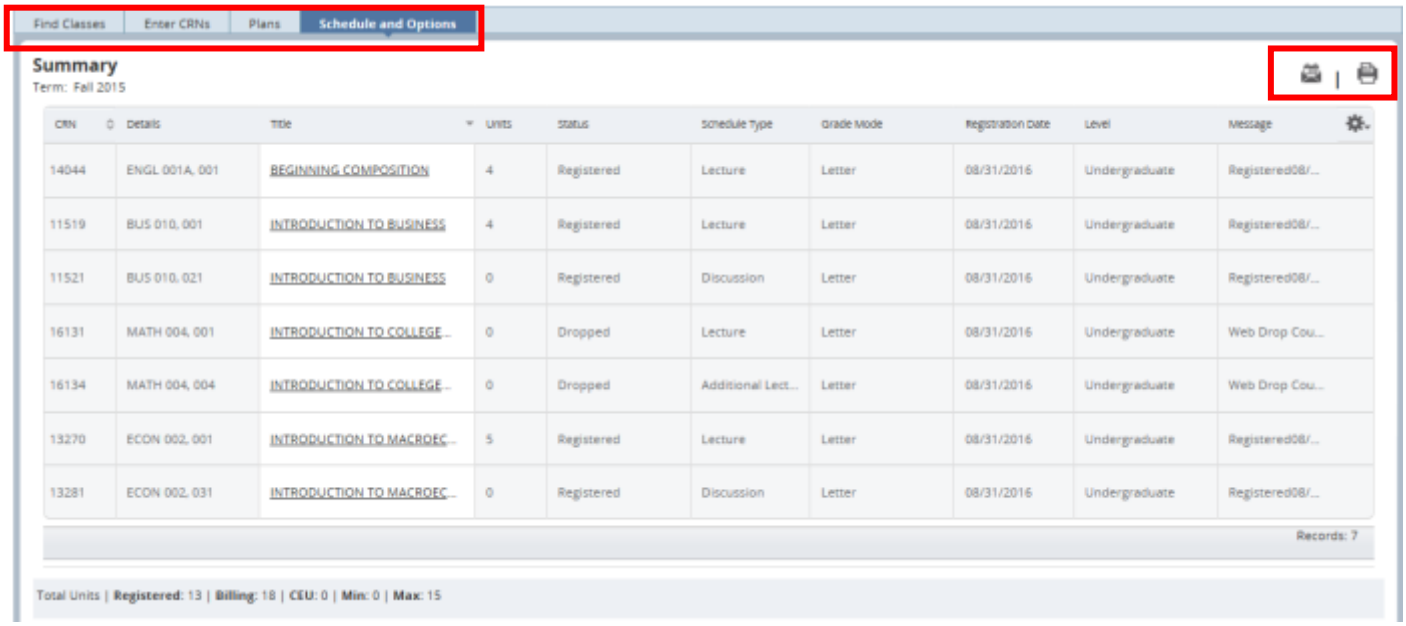
   b. **Schedule (Calendar):** Provides a weekly visual of registered sections. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week. The weekly schedule repeats throughout the term until final exam week. The final exam schedule can be accessed by clicking on the title of any course and selecting Final Exam and Schedule Notes.



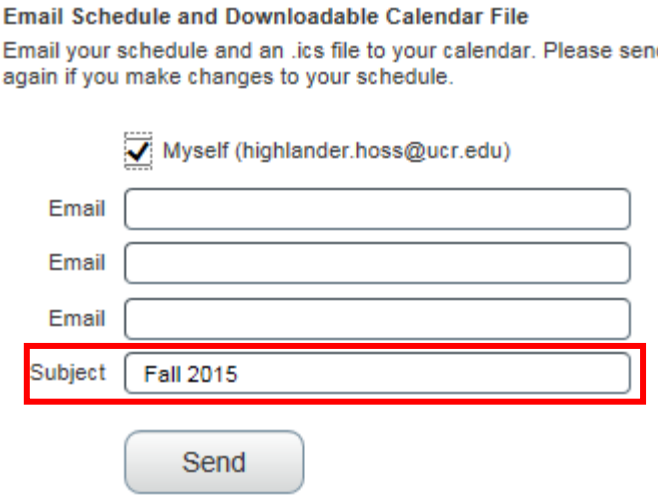
c. **Schedule Details:** Additional details such as the Instructor, building, room, instructional method, waitlist position, waitlist notification expiration are available to view by selecting the **Schedule Details** tab. To view all of the information, be sure to click the black triangle arrow in order to expand information for the course you are viewing. To learn more please review *How to View Your Waitlist Position and Expiration Time.*



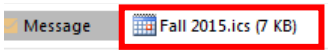
3. Students can easily print or e-mail their class schedule for the term by selecting the calendar or print icon in the upper right hand corner.



4. When the icon is selected the student will have the option to e-mail their term schedule to themselves and three other recipients. You may edit the **Subject** of the e-mail message in the field listed.



a. The recipient will receive the student's schedule for the term in a list format along with the option to download the schedule to their calendar through an .ics file. Use this feature to add your class schedule to your electronic calendar.



Highlander HOSS Fall 2015 Schedule

Highlander HOSS
Classification: Freshman **Level:** Undergraduate
College: Business Administration **Major:** Business Administration
Department: Business Administration

Title	Course Details	Units	CRN	Meeting Times
INTRODUCTION TO BUSINESS	BUS 010 001	4.0	11519	09/24/2015 - 12/04/2015 Tuesday, Thursday 09:10:00 - 10:30:00 Riverside, University Village, THE9 Singh, Raj
INTRODUCTION TO BUSINESS	BUS 010 021	0.0	11521	09/24/2015 - 12/04/2015 Thursday 02:10:00 - 03:00:00 Riverside, Sproul Hall, 2355 Kondabolu, Tarun
INTRODUCTION TO MACROECONOMICS	ECON 002 001	5.0	13270	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 03:10:00 - 04:00:00 Riverside, University Lecture Hall, 1000 McLaren, Craig
INTRODUCTION TO MACROECONOMICS	ECON 002 031	0.0	13281	09/24/2015 - 12/04/2015 Tuesday 08:10:00 - 09:00:00 Riverside, Olmsted, 1136 Ro, Yoon
BEGINNING COMPOSITION	ENGL 001A 001	4.0	14044	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 10:10:00 - 11:00:00 Riverside, Humanities and Social Sciences, 1405 Spaise, Terry

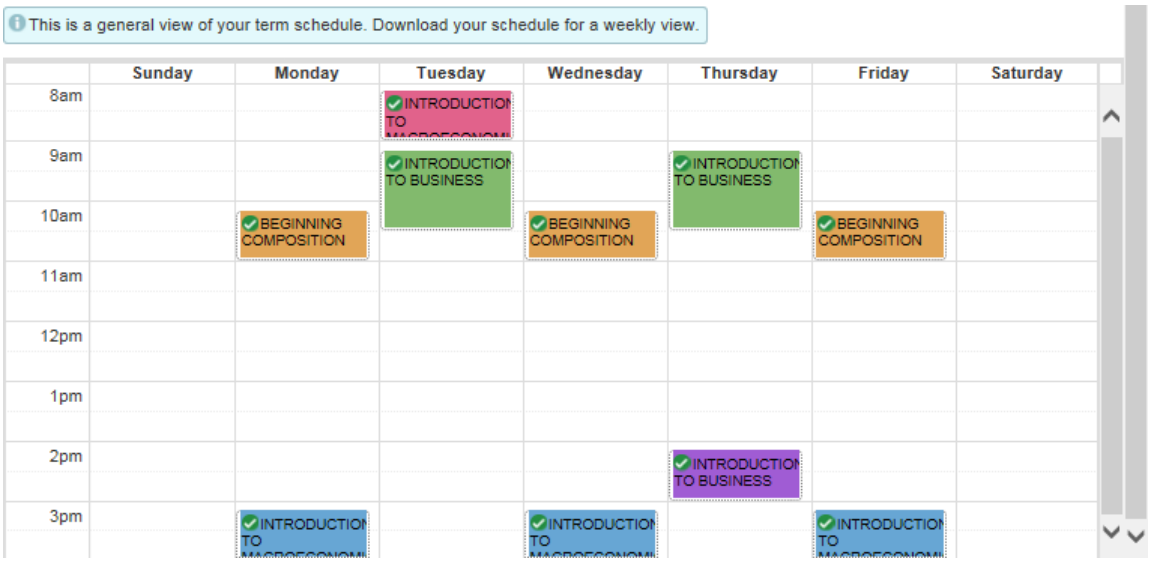
Total Units | **Registered:** 13 | **Billing:** 13 | **CEU:** 0

5. When the icon is selected the student will be prompted to print their schedule. The Schedule will print in a list and calendar format.

UC Riverside

Highlander HOSS Fall 2015 Schedule

Classification: Freshman **Level:** Undergraduate
College: Business Administration **Major:** Business Administration
Department: Business Administration

Title	Course Details	Units	CRN	Meeting Times
INTRODUCTION TO BUSINESS	BUS 010 001	4.0	11519	09/24/2015 - 12/04/2015 Tuesday, Thursday 09:10 AM - 10:30 AM Riverside, University Village, THE9 Singh, Raj
INTRODUCTION TO BUSINESS	BUS 010 021	0.0	11521	09/24/2015 - 12/04/2015 Thursday 02:10 PM - 03:00 PM Riverside, Sproul Hall, 2355 Kondabolu, Tarun
INTRODUCTION TO MACROECONOMICS	ECON 002 001	5.0	13270	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 03:10 PM - 04:00 PM Riverside, University Lecture Hall, 1000 McLaren, Craig
INTRODUCTION TO MACROECONOMICS	ECON 002 031	0.0	13281	09/24/2015 - 12/04/2015 Tuesday 08:10 AM - 09:00 AM Riverside, Olmsted, 1136 Ro, Yoon
BEGINNING COMPOSITION	ENGL 001A 001	4.0	14044	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 10:10 AM - 11:00 AM Riverside, Humanities and Social Sciences, 1405 Spaise, Terry

Total Units | Registered: 13 | Billing: 13 | CEU: 0