

Graduate Student Handbook

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UC Riverside

Fall 2002

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GRADUATE EDUCATION AT THE UNIVERSITY OF CALIFORNIA, RIVERSIDE

FROM THE DEAN ...

These are the rules and regulations that every graduate student needs to know. We have pulled them together from a variety of publications in order to make your journey through graduate school a little simpler. The staff and deans in the Graduate Division are here to help you. If you have any questions or concerns, please contact us.

ADMINISTRATION

Policies concerning graduate education are set by the Graduate Council, a committee of the Academic Senate, and carried out by the Graduate Division staff (under the direction of the Graduate Dean).

In addition, each program has one or more Graduate Advisors, appointed by the Graduate Dean, whose job is to assist students in program planning and completing degree requirements, to approve official study lists, and to write a yearly evaluation of each student's progress toward the degree. Students should confer regularly with their Graduate Advisors.

GRADUATE STUDENT ASSOCIATION

All graduate students are automatically members of the Graduate Student Association (GSA), which seeks to represent their views and promote their interests with the faculty and administration, both at the campus level and systemwide. They are responsible for negotiating and reviewing healthcare insurance coverage. Their Grievance Mediation Officer acts as an advocate on grievance matters. GSA is supported by a separate \$18 per quarter student fee which it administers and allocates annually for various graduate student services. It also administers the Minigrant Program, to provide travel grants to graduate students who represent GSA at professional conferences. To get involved call (909) 787-3740.

SUGGESTIONS FOR SUCCESSFUL GRADUATE STUDY

- Formulate a plan that covers all stages of your career—coursework, written qualifying exams, oral qualifying exams, dissertation research. Outline how you will conduct each step of your dissertation research and writing. If you feel that you are off-track, speak to your faculty advisor

or Graduate Advisor. Ask for assistance. They are here to help you stay on schedule.

- Get Involved. Join your department “community.” Being a graduate student is more than attending classes and conducting research. Attend and participate in seminars, colloquia and other department activities. Become actively involved in your department and meet all the faculty in your discipline. Attend social functions inside and outside of your department. Organize student get-togethers. Become a graduate student representative for your department or become involved in the Graduate Student Association.
- If you are faced with a problem of an academic nature, first speak to the individual with whom you are having the difficulty. If that does not resolve the issue, seek help from your faculty advisor. If that is not possible, speak to the Graduate Advisor and then the Chair of the department. If all efforts at the department level fail, consult the Student Affairs Director or Associate Dean in the Graduate Division.
- If faced with a problem of a non-academic nature seek help. Don’t try to do it alone. If you do not want to speak with your faculty advisor or Graduate Advisor, ask your graduate program assistant for direction. If you are an international student you may feel more comfortable speaking with International Services. The staff of the Graduate Division is also available to help you.

SOURCES OF INFORMATION

UCR WEBSITE

UCR’s website is found at www.ucr.edu

SCHEDULE OF CLASSES

You may purchase the *Schedule of Classes* at ASUCR Exchange, located in the Commons. The schedule costs 85 cents per copy. It can be viewed on-line at <http://www.students.ucr.edu/schedule/current/>

GENERAL CATALOG

You may purchase a copy of the *General Catalog* at the Bookstore for \$5 or view it on-line at <http://www.catalog.ucr.edu/>

TEACHING ASSISTANT HANDBOOK

Contact the TADP Office at 909-787-3386 or 122 University Office Building.

STUDENT PHONE DIRECTORY

The student phone directory can be found at <http://ldap.ucr.edu/cgi-bin/search>.

INFOMINE

The Scholarly Internet Resource Collections is located at <http://infomine.ucr.edu>.

STUDENT CONDUCT POLICIES

The student conduct policies can be found at http://www.vcsse.ucr.edu/student_conduct/index.html

GRADUATE DIVISION

ADMINISTRATION

NEAL SCHILLER, Interim Dean of Graduate Division

JOSEPH W. CHILDERS, Associate Dean
In charge of all student affairs issues in the area of Humanities, Arts, and Social Sciences; also oversees the TADP Program and unionization issues (collective bargaining).

DARLEEN A. DEMASON, Associate Dean
In charge of all student affairs issues in the area of Natural and Agricultural Sciences and Engineering.

G. LAWRENCE ZAHN, Associate Dean
In charge of all student affairs issues in the area of Education and Management.

BETTE QUINN, Assistant Dean
Administrative services, office manager, budget analysis.
(909) 787-4302; bette.quinn@ucr.edu

DOROTHY EVANS
Administrative services, payroll, and office facilities.
(909) 787-4302; Dorothy.Evans@ucr.edu

STUDENT ACADEMIC AFFAIRS

LINDA SCOTT, DIRECTOR
Administration of academic affairs, readmission, student grievances and mediation, scholarship difficulties, statistical data, and postdoctoral scholars.
(909) 787-3315; gdivls@pop.ucr.edu

TRINA ELERTS

Dissertation and thesis format review, Ph.D. and Master's degree checks, filing fee status, transfer units, waiver of course work, time to degree, and doctoral committees

(909) 787-3315; trina.elerts@ucr.edu

KAREN SMITH

Employment and fellowship issues, leaves of absence, intercampus exchange petitions, withdrawals, and half-time status petitions.
(909) 787-3315; karen.smith@ucr.edu

FINANCIAL AWARDS PROCESSING

RUTH DOUGLAS

Tuition and fee payments, stipend payments for graduate awards, foreign and outside agency billing.
(909) 787-4139; ruth.douglas@ucr.edu

TEACHING ASSISTANT DEVELOPMENT PROGRAM

WENDY LUCAS-CASTRO, Director
TA training and TA evaluations; (909) 787-3386; wendi.lucas@ucr.edu

GRADUATE RECRUITMENT AND OUTREACH

MARIE STEWARD, DIRECTOR

Outreach and diversity programs, recruitment, UC LEADS, President's Dissertation Year Fellowship.
(909) 787-3680; gdivms@pop.ucr.edu

MARIA FRANCO-AGUILAR

Outreach and diversity programs, recruitment, UC LEADS, President's Dissertation Year Fellowship.
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KATHLEEN (KAT) HARVEY

Outreach and diversity programs, recruitment, UC LEADS, President's Dissertation Year Fellowship.
(909) 787-3680; kathh@citrus.ucr.edu

GRADUATE COUNCIL

VIRGINIA BUSTAMANTE, COORDINATOR

Graduate Council support and program reviews.
(909) 787-4302; virginia.bustamante@ucr.edu

ADMISSIONS

VICKI LONG, DIRECTOR

Administration of admissions and fellowships; admissions statistical data.
(909) 787-3313; gdivvl@pop.ucr.edu

VICTORIA WYLIE

Handles the processing of applications A-L
(909) 787-3313; gdivvw@pop.ucr.edu

SYLVIA BROADUS

Handles the processing of applications M-Z
(909) 787-3313; gdivsb@pop.ucr.edu

BEGINNING GRADUATE SCHOOL

ENROLLMENT

Registration is a two-step process:

1. Enrollment in courses
2. Payment of fees

PAWS is the campus web service for enrolling in course work. Using PAWS via the Web, students can enroll in classes, confirm course enrollment, receive grades, check their financial aid, billing, degree progress, change their address or PERMPIN, and get help via the Web. On the internet go to <http://www.students.ucr.edu/paws>. Students can also use PAWS Phone to enroll in classes, confirm course enrollment, and receive grades.

To use PAWS you must have a PIN number. Pick up your PIN/Enrollment Appointment and Personal Data form from your major department. The Registration Personal Identification Number (REGPIN) is a six-digit number that changes quarterly. Students use their REGPIN to enroll, add, and drop classes during scheduled PAWS enrollment and make-up periods. REGPINs protect students' schedules against tampering. It is important to keep them confidential.

The Permanent Personal Identification Number (PERMPIN) is a permanent six-digit number that is set by the Office of the Registrar once a student is admitted to the university. PERMPINs are required for any Web transactions. The PERMPIN can be found on the PIN/Enrollment Appointment and Personal Data Form. Students with a picture ID may also pick up a copy of the PERMPIN at the Office of the Registrar. It is used throughout the career to verify access to a variety of data, such as grades and confirmations. PERMPINs do not change quarterly as REGPINs do and are not used to enroll, add, or drop classes.

Enrolling through the First Week of Instruction

From the beginning of the quarter through the first week of instruction, students enroll in courses via PAWS.

Enroll in Person after First Week of Instruction

Students who did not participate in PAWS enrollment before the quarter began or from

the beginning of the quarter through the first week of instruction will need to follow these steps.

- Pick up add/drop forms at the Office of the Registrar's counter beginning Monday, October 8 for Fall Quarter. The Office of the Registrar's counter hours are Monday through Friday from 9 a.m. to 5 p.m.
- Obtain all required signatures on the add/drop form and return it to the Office of the Registrar's counter by the last day to add course work.

You must clear any holds against your registration before you may enroll in courses.

HOLDS

Students may have holds placed on their student records, which could affect registration, enrollment, financial aid, campus services and/or release of academic transcripts for failure to

- Comply with admission provisions
- Settle financial obligations with the university
- Respond to official notices
- Submit requested documents

Each student who becomes subject to a hold action is given advance notice and ample time to respond. In most cases, the hold must be released from the initiating office before a student may enroll in classes or receive various campus services. Information on holds can be obtained from the office initiating the hold, as stated on the Hold Notice and on the PIN/Enrollment Appointment and Personal Data form.

LOSS OF COURSES/ LAPSE OF STUDENT STATUS

Failure to pay fees by 9/13/02 for Fall, 12/13/02 for Winter and 3/14/03 for Spring deadline will result in the loss of all enrolled courses and some student privileges, such as receipt of financial aid awards. Students who have lost their courses and financial aid must enroll again and pay all applicable fees, including a \$50 late payment fee.

Failure to enroll in courses or pay fees by the last day to add deadline will result in lapse of student status. Lapse of student status means loss of all enrolled courses and loss of all student privileges, such as receipt of financial aid awards and student services. Students in lapsed status

who seek reinstatement should contact the Graduate Division.

PAYMENT OF FEES

Student Business Services sends a monthly Statement of Account to all students. The payment deadline of **9/13/02 for Fall, 12/13/02 for Winter and 3/14/03 for Spring** applies to all students. Students may pay fees by mail or in person as follows:

- **At the Main Cashier's Office**
1127 Hinderaker Hall
Monday through Friday, 9 a.m. to 4 p.m.
- **At the Housing Cashier's Office**
3595 Canyon Crest Drive
Monday through Friday, 8 a.m. to 4 p.m.

A \$50 late-registration charge is assessed for fees paid after these deadlines.

Note Financial aid disbursements to pay fees/tuition are made only to students who have accepted their awards by returning the signed Financial Aid Notification Letter, submitted all required documents, completed any required pre-loan counseling, enrolled in classes, and cleared all student account holds. All financial aid documents should be submitted at least two weeks prior to fee payment deadlines to allow time for processing.

STATEMENT OF ACCOUNT

The monthly Statement of Account includes all fees and applicable tuition, other campus charges, credits for payments, waivers, and refunds or direct deposit transfers. Students receiving financial aid must enroll in classes before financial aid funds can be electronically disbursed to offset charges on the statement. Payment for the amount due from the student plus any waiver or deferment must equal the amount due on the Statement of Account.

Students should refer to the box at the top of the Statement of Account to determine the payment deadline, the description, and the amount due. A late payment fee is assessed each month to accounts not paid by the payment deadline indicated on the statement. Payments received are credited first to accrued late charges and then applied to the remaining balance. Delinquent accounts may be subject to collection costs and attorney fees, or if applicable, a 10 percent per annum interest rate in accordance with California Civil Code 3289, when external collection activity becomes

necessary to collect the debt.

Your statement of account can be viewed on-line at www.students.ucr.edu/paws/.

Amount Due and Payment Deadline

At the top of the "Statement of Account," with the description of "All Charges," is an "Amount Due" and a "Payment Deadline," which reflects the amount that is due to pay fees/tuition and all charges. Financial aid that has been released to pay fees/tuition is already reflected in this "Amount Due." Late fees and oldest charges are paid first. However, payments designated for housing will pay housing charges only. VISA and MasterCard are accepted for housing charges only. Accounts with past due charges will have a hold until the delinquent charges have been paid in full.

Late Fees

Fees/tuition not paid in full by the "Payment Deadline" will result in a registration late fee of \$50 and loss of classes. Housing payments received after the payment deadline will incur a \$15 late fee. Student Business Services will also assess a \$12.50 late payment fee each month to accounts not paid by the deadline date indicated on the Statement of Account.

Student Aid on Hold

At the bottom of the "Statement of Account" the phrase "Student Aid on Hold" could mean that a student has an unmet academic, admission, administrative, or financial obligation to the University that needs attention. It could also mean that the student is not enrolled in classes or that future payments are on hold until the appropriate time for disbursing.

Refunds

If you are eligible for a refund, the amount of the refund will appear in the box on the lower half of the statement. Checks will not be distributed from Student Business Services. All refunds will be electronically transferred to your bank account or checks will be mailed to your billing address.

Direct Deposit

If the Account Summary reflects a "Direct Deposit Refund Trsfer" or "Direct Deposit Stipend Trsfer," then the refund amount has been transferred to your bank account in accordance with the Direct Deposit Authorization on file in Student Business Services. To authorize a direct deposit, students should complete and return to the

Student Business Services Office the authorization form that is available in Student Business Services, the Cashier's Office, or on our web site, <http://www.sbs.ucr.edu>. Students should contact Student Business Services at (909) 787-2346 or e-mail sbsofc@pop.ucr.edu for quarterly deadline dates for submitting the authorization form.

Checks

If the billing "Account Summary" reflects a line item stating "Refund Check" or "Stipend Check," the check will be mailed to your *Billing Address* as it appears on the front of the Statement of Account. Students must make sure that Student Business Services has their correct billing address on file so that their refund check can be mailed to that address. Note: Once the check leaves the Student Business Services office, the delivery time cannot be guaranteed through the U.S. mail. Students can contact Student Business Services at (909) 787-2346 or at sbsofc@pop.ucr.edu to confirm their correct billing address. They can also check their address listing on PAWS.

Quarterly Stipend

The quarterly stipend will appear under "Student Aid". For those who receive a monthly stipend payment, that credit will not automatically pay your fees or other charges, which should be taken into account when paying such fees and charges. The "Payment Deadline" indicates when fees/tuition and other charges must be paid to avoid incurring late fees and losing classes.

DEFERRED PAYMENT PLAN (DPP)

The Deferred Payment Plan (DPP) is designed to give students an opportunity to pay fees and tuition over three months. There is no interest charge because DPP is not a loan. There is, however, a processing charge of \$25 for California residents and \$40 for nonresidents. Students who are in good financial and academic standing may apply for this assistance. Students may elect to use DPP whether or not they qualify for financial aid. Students who owe the University money or have a history of payment difficulty may be denied DPP. DPP allows all fees and tuition, to the extent not covered by grants, scholarships, waivers or loans to be paid in three installments each quarter. Federal Direct Stafford/Ford Loans (FDSL) and Federal Direct Plus Loans (FDPL) are excluded from the calculation of DPP. DPP is not available for the summer term.

Applications must be received on or before the deadline to pay fees and tuition for the

quarter. The processing fee and the first DPP installment are also due at the fee and tuition deadline to avoid a \$50 DPP late fee. DPP applications are accepted throughout the registration period each quarter, but all application late fees will apply if the application is received after the deadline to pay fees and tuition for the quarter.

PARKING PERMITS

All vehicles parked on the UCR campus between 7 a.m. and 10 p.m., Monday through Sunday, must display a valid regular or visitor UCR parking permit. Permits may be purchased on-line only at <http://www.parking.ucr.edu>.

Parking rates as of July 2002 are as follows:

	Quarterly	Monthly	Weekly
Gold	\$78	\$31	\$16
Housing	\$78	\$31	\$16
Blue	\$99	\$40	\$20
Motorcycle	\$39	\$13	\$8
Canyon Crest Family Housing	\$3	N/A	N/A
Evening	\$20	\$39	
Disabled	\$78	\$31	\$16

Visitor parking permits, which are \$6 per day (\$5 evenings and weekends), can be obtained at the information kiosks on West Campus Drive near University Avenue (UK), Canyon Crest Drive near Martin Luther King Boulevard (CCK), or at the dispensers located in lots 2, 10, 24, 25 and in front of the Parking Services building. The kiosks are staffed from 7 a.m. to 8 p.m. Monday through Friday. On Saturday the University Kiosk is open 7am to 8pm and the Canyon Crest Kiosk is open from 7am to 3pm. On Sunday the University Kiosk is open 10am to 6pm and the Canyon Crest Kiosk is closed.

Call Transportation and Parking at (909) 787-4395 or check <http://www.parking.ucr.edu> for more information about permits and payment arrangements.

UCR CONNECTION ID CARD

All students are required to carry and show a permanent photo ID card for identification, most official transactions, to check out books from the libraries, and for entrance into the Student Recreation Center and various buildings on campus. The UCR Connection Card is also the meal card for students living in the residence halls. The UCR Connection Card may be used as a debit card for discounted purchases at Commons Dining Services as well as purchases made at the UCR Bookstore, Printing & Reprographics, and the Exchange

Student Store. The UCR Connection Card is accepted for payment of bills at the Cashier's Office. The card is also accepted in vending machines, copiers at all libraries, and laundry facilities at all campus housing locations. Cards may be obtained from the Office of the Commons located in the Commons Student Lounge. Photos are taken from 9 a.m. to 4 p.m. during the first two weeks of the quarter. The schedule for the remainder of the quarter is 9 a.m. to 3 p.m. Monday through Friday. The UCR Connection Card is \$15 for all students. Replacement cards are provided for a \$15 fee.

E-MAIL

When you enroll at UCR you are automatically assigned an account on the student server. This account allows you to access your e-mail account, and potentially to host your own web site. Along with your account you will also receive a machine generated login name. You cannot change your login name, it will stay the same throughout your time at UCR. However, you may choose to change your password at your own discretion. (Changes in your password will not affect your e-mail address nor will they alter the URL of your home page.)

Your initial **password** is your Permanent PIN number. If you forget it you can bring your student ID card to the Registrar's Office or your academic advisor during business hours.

However, we strongly recommend that you change your password as soon as possible. Occasionally, passwords are stolen and the amount of damage that can be done from a stolen password is considerable. If your password is your Permanent PIN number, the amount of damage increases greatly, because your academic information, and financial aid records may also be accessed.

GRADUATE STUDENT HEALTH INSURANCE PLAN

A mandatory health insurance plan for graduate students will be in place for the academic year. The insurance is designed to supplement the outpatient care available to all registered students through Campus Health Services. Certain academic appointees (Teaching Assistants, Graduate Student Researcher, Teaching Fellows, Associate Ins___, Readers, and Tutors) serving at 25% time or more per quarter will have their premiums paid by their payroll funding source(s). Fellowship recipients whose awards pay all assessed registration fees

will have their premiums paid by the fellowship. Students who can demonstrate comparable insurance coverage from another source may apply to be exempted from the mandatory plan. For the waiver form and information on this go to <http://www.campushealth.ucr.edu/Insurance/>

For additional information regarding policy benefits, comparable coverage exemptions and optional dependent coverage, please contact the Campus Health Service at (909) 787-5683.

All students are eligible for the Campus Health Center Services. Further information is at <http://www.campushealth.ucr.edu/About/>

WITHDRAWAL

Students who wish to cancel their registration up until and including the first day of classes should contact the Graduate Division. They will receive a full refund of fees minus a processing fee. The Graduate and Professional Student Health Insurance (GSHIP) fee is not refunded, unless the student enters the Armed Forces and requests a pro rata refund from the Campus Health Center. Please contact Student Health Insurance, (909) 787-5683, for details on insurance benefits after the date of withdrawal.

Thereafter, those who withdraw are entitled to a partial refund of fees. The amount of the refund is determined by the number of calendar days elapsed between the first day of instruction and the date on which a withdrawal form is filed with the Graduate Division. Note the two withdrawal schedules.

Students New to UCR Receiving Federal Financial Aid

2-7 days:	90% refund
8-14 days:	80% refund
15-21 days:	70% refund
22-28 days:	60% refund
29-35 days:	50% refund
36-42 days:	40% refund
43 or more:	0 % refund

All Other Students

2-7 days:	90% refund
8-18 days:	50% refund
19-35 days:	25% refund
36-42 days:	0% refund

Students who are unable to file the necessary paperwork due to illness or emergency should call the Graduate Division for help at (909) 787-3315.

RESIDENCY

Students pay Nonresident Tuition if they have not been living in California for more than one year immediately prior to the residence determination date for the term in which they propose to register at the University of California, Riverside. Along with the criterion of physical presence, the other criteria are intent and financial independence. Information on these three criteria is provided in appendix A of the *UC Riverside General Catalog*. This can be found at <http://www.students.ucr.edu/catalog/current/appendixa.html>

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

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

The residence determination date is the day instruction begins at the last of the University of California campuses to open for the quarter and for schools on the semester system, the day instruction begins for the semester. Students classified as nonresidents shall retain that status until they apply for, and receive, a new classification. Students planning to file for residence status after their first year should talk with the Residence Deputy well before the appropriate residence determination date, preferably during their first few weeks in California. Students may apply for classification as California residents as soon as they meet all three criteria for residence and, if successful in changing their status, would not pay tuition for subsequent quarters if they continued to meet the criteria.

All questions concerning residency are referred to the Residence Deputy in the Office of the Registrar. No other campus personnel are authorized to supply information regarding residence requirements for tuition purposes. Students wishing to appeal a final decision on residence classification by the Residence Deputy are assisted and referred to the appropriate member of the General Counsel's Office in the Office of the President in Oakland.

Tuition must be paid pending the outcome of appeals.

GENERAL UNIVERSITY REQUIREMENTS

The minimum requirements for Master's and Doctor of Philosophy degrees are outlined below. Academic departments and programs may impose further requirements, described in departmental brochures and the *UC Riverside General Catalog*.

Standards of Scholarship

Only courses in which grades of "A," "B," "C," or "S" are received are counted toward satisfying graduate degree requirements. To continue in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.00. In addition, all students must demonstrate acceptable progress toward their degree objectives. This entails the satisfactory completion of all course work and other degree requirements in a timely fashion.

Students are considered to be making unacceptable progress and become subject to dismissal when:

- they have 12 or more units of "I" grades outstanding;
- the overall GPA falls below 3.00;
- the quarterly GPA falls below 3.00 for two consecutive quarters;
- they fail to take their oral qualifying exams within five years;
- they fail to fulfill program requirements such as exams or research in a timely and satisfactory manner;
- they have not completed their programs within one year after reaching the normative time; or
- they fail to pass comprehensive or qualifying examinations in two attempts.

ACADEMIC EVALUATION AND REVIEW

The program Graduate Advisor must do an overall written evaluation of each student's academic progress at least once each academic year. This should include a brief review of the student's work to date, with particular attention

to the period since the last report. This report should address academic objectives for the next period. The Graduate Division and student should receive copies of this report.

LANGUAGE REQUIREMENT

Each program determines if knowledge of a foreign language or languages is required of students pursuing graduate degrees. Proficiency in a foreign language may be demonstrated:

- by passing a written exam administered by the department or program;
- by successfully completing a course in the language at a level specified by the program.

With the support of the program and the approval of the Graduate Dean, students may receive credit for foreign language examinations or course work completed not more than four years before entering graduate study at UCR.

THE MASTER'S DEGREE

The minimum **academic residence** in the University of California is three quarters, two of which must be spent at the Riverside campus. Registration in at least 4 units of 100 or 200 level course work is necessary for each quarter of academic residence.

Unless otherwise stated in the program description, the **normative time** required to complete the Master's degree is two years. The Master's degree can generally be earned in one of two ways: by writing a thesis or by passing a comprehensive examination. Some programs offer only one of these options.

Both plans require a minimum of 36 quarter units of graduate (200 level) or upper-division (100 level) undergraduate work in the major subject or another subject deemed relevant by the program faculty, as specified below.

The Thesis Plan (or Plan I) Master's degree requires that at least 24 of the units required be graduate-level courses taken at a campus of the University of California. Of these, only 12 may be in graduate research for the thesis (courses numbered 297 or 299). In addition to requiring an acceptable thesis, the department may require an exam to confirm that the student has an appropriate knowledge of the discipline.

A Master's thesis committee consists of three members. This committee is nominated by the department after consultation with the student. Once approved by the Graduate Dean, the committee becomes responsible for the student's

academic guidance and evaluation.

The chair of the committee is normally a member of the student's department. The members of the committee should be UCR Academic Senate members (this includes Assistant, Associate, and Full Professors). The Graduate Dean will consider nominations of members who do not meet this criterion--a visiting lecturer within the department, for example. However, a memo of support from the departmental Graduate Advisor and vita must accompany such nominations. (Memos need not accompany the nomination of an Adjunct faculty member.) The majority of the members should be from the student's department.

The Comprehensive Examination (or Plan II) Master's degree requires at least 18 units in graduate level courses taken at a University of California campus. None of these may be in research units for the thesis. The candidate must take a comprehensive examination, the content of which is determined by the department or program. No more than two attempts to pass the exam are allowed.

Credit by Exam

Master's students in residence and in good standing may earn course credit by examination. The course must be such that completion can reasonably be determined by examination. Credit by exam cannot be received for graduate seminars and research courses. Petitions should be filed no later than the third week of the quarter in which the student will be enrolled. Once approved by the Graduate Division the student must file this with the Registrar's Office with the \$5 fee. The Registrar then enrolls the student in the course.

Advancement to Candidacy

The approval of the Graduate Dean is required for all substitutions or waivers of degree requirements.

All requirements for the degree must be satisfied within one calendar year after completion of the required course work. After this time, candidacy will lapse.

Entering the Ph.D. Program from the Master's Program

Students who are admitted to the Master's program only must have the approval of their departments and of the Graduate Division to continue for the Ph.D. Contact the department or Graduate Division for the proper form.

International students must submit a new letter

verifying financial support for the duration of their studies before approval can be granted by the Graduate Division.

THE DOCTORAL DEGREE

The minimum **academic residence** for the Ph.D. is six quarters in the University of California, three of which must be spent in continuous residence at UCR. Registration in at least 4 units of 100 or 200 level course work is necessary to qualify for each quarter of academic residence.

The **normative time** required to complete the Ph.D. varies from program to program and is given at the end of each program's Curriculum and Courses description in the *UC Riverside General Catalog*. It assumes that the student enters with a bachelor's degree and is assigned no course deficiencies or other remedial work.

The Doctorate--the highest degree the University can bestow--is a research degree, conferred on the recommendation of a doctoral committee nominated in consultation with the student by the program faculty and confirmed by the Graduate Dean.

Because the Ph.D. is a research degree, the University gives programs considerable latitude in establishing degree requirements. The individual student's program of study is planned in consultation with the Graduate Advisor, who supervises the student's progress before the appointment of the doctoral committee.

A doctoral program generally involves two stages. The first stage is spent in fulfilling the requirements established by the program or department and the Graduate Council, typically a series of courses culminating in written and oral qualifying examinations. When these are passed, the student is advanced to candidacy for the Ph.D.

The second or in-candidacy stage is devoted primarily to independent study and research and to the preparation of the dissertation. The doctoral dissertation must be an original work of research in the candidate's chosen field of specialization. The doctoral committee determines the acceptability of the dissertation and may require that the student 'defend' its contents in a **Final Oral Examination**.

The Qualifying Exam Committee

Before advancement to candidacy, the student must pass an oral exam conducted by a Qualifying Committee. This Committee is nominated by the graduate department or program, and officially appointed by the

Graduate Dean. The Committee is comprised of five members, a majority of whom are affiliated with the program. The Chair of the Qualifying Committee is normally from the academic unit supervising the student's Ph.D. program and a voting member of the Academic Senate (this includes Assistant, Associate, and Full Professors). All Committee members should normally be regular faculty of the University of California. A memo of justification from the Graduate Advisor and a vita must support any exceptions. A memo need not be written for those holding Adjunct faculty positions.

One member of the Qualifying Committee, designated the "**outside member**," must be a voting member of the UC Academic Senate who does not hold an appointment in the student's academic unit or graduate group. This person represents the faculty at large and acts as a "third party ensuring fairness."

The oral exam must be held on a single day. A passing performance requires that no more than one Committee member vote to fail. If a student fails the qualifying examination, the Committee should make a recommendation for or against a second examination and specify what part or parts of the original exam are to be repeated. Ordinarily, the second examination is not administered until at least three months have elapsed. A third examination is not permitted.

The Dissertation Committee

Upon recommendation of the program's Graduate Advisor or department chair, the Dean of the Graduate Division appoints Doctoral Dissertation Committees. At this stage, the Committee (rather than the department) assumes primary responsibility for the student's academic guidance and evaluation.

All members of the Dissertation Committee shall normally be faculty members in the student's department. For any nominee who is not a member of the UCR Academic Senate or adjunct faculty, the Graduate Division requires supporting justification (including a vita for non-UC faculty) from the Department for review and consideration.

Lapse of Candidacy

Candidacy for the Ph.D. will normally lapse if the student does not continue to enroll. If less than three years have passed since the student withdrew, the candidacy will normally remain in effect. If three or more years have passed since Advancement to Candidacy, candidacy status will be determined by consultation between the Dean of the Graduate Division and the

department.

GENERAL POLICIES ON REGISTRATION, ENROLLMENT, AND TRANSFER OF CREDIT

CONTINUOUS REGISTRATION

Unless a Leave of Absence has been granted, students are expected to register for every academic quarter once their graduate studies begin. For the quarter in which the degree is actually awarded, students must either be registered or on Filing Fee status.

FILING FEE STATUS

Students who have completed all degree requirements except for filing their dissertations/theses or sitting for their Master's Comprehensive Exams are eligible for Filing Fee status during the final quarter of residence in lieu of paying registration fees. Students do NOT have to use Filing Fee status. For students writing dissertations or theses, the dissertation/thesis advisor must certify that the Committee has read and approved a draft of the manuscript, that only minor revisions need to be made, and no more than 12 hours of faculty time will be required.

Students on Filing Fee status pay only one-half of the Registration Fee (currently \$120). Only one quarter on Filing Fee status is allowed. Students who fail to complete their degree programs must register and pay full fees for the following quarter.

Students on Filing Fee status may purchase Health Insurance separately through the Student Health Insurance Section of the Campus Health Service at the Veitch Student Center (787-5683 or 787-3031) if they wish to be covered.

A candidate on Filing Fee status cannot be employed with any student employment title (such as GSR, TA, or Associate In___). Since a candidate on Filing Fee status does not pay registration fees or enroll in units, they are not entitled to University student privileges or use of University facilities except for the Library.

LEAVE OF ABSENCE

A Leave of Absence is intended to allow the temporary interruption of the student's academic program. Leaves are granted for the following reasons:

- serious illness or other temporary disability;
- the need to concentrate on a job or occupation not directly related to the degree

- program; or
- family responsibilities.

To be eligible for a Leave of Absence, students must have the approval of their Graduate Advisor, be in good standing, and have been enrolled for at least one quarter. Leaves are not normally granted for more than one year.

Since students on Leave do not pay fees, they may not use University facilities or make demands on faculty time. Students on Leave are ineligible for fellowships, research grants, or financial aid. A student on leave may not work on any UC campus. Students on Leave cannot take qualifying exams or receive credit for academic work done during the Leave period.

IN ABSENTIA REGISTRATION

Students pursuing graduate study or research outside the State of California for an entire quarter may register in absentia and may receive a 50 percent reduction (currently \$120) in the Registration Fee. In absentia registrants should be advanced to candidacy for the doctorate or be writing a Master's thesis. Contact the Graduate Division for the proper forms.

ENROLLMENT

Each quarter, graduate students must pay their fees and enroll in courses by the date indicated in the Schedule of Classes (no later than the third week of classes). Students are responsible for checking their study lists even if the Graduate Assistant has enrolled them electronically in courses. All graduate students are expected to carry a full academic course load unless good reasons exist for not doing so. Graduate students are considered to be full-time if they are carrying 12 graduate units. When a Study List contains both graduate and undergraduate courses, the following table is used to calculate the appropriate course load:

Full Academic Program	
Graduate Units + Undergraduate Units	
0	16
1	15
2	13
3	12
4	11
5	9
6	8
7	7
8	5
9	4
10	3
11	2
12	0

CONFIRMING ENROLLMENT

In order to receive credit for academic work completed and to meet the full-time enrollment requirements for fellowship and academic appointments, it is important that every student verify that their course enrollment has been successful as soon as possible, and take action to correct enrollment errors and deficiencies during the first three weeks of classes. This may be done by contacting the Registrar's Office for a paper copy, by touch-tone telephone, or by verifying with the departmental staff member who has access to the study list via the Student Information System (the Registrar's student database).

Students should particularly be advised to examine any variable unit courses they might be taking. If the student failed to indicate the actual number of units, the unit value will default to 1.0 unit for the course. Additionally, any students who were approved to enroll in courses on an S/NC basis should ascertain that their course enrollments accurately reflect this.

HALF-TIME STUDY & REDUCED FEES

In some programs, half-time study (6 units or less) is possible. Half-time status is only approved for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health.

Students should obtain an application and guidelines for half-time status from the Graduate Division. Half-time students obtain the approval of their department to register for six units or less of course work (including Physical Education classes). The half-time petition must be submitted to the Graduate Division two weeks before fees are due unless they want to pay their full fees first. If full fees are paid first, a refund will be processed. In no event may the student turn in a petition after the third week of the quarter.

If the student enrolls in more than the allotted number of units they will be billed the amount that was earlier deducted from their fees (one-half of the Educational Fee and one-half of the Nonresident Tuition, if applicable; for MBA students this may include part of the Professional Fee).

Students may apply for half-time status for the entire academic year during the Fall quarter. Students are expected to notify the Graduate Division if they terminate half-time status prior to the end of the academic year. Half-time

students are not eligible for employment as GSRs or TAs or to hold University fellowships as determined by the Graduate Council.

Prior to candidacy, half-time doctoral students will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for half-time study. After advancement to candidacy, all doctoral students will be considered full-time under the Normative Time Policy and for purposes of registering and enrolling. Thus, doctoral candidates who are advanced to candidacy are not eligible for half-time status.

University financial aid is not available for students taking less than six units of course work. If approved for half-time status, eligibility for deferment of student loan repayment obligations may be in jeopardy. Students should consult the Business Office of the University where they incurred their debt for specific information.

Federal regulations governing student visa status require full-time attendance for international students.

If the student is a career employee of the University, they can use the Employee Reduced Fee Program (contact the Benefits Section of the Human Resources Office).

TRANSFER OF CREDIT

Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements. The total number of units which students will be allowed to transfer onto their graduate record at UCR from other institutions cannot exceed one half the number of units needed for the graduate degree. Units cannot be transferred from a program that the student successfully completed.

Units from **another University of California** campus may be used to satisfy one of the three quarters of the residence requirement and may be counted for up to 1/2 of the total units required for the UCR Master's degree. Department and Graduate Division approval must be obtained before such units can be accepted for credit.

A maximum of eight quarter units from **institutions outside the University of California** may be counted toward the Master's degree at UCR. All transfer work must have been completed in graduate standing with a minimum grade of "B." Department and Graduate Division

approval must be obtained before these units can be accepted for credit. These units must be from an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in 200 series courses taken at this University. Students pursuing the Comps Plan must still complete 18 units of graduate-level units (numbered 200 level). Students pursuing the Thesis Option must still complete 24 units of graduate-level units. These courses must apply to the graduate program in which the student is registered. Unit credit only is posted on the UCR transcript (grade points are not transferred).

UCR undergraduates who have no more than two courses or 8 units of course work remaining in their bachelor's programs and who have been admitted to graduate status may begin course work for their advanced degrees at the beginning of the final quarter of undergraduate study. **Bringing Forward Units from Undergraduate Status** requires that the students inform their College Offices before beginning the course work in question and that they petition the Graduate Division for credit once they are enrolled as graduate students. Units may not be transferred from other undergraduate institutions.

Students may apply **Summer Session course work from any University of California campus** toward their graduate degree requirements if they have prior approval of their departments and of the Graduate Dean.

UCR Extension is considered an outside institution, but because these courses (prefix XRC) are regularly offered UCR courses, students may transfer in up to 8 units of concurrent enrollment credit. However, students must have taken these units before their enrollment as graduate students. Matriculated graduate students (students on leave of absence) may not enroll in course work through University Extension. Graduate students who withdraw before completing their program objectives, then take courses through University Extension are required to wait one year before applying XRC courses to their degrees. (Please note that a student could transfer-in 8 additional units from the category 'Non-UC Campuses' described above.) Grades from UCR Extension courses will be recorded on student transcripts.

EXAMS

Ordinarily, examinations such as language exams, master's comprehensives, and written and oral qualifying exams may be given only during

an academic session for which the student has registered.

In the event of unsatisfactory performance on critical examinations (including comprehensive examinations for Master's or Ph.D. degrees and Ph.D. qualifying examinations), a second exam may be given upon the recommendation of the examination committee. The second examination may have a format different from the first, but the substance should be the same. The second examination will ordinarily not be given until three months have elapsed since the first examination. A third examination is not permitted.

SATISFACTORY/NO CREDIT (S/NC) GRADING

Graduate students may take course work on an S/NC basis only when the course description indicates that this is an option.

Students who wish to enroll in undergraduate courses on an S/NC basis may petition the Dean. The Graduate Advisor must certify that these courses are not in the student's major or program of study.

All graduate students must be graded on an S/NC basis for any Physical Education activity course (PE1) in which they enroll.

A grade of S is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of NC is assigned.

REPEATING COURSES

A graduate student may repeat only those courses in which a grade below C- or a grade of NC was received. Repetition of a course more than once requires the Dean's approval. Only the most recently earned grade is used in computing the student's grade point average.

APPEAL OF GRADES

The Regulations of the Riverside Division of the Academic Senate state that if a student believes that non-academic criteria have been used in determining a grade, the student shall attempt to resolve the grievance with the instructor of the course through written appeal to the instructor via the chair of the department. If the grievance is not resolved to the student's satisfaction at the departmental level, the student may file a complaint with the Dean of the Graduate Division. The complaint should be filed immediately after the alleged use of non-academic criteria but no later than six weeks after the beginning of the subsequent quarter. Non-academic criteria are criteria not directly

reflective of class performance, such as discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin or for other arbitrary or personal reasons.

ACADEMIC DISHONESTY

Academic dishonesty will not be tolerated at the University of California, Riverside. The consequences range from receiving an “F” for the assignment, an “F” for the course, to dismissal from the University.

According to Webster’s Dictionary, plagiarism is the act of stealing and passing off as one’s own the ideas or words of another. Submitting the same paper twice or fulfilling the requirements of two subjects with one paper is academically dishonest unless approved beforehand. In short, one can plagiarize oneself and be sanctioned for the violation. You may use the ideas and words from other sources, but you must document their use with citations, usually in the form of footnotes, endnotes, or textnotes. By citing your sources, you indicate the extent of your research, thereby improving your paper.

It is academically dishonest to manufacture or deliberately alter data submitted in connection with lab reports, term papers, or written material. Not only is this practice dishonest, it undermines the entire academic process.

Collaboration occurs when a student works with other students to study, do lab work, review books, or develop a presentation or report. Students must receive very clear permission from the instructor to participate in collaborations. Unauthorized collaboration is an example of an academically dishonest act. What one instructor may view as collaboration may be seen as cheating by another. The important thing to note is that if the limits of collaboration are not clear, it is the student’s responsibility to ask the instructor for very clear and specific direction.

GRIEVANCES

Graduate students are strongly encouraged to resolve academic and employment problems directly and informally wherever possible.

Employment-related grievances of TAs, Associate Ins___, Teaching Fellows, Readers or Tutors should be taken to the union. Employment-related grievances of GSRs which

cannot be resolved in informal discussion with the faculty member in charge should be taken to the department chair and, if necessary, to the Dean of the School or College. Problems relating to academic status or acceptable progress should be handled in a similar fashion, beginning with the faculty member(s) involved (if any), moving through the Graduate Advisor and department chair to the Graduate Dean and, in some cases, the Graduate Council.

The Graduate Division should be the first resort for students unsure about the proper grievance procedure to follow or who have questions about the policies affecting their lives at UCR. In addition, the University Ombudsman is available as a general resource for students with complaints and the University Affirmative Action Officer and the Women’s Resource Center are available to help where discrimination or sexual harassment is involved.

SEXUAL HARASSMENT

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

Definition

The University of California defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual performance or creating an intimidating, hostile, or offensive university environment

In determining whether conduct constitutes sexual harassment, consideration must be given to the totality of circumstances, including the nature and frequency of the conduct and the context in which the incidents occurred.

Complaint Resolution Officers

If you would like to talk to someone about sexual harassment or file a charge, please contact either Andrea Briggs, Ombudsman, 787-2313 or Gary Wilkins, Director, Office of Affirmative Action, 787-5604.

FELLOWSHIP RECIPIENTS

Fellowships are awarded on the basis of scholarly achievement and promise. Students who accept fellowship and/or grant awards will be required to complete the Free Application for Federal Student Aid (FAFSA). This includes fellowship and grant funding from the department. An electronic FAFSA is available at the website www.FAFSA.edu.gov. A few paper applications are available in the lobby of the Graduate Division.

GENERAL REGULATIONS FOR FELLOWSHIP/GRANT HOLDERS

All recipients of fellowships:

- Must be making **acceptable progress** toward their degrees (For these purposes, acceptable progress for a Ph.D. student is represented by the normative time to degree for the particular program plus one year. For most Master's students, acceptable progress is represented by enrollment for not more than two years.);
- Must be advanced to candidacy within 12 quarters after entry;
- Must have less than eight units of Incomplete grades;
- Must maintain a 3.50 GPA; and
- Must enroll in and complete a full course load (12 graduate units or the equivalent--see p.11).

WORKING WHILE RECEIVING FELLOWSHIP MONEY

Fellowships are awarded to students to free them from the need for employment. Fellowship awards with less than a \$10,000 stipend may be supplemented. Fellowship awards with a minimum of a \$10,000 stipend may be supplemented only after approval of the Graduate Dean. The Graduate Advisor in

your department must make the request of the Dean in writing. Fellowships that do not allow supplementation are the Eugene Cota-Robles Award, Dissertation Year Fellowship, Humanities Research Assistantship, and Research Assistantship/Mentorship Program.

STIPEND PAYMENTS

Stipends are paid via the Financial Aid module. The first stipend disburses on the first day of Fall Quarter and the last disburses at the end of May for the month of June. You may authorize a Direct Deposit to the bank of your choice. Forms are available from www.sbs.ucr.edu. Otherwise, checks will be mailed to your billing address. Call (909) 787-2346 if you have questions.

FELLOWSHIPS THAT PAY FEES

If your fees are paid by a fellowship, you must be enrolled in classes before fees are due and the campus must have your FAFSA data in the system. Financial Aid does **not** disburse unless or until you are enrolled.

TAXES

Students receiving financial support should be aware that part or all of their awards might be subject to federal income tax. In general, the following rules apply:

- Fellowships and scholarships from any source in excess of the amount equal to tuition, fees, books, and course-related expenses is fully taxable, although generally not subject to withholding. Students are required to report this excess income on their tax returns as other income.
- Payments received for work or services performed (i.e., TAs, GSRs) are taxable through payroll. Income is subject to tax withholding and is reported to the IRS

ACADEMIC EMPLOYMENT (TEACHING & RESEARCH ASSISTANTS)

CRITERIA FOR APPOINTMENT

Teaching and Graduate Research Assistantships are offered through academic departments. GSRs are normally arranged with individual faculty members or, in some cases, with the department. TAs and GSRs:

- Must be making **acceptable progress** toward the degree (see definition above for fellowship holders);
- Must be advanced to candidacy within 12

- quarters after entry; and
- Must have no more than seven units of Incomplete grades.

In addition:

- TAs must maintain a 3.25 GPA
- GSRs must maintain a 3.00 GPA
- Any student whose native language is not English must pass a test of spoken English (SPEAK Test) before performing duties as a TA
- If the student has not advanced to candidacy within 12 quarters or is beyond time limits for acceptable progress, a timetable must be submitted along with a memo from the department stating that the student is continuing to make progress toward the degree

Once appointed as TAs or GSRs students are expected to continue to adhere to the above requirements and to register each quarter for 12 units of course work or research.

Graduate students may not be employed more than 50 percent time or 20 hours per week during the academic year in any combination of appointments. During quarter breaks and in the summer they may be employed full-time.

The length of service for a Teaching Assistant or Associate In___ is limited to 12 quarters. The Graduate Dean upon written request can make exceptions by the department. **However, no one may serve in a teaching title for more than 18 quarters of service. No exceptions are made.**

GRADUATE STUDENT HEALTH INSURANCE AND REMISSION PROGRAMS

The Graduate Student Health Insurance (GSHIP) is paid for all TAs, Teaching Fellows, Associate Ins___ Teaching Fellows, Readers, Tutors, and GSRs employed 25 percent time (10 hours per week) or more. Additionally, they receive a partial remission of the University and Educational Fee (\$1203 for residents and \$1267 for nonresidents and MBA students). GSRs are eligible to have the nonresident tuition remitted when they are appointed as a 45% time GSR for the full quarter, if pursuing a Ph.D. degree, not receiving other forms of support that fund nonresident tuition, and meet all of the eligibility requirements for a GSR title. Contact the graduate department or Graduate Division for further information regarding these remission programs.

SALARIES

The salaries of Teaching Assistants depend on the percentage time appointment. The maximum amount a student can earn is \$1,571.67 per month (\$4,715 per quarter). See page 25 for more information.

The amount Graduate Student Researchers are paid not only depends upon the percentage time appointment but a student's progress in the program. There are three levels or steps. Step 2 is paid for the first three quarters of registration; Step 3 begins with the student's fourth quarter of registration (July 1 if the student began in Fall quarter); GSR, Step 4 begins the day after the student advances to candidacy for the Ph.D.

With a 100% time appointment a GSR, Step 2 is paid \$2627 a month; at Step 3 \$2913 per month; and at Step 4 \$3147 per month. Please note students may only work 100% time during summer months and quarter breaks. While school is in session students may **not** work more than 50% time.

GSR appointments can also be made on an hourly basis. GSR Step 2 appointments made on an hourly basis are paid \$15.10, Step 3 are paid \$16.74 and Step 4 appointments are paid \$18.09. See page 25 for more information.

Salaries can be found on the Office of the President website at www.ucop.edu/acadadv/acadpers/

TA DUTIES

The following is expected of all TAs:

- To attend, to the extent required by the department or supervising faculty, all meetings of the class in which he or she is doing laboratory work, section discussions, or grading of papers or exams.
- To consult with the professor in charge of the course as to grading policies, course content, procedures, and proctoring.
- To attend all meetings of classes, sections, and laboratories for which she or he is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the department and arrange for a substitute.
- To make proper and thorough preparation for each class, lab, or section for which she or he is responsible.
- To assign the amount of written work proper to the lab or section for which she

or he is responsible, and to read and grade the written work thoroughly and as rapidly as possible.

- To post office hours at least one hour per week per section or laboratory, depending on the course, and to hold those office hours without fail.
- To report grades accurately and on time to the instructor in charge of the course.
- To give grade books to the instructor in charge at the end of the appointment.
- To maintain a professional attitude toward all students in his/ or her classes at all times. The ethical standards of behavior for faculty instruction apply equally to Teaching Assistants.
- To notify the supervising instructor as soon as the TA anticipates any workload related issues that may result in a violation of the workload article of the ASE/UC contract.

UNION REPRESENTATION

All Teaching Assistants, Associate Ins____, Teaching Fellows, as well as Readers and Tutors, are covered under a collective bargaining agreement between the University and CASE/UAW. Students employed in these titles are required to pay either union dues or a fair share fee for union representation. GSRs are not covered by a collective bargaining agreement and do not have to pay these fees/dues.

PARKING FOR STUDENT EMPLOYEES

A student working on campus, once on payroll, becomes eligible for payroll deduction for parking. The length of time for which a student is eligible is dependent on the ending date of the employment. Some employment end dates are June 30 of the following year; some are employed quarterly or for other lengths of time. In any case, they are eligible to have their parking costs deducted from their checks once they are on the payroll system. There is no obligation to put an individual on payroll until they are actually beginning their terms of employment. That students are put on payroll in July for employment beginning in late September is purely a matter for the departments. Large departments, which are fairly sure of their employee assignments, may do this, but many departments do not until much later in the summer.

Until they are on the payroll system, student employees may use the Student Business Services Office to bill them for their parking

costs. If a student needs a permit beginning July 1, but will not be on payroll until October 1, they may have Student Business Services bill him or her monthly for the parking fees. Once that student employee is on the payroll, they may then elect to have those fees deducted from his or her paycheck. Student employees are NOT required to pay the entire amount of the parking permit in one lump sum. If a student decided to purchase a parking permit only for the time he or she is on campus (say Fall Quarter, beginning Sept. 20), that permit is pro-rated. He or she would not have to pay for the summer prior.

TYPES OF FINANCIAL SUPPORT

MERIT-BASED AID

Fellowships are awarded on the basis of scholarly achievement and promise. They are offered only to full-time students pursuing graduate degrees. Credential and non-degree objective students are ineligible. Contact the department or program for application information. Students who accept fellowship and/or grant awards will be required to complete the Free Application for Federal Student Aid (FAFSA). This includes fellowship and grant funding from the department. An electronic FAFSA is available at www.FAFSA.edu.gov. A few paper applications are available in the lobby of the Graduate Division.

Students who are not residents of California may apply for Nonresident Tuition Fellowships through their departments or programs. These awards include full or partial payment of tuition and may be used by themselves or in combination with other awards.

NEED-BASED AID

The Office of Financial Aid assists students in meeting educational expenses they cannot afford from personal resources. Applicants must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any need-based loans. FAFSA's are available in December for the following academic year and must be filed annually. In addition to submitting the FAFSA, various supporting materials which the office uses to determine individual financial need may be required.

UCR accepts applications on a year-round basis. Students are encouraged to apply early in order to ensure adequate processing time for loan funds to be available by the fee payment deadlines.

REDUCED NONRESIDENT TUITION FOR PH.D. STUDENTS ADVANCED TO CANDIDACY

Nonresident doctoral students who are advanced to candidacy are eligible for a reduced nonresident tuition assessment. The reduced nonresident tuition (RNRT) assessment will be 25% of the prevailing nonresident tuition fee. The student must be advanced to candidacy by the first day of instruction to be eligible in that quarter. Students will be eligible for this reduced fee for up to and including the third year that they are advanced.

RESEARCH GRANTS

Dissertation Research Grants provide funds to doctoral candidates for expenses directly related to the student's dissertation research. Applicants must be advanced to candidacy and plan to be registered during the period of the award. Proposals may be funded up to a maximum of \$1000. Applications are available at www.graddiv.ucr.edu/finsuptoc.html. A few paper applications are available in the lobby of the Graduate Division. Contact Ruth Douglas at (909) 787-4139 if you have questions.

Humanities Graduate Student Research Grants provide funds to assist students in carrying out original research or creative projects in the Humanities or in interdisciplinary areas involving the Humanities. Awards vary up to a maximum of \$1500. Applications are available at www.graddiv.ucr.edu/finsuptoc.html. A few paper applications are available in the lobby of the Graduate Division. Contact Ruth Douglas at (909) 787-4139 if you have questions.

The Master's Thesis Research Grant is for students enrolled in the Archaeological Resource Management Program, Art History, Historic Resources Management Program, Management, Music, or Plant Science for the purposes of expenses directly related to thesis research. Applications are available at www.graddiv.ucr.edu/finsuptoc.html. A few paper applications are available in the lobby of the Graduate Division. Contact Ruth Douglas at (909) 787-4139 if you have questions.

The Intercampus Research Opportunity Fund assists with travel, living expenses, and the research costs of doctoral candidates whose research or study requires the use of another campus' resources. Applicants must be advanced to candidacy. The program is

administered by the Office of the Academic Senate, 227 University Office Building, (787-5530). Their website is senate.ucr.edu/.

Graduate Student Association Minigrants help to pay the travel expenses of students who have been invited to present scholarly papers or posters at regional and national professional conferences. The program is administered by the Graduate Student Association and academic departments are encouraged to provide matching funds. You may contact them at (909) 787-3740 or 222 Commons or view their website at www.gsa.ucr.edu/home/home.html.

EXTRAMURAL SUPPORT

In addition to the fellowships, assistantships, grants and loans administered by the University, graduate students may also be eligible for other types of support provided by federal agencies and private foundations. We **strongly** encourage students to explore these sources of support for study here at UCR. Not only is it a good source for extra support, but it is invaluable experience in your professional development. Applying for grants and writing proposals will be a part of your future academic experience and students who are willing to take the time to apply for these awards will find that they are one step ahead of the game when pursuing academic positions. Many fellowships are merit-based awards and may provide a stipend, and/or fees and tuition to support the educational and living expenses during graduate school such as the National Science Foundation, Fulbright, and Mellon. Most awards have early deadlines (October/November) and are extremely competitive.

UCR subscribes to several searchable databases listed on the Office of Research Affairs web site at www.ora.ucr.edu. In order to have access you must be working on a campus computer with a ucr.edu address:

- InfoEd International's SPIN
- The Illinois Researcher Information Service (IRIS)
- Texas Research Administrators Group (TRAM)

Other free searchable databases that don't require an ucr.edu address:

- Cornell Fellowship Notebook <http://cuinfo.cornell.edu/Student/GRFN/>
- UCLA GRAPES (Graduate and Postdoctorate Extramural Support) <http://www.gdnet.ucla.edu/grpinst.htm>
- Fastweb <http://www.fastweb.com/>

Following are just a few organizations and foundations that offer fellowships:

- National Science Foundation
- <http://www.nsf.gov>
- Sciences & Technology Studies (STS)
<http://www.nsf.gov/sbe/ses/sts/star.htm>
- Societal Dimensions of Engineering, Science, & Technology (SDEST)
<http://www.nsf.gov/sbe/ses/sdest/start.htm>
- UC Office of the President Fellowship & Grants
<http://www.ucop.edu/services/grants.html>
- California Student Aid Commission Home Page:
<http://www.csac.ca.gov/default.asp>
- The Foundation Center's Home Page:
<http://www.fdncenter.org/>

SPECIAL PROGRAMS

TEACHING ASSISTANT DEVELOPMENT PROGRAM

UCR has a long history as a distinguished teaching campus and regards Teaching Assistant (TA) training as a crucial part of graduate instruction. Each new TA is required to attend the Teaching Assistant Development Program's (TADP) orientation in the fall. Students are also required to attend either a departmental or TADP quarter long training program. TADP provides services to the more experienced TA as well, including a teaching resource library, teaching portfolio development and assessment consultations, and seminars on professional development. TADP also coordinates a Mentor TA program, in which TAs of proven ability have the opportunity to work closely with their less experienced colleagues. Contact your department or TADP (909-787-3386) for further information on training requirements and upcoming seminars.

INTERCAMPUS EXCHANGE

The Intercampus Exchange Program (ICE) allows students to study for up to three quarters at another campus of the University of California. To be eligible, students must be in good standing with at least one quarter in residence at UCR and must demonstrate at least one of the following: the need to take a course or courses not offered at UCR, the need to study with a particular individual, or the need for continuous access to library holdings or other facilities not available at UCR.

EDUCATION ABROAD

The Education Abroad Program (EAP) provides students with the opportunity to study abroad at one of several study centers. To be eligible,

students should have completed one year of graduate study, be making acceptable progress toward the degree, and be familiar with the language of the host country. Applications and information can be obtained from the International Services Center. For more information see <http://internationalcenter.ucr.edu/> or call (909) 787-4113.

MISCELLANEOUS

ADDRESS CHANGE

Students are responsible for ensuring that the Office of the Registrar has their current mailing address on file at all times. Students can change their address at the Office of the Registrar, 1100 Hinderaker Hall or at <http://www.students.ucr.edu> using PAWS.

NAME CHANGE

Name change petitions are available in the Office of the Registrar. Petitions require documentation showing legal change of name or use of name on other official identification (e.g., driver's license).

TRANSCRIPTS

Students can order transcripts from the Office of the Registrar for regular or rush service. For regular service, a fee of \$4 is charged for each official transcript. Through rush service, the transcript is available within 24 hours of receipt of the application; rush service requires a fee of \$4 per transcript plus a \$10 service fee. Express mail service is available for an additional \$12.25. FAX service is available at \$2 per page plus the aforementioned charges as appropriate. Application should be made two weeks before the transcript is needed. Payment is due in advance for all transcript services. A check or money order payable to UC Regents should be submitted with the application for transcript. All outstanding debts to the university (with the exception of long-term financial aid loans not yet due and payable) must be paid in full before a transcript will be released. The transcript of a student's UCR academic record is released only upon receipt of a signed request by the student authorizing the release. Application may be made in person at the Registrar's Office, 1100 Hinderaker Hall, or by mail; telephone requests cannot be honored.

VERIFICATION OF STUDENT STATUS

Verification of student status may be obtained from the following offices for the purposes indicated:

Office of the Registrar

- Student loan deferments
- Employment
- Cal Grant
- Congressional Teachers Fellowship
- Law school references
- Credit card companies
- Good student driver's discount
- Insurance companies
- Banking services
- Military ID

Financial Aid

- Outside scholarships

International Student Services

- Student status letter (certifying registration status including expected completion of degree)
- Letter of financial information (certifying minimum expenses, for attendance at UCR)
- Education Abroad International ID

Allow one week for verifications to be processed. Verification requests prior to the third week of instruction will be processed only if the student has paid fees and enrolled. (Scholarship verifications will not be completed by the Financial Aid Office until after the third week of the quarter.) Any student requesting verification for payment of fees should contact the Cashier's Office.

VOTER REGISTRATION

If you need to register for the first time, or reregister because you have moved or switched your party affiliation, forms can be obtained from the Student Special Services Office in 125 Costo Hall or the Associated Students (ASUCR) Office in 213 Commons.

LOST REGPINS OR PERMPINS

Students who lose their REGPIN should contact their major department. Students who lose their PERMPIN must come to the Office of the Registrar, 1100 Hinderaker Hall, in person, with a picture ID for a copy of the number. Telephone requests cannot be accepted.

Changing a PERMPIN

Students who wish to change their PERMPIN can do so via PAWS Web by clicking on the "Change PIN" button. Enter the current PERMPIN, and then enter the number for the new PERMPIN twice. Then click "OK." PERMPIN values must contain exactly six numeric characters. Changes to PERMPINs via PAWS are effective immediately.

SHUTTLE SERVICE AND PARKING

Check <http://www.parking.ucr.edu> for current schedules and information.

Transportation and Parking Services offers motorist assistance to students who lock their keys in their cars or need a battery jump.

The Highlander Hauler is a free shuttle service for students, staff, and faculty. Stops include the residence halls, Hinderaker Hall, the UCR/City Sports Center, University Extension on campus, and the Canyon Crest Towne Centre shopping center. The Hauler is equipped for wheelchair access. Schedules are available from the parking information kiosks, the Transportation and Parking Services Office, and other campus locations. The Gold Line has two buses providing 15-minute service during peak hours, and the Blue Line provides 30-minute service.

Point-to-Point Service is a free evening shuttle departing from Lot 16 between 6:20 p.m. and 11:50 p.m., Monday to Thursday. It takes passengers to any location on campus or to a Highlander Hauler stop. It begins the second week of each quarter and runs through finals week.

Parking information kiosks are located near the University Avenue entrance to the campus (next to Parking Lot 1) and near the Martin Luther King Boulevard entrance. Campus maps and Highlander Hauler schedules are available at the kiosks, as is information about campus parking regulations. Visitors can also purchase daily parking permits. The kiosks are staffed from 7:00 a.m. to 8:30 p.m., Monday through Friday, and 7:00 a.m. to 3:00 p.m. on Saturday.

STUDENT SERVICES

CAREER SERVICES CENTER

Graduate education creates unique career hurdles by taking students out of the "career mainstream" at a time when others are actively advancing in the world of work. The dilemma is how to "package" the added value of an advanced degree. The Career Center assists students in exploring personal and career development issues as they relate to occupational choice and life after graduate school. Career assessment, interview skills training, job fairs, and job search seminars are among the services offered for graduate students. The Coordinator for Graduate

Student Services serves as the primary liaison for graduate students in the Career Center. It is never too early to contact this office in your graduate career.

Letters of Reference File. Academic job searches can be grueling and highly competitive. The Career Center can be of assistance in establishing a Letter of Reference File and advising students on accepted practices for constructing teaching and research portfolios, curriculum vitae, and letters of interest.

Job Search Seminars. Whether in higher education or not, job searches are quite challenging. The Career Center provides job search seminars on a regular basis to acquaint students with approaches for obtaining full or part time employment while in school or after graduation.

Career Interest Assessment . Assessment services help students investigate what types of occupational environments will match their training, research, and personal interests. Career counselors meet with students to discuss strategies for integrating results into an overall career development plan.

Career Counseling. The Career Center staff provides individual and group counseling for a range of issues from curriculum vitae construction and professional internships to career planning and professional relationships.

Career Library. The Center's well-stocked career library aids in the process of discovery and development. Available to all students are current postings for academic and professional positions, career information, internship directories, and other career-related resources.

Internships. Increasingly, internship training is being recognized as an important component in career development and advancement. The Center maintains a listing of currently available internships as well as assistance in developing positions not currently listed.

Job Fairs are held throughout the year bringing employers to campus to meet students seeking employment.

CHILD DEVELOPMENT CENTER

Childcare services are available on campus for infants, toddlers, preschool, and kindergarten children (from four months through 5 years of age). Innovative learning and development

programs are offered morning and afternoon, including a full-day kindergarten on a 12-month basis. The Center is accredited by the National Academy of Early Childhood Programs. The Center is open to children of students, faculty, and staff of UCR. Parents are encouraged to become involved in the early learning program. Internship and tutorial positions are available to UCR students. The Center is equipped with observation rooms to facilitate research opportunities. Classrooms have computers and developmentally based equipment and materials. Inquiries should be made to the Child Development Center Office at (909) 787-3854.

COMPUTING & COMMUNICATIONS

Student Computing Services provides microcomputer facilities and services for currently enrolled UCR students. All equipment available and operating hours are posted on the Web site. Student Computing Services is part of Academic Computing. Microcomputers are available in computer facilities in Watkins Hall, the A. Gary Anderson Graduate School of Management, Olmsted Hall, Sproul Hall, and Humanities and Social Sciences Building Macintosh Lab. For additional information contact (909) 787-3867 or helpdesk@student.ucr.edu; <http://www.cnc.ucr.edu/scs>

COUNSELING CENTER

The Counseling Center exists to help students acquire the personal skills, self-knowledge, and psychological resources which will enhance their university experience in terms of developing their full potential as students and as emotionally healthy people. The Center seeks to achieve these goals by counseling students individually or in groups; by contributing to the university environment through consultation, training, and outreach; and by studying the environment and recommending changes based upon research data and clinical judgement. Services include the following:

Individual or couple therapy is available to students on a short-term basis. The goals of counseling include facilitating the student's personal growth and self-esteem, development of satisfying relationships, effective communication, educational and career decision making, and the establishment of personal values.

Group therapy involves people meeting face-to-face with one or more trained group therapists and talking about what's troubling them. Members also give feedback to each other by

expressing their own feelings about what someone says or does. This interaction gives group members an opportunity to try out new ways of behaving and to learn more about the way they interact with others. Both general and specialized groups are offered. Students may participate in a group for an entire year if they wish.

Psychological and career-interest tests are used as part of the counseling process to facilitate self-understanding and decision making.

Biofeedback training is used, usually as an adjunct to personal counseling, for stress-related symptoms such as tension and migraine headaches, test anxiety, and sleep disorders. Workshops address developmental issues and teach preventive mental health techniques (e.g., assertiveness training, overcoming procrastination, and stress management).

Consultation and training services include face-to-face meetings and telephone contacts with faculty, staff, or students to discuss concerns about students or student life.

Services to registered students are free and confidential. The Center is located in the Veitch Student Center. Appointments can be scheduled by calling (909) 787-5531. Office hours are 8 a.m. to 5 p.m., Monday through Friday. If the need is urgent, a staff member is available for consultation immediately. After-hours emergency help can be obtained by calling UCR Police (909) 787-5222 or the Riverside Helpline (909) 686-4357. The Counseling Center's webpage can be found at <http://www.students.ucr.edu/counseling/>.

GENDER EDUCATION & RESOURCE SERVICES (GEARS)

GEARS offers projects, and services that focus on issues facing women and men today. The office offers workshops, speakers, films, and activities addressing women's and men's concerns. They provide escort services, information on sexual harassment and rape prevention education programs, empowerment groups, office-specific activities, the radio show (KUCR 88.3 FM or kucr.org.8000 on RealPlayer), and internships. For more information see www.students.ucr.edu/wrc.

HEALTH CENTER

In the Veitch Student Center building, which is located in the northeast area of campus between the residence halls, there is a complete outpatient health center including laboratory and X-ray

services. It is open Monday through Friday during scheduled hours when school is in regular session. Students may be seen by appointment or on a walk-in basis.

Appointments are necessary for the specialty clinics. Most care is funded by registration fees, but there are charges for laboratory work, medications, dental care, vision care, and certain other procedures. For additional information contact the Campus Health Center at (909) 787-3031.

For particulars of optional or mandatory student health insurance coverage, contact the Campus Health Center's Insurance Department at (909) 787-5683. It is important to note that there are limitations to the coverage of the student health insurance. These include, but are not limited to, care of pre-existing and chronic conditions.

HOUSING

UCR offers a variety of on-campus housing to meet the needs of our graduate students. For information and contacts regarding university housing please contact each unit's administrative office separately. Among these are: (1) *Family Student Housing* -- available to married and single-parent students. (2) *University Plaza Apartments*. (3) *Bannockburn Village* -- consisting of 243 apartments and suites. (4) *Stonehaven Apartments* - intended primarily for graduate students. For more information see www.housing.ucr.edu.

Housing Assistance Office

The UCR Housing Assistance Office maintains an up-to-date listing of apartments, rooms, houses and rentals to share. The University does not officially inspect off-campus accommodations and is not a party to the negotiations between landlord and student. Students desiring off-campus living accommodations are encouraged to contact the Housing Assistance Office a month before classes start to ensure availability. The office is located at 890 Plum Street or they can be reached at (909) 787-3770.

INTERNATIONAL SERVICES CENTER

The International Services Center (ISC) assists international students and scholars, offers support services to those interested in opportunities abroad, and features an international resource library.

Advocacy for Permanent Residents. Permanent resident students, students born abroad but not U.S. citizens, are offered services tailored to

their needs, such as lost document replacement and naturalization

THE LEARNING CENTER

The Learning Center provides academic support to all students at the University of California, Riverside. Each quarter a variety of noncredit, volunteer programs are provided to help students improve their study skills or basic skills.

The following programs are available:

- Speed reading classes
- Mathematics--Study groups and individual assistance is available to students in math classes or to those planning to take math classes
- English as a Second Language
- Tutorial assistance program--Call (909) 787-5436 for more information

For more information regarding these services, please call (909) 787-4542.

MEDIA RESOURCES

Media Resources, an academic support unit for instruction and research, assists faculty and students in the creation and use of media for class presentations, for documentation of research, and for the promotion and public services needs of the campus. The department is divided into five units: Media Services, the Media Library, Distance Learning, Video Production and Photographic Services, and Engineering and Technical Services.

<http://mediaresources.ucr.edu>

OMBUDSMAN

The role of the Ombudsman is to ensure that all members of the university community--students, faculty, administrators, and staff--receive equitable treatment within the university.

Anyone who has a university-related problem, or is in conflict with someone on campus, or has been treated unfairly can seek the assistance of the Ombudsman.

The Office of the Ombudsman provides an avenue for informal conflict resolution. The Ombudsman explains what policies apply to a particular situation and develops strategies for dealing with the problem. The Ombudsman also investigates complaints, facilitates communication between the parties in conflict, negotiates, mediates, and otherwise supports informal conflict resolution. The Ombudsman can recommend changes in University regulations. Some topics that have been brought to the Ombudsman include grading practices, graduation requirements, disputes about fees, and conflicts with supervisors and instructors.

All records and communications are confidential. Complaints are pursued only with the consent of the complainant. The Office of the Ombudsman functions independently of the usual administrative structures. For more information, visit the Office of the Ombudsman in the University Cottage, call (909) 787-3213, or e-mail Andrea.Briggs@ucr.edu.

SPECIAL SERVICES

Services available to permanently and temporarily disabled students include campus and community referrals, handicapped parking, processing of fee deferments, readers, interpreters, library assistance, special testing arrangements, van transportation, wheelchair repair and loans, and disability management counseling. Specialized equipment, including adapted computer facilities, is also available. Special Services acts as a liaison for *veterans* and veteran's dependents with the US Department of Veterans Affairs. For more information concerning disabled student services or veterans benefits, please see www.specialservices.ucr.edu.

STUDENT RECREATION CENTER

This 80,000 sq. ft. facility includes a Fitness Center dedicated to free-weights, weight machines, exercise bikes, treadmills and stair climbers. In addition, there are four racquetball courts, a squash court, three multi-purpose rooms, and four full-size basketball courts that are also marked for volleyball and badminton. All regularly enrolled graduate students are assessed membership fees as part of registration. For more information see clifs.ucr.edu/src/.

UNIVERSITY LIBRARY

Hours are posted in each library and at <http://library.ucr.edu> The University Library is the focal point for research and study at UCR. The Library's collections include 1,954,019 bound volumes, 13,023 serial subscriptions, and 1,619,452 microforms housed in four facilities: the Tomás Rivera Library (serving the humanities, arts, and social sciences), the Science Library, the Music Library, and the Media Library. The Library has the latest in information technology. INFOMINE is an innovative Internet Web index and search engine created by the library to provide easy access to electronic information resources throughout the world. The MELVYL Online Catalog is a computerized catalog connecting

all nine UC campuses and can be used in the Library. In addition, UCR faculty, students, and staff can access MELVYL from home or office via personal computer and modem. MELVYL includes books, indexes to magazine, newspaper, and journal articles, as well as electronic access to the full text of many journals. The California Digital Library, a tenth library for the University of California, provides access to a variety of electronic resources at <http://www.cdlib.org>.

The Rivera Library has just undergone a seismic upgrade and remodel. The collections are still being relocated.

- The **Media Library** -- 1001 Humanities and Social Sciences, (909) 787-5606 -- holds the University Library's collection of media. It includes a wide variety of entertainment and educational programs, as well as computer-assisted instruction programs. Films and tapes can also be rented from off-campus sources. With its audiovisual equipment and media collections, the Media Resources Library serves as a walk-in playback center for the campus community.

- The **Music Library** -- Music Wing of Olmsted Hall, (909) 787-3137 -- houses some 25,808 scores, 12,210 sound recordings, and 3,131 compact discs. These are played from high-fidelity sound equipment in the central control room to 36 listening stations. The Music Library is scheduled to relocate to the new Fine Arts Building by 2001.

- The **Science Library** -- (909) 787-2821 -- is a prominent architectural structure featuring seating for 1,500 users, state-of-the-art information technology, and electronic reader stations. Its collections of 450,000 volumes and 2,853 serial subscriptions support the life and physical sciences, including engineering, agriculture, and medicine. The Map Room, with a collection of 91,244 maps and atlases, is located on the ground floor.

- The **Special Collections Library** -- 4th Floor, Rivera Library, (909) 787-3233 -- houses rare books, manuscripts, and other unique or fragile materials. The J. Lloyd Eaton Collection of science fiction, fantasy, horror, and utopian literature comprises 65,000 volumes ranging from the seventeenth century to today. The Thomas Hardy and Ezra Pound Collections include printed and manuscript materials. Special Collections administers the University Archives and a portion of the Riverside Municipal Archive collection of civic

documents, 1883-1953. Outstanding collections include the Sadakichi Hartmann Archive, the Heinrich Schenker Archive, part of the Oswald Jonas Memorial Collection, and collections on Paraguay, Paris, photography, B. Traven, local history, and national socialism.

SPECIAL RESEARCH OPPORTUNITIES

In addition to providing service to the citizens of California, organized research units provide research opportunities to faculty and students that otherwise would not be readily available. The history of the Riverside campus dates back to the Citrus Experiment Station with its mission to research agricultural problems. Current research is conducted by the Citrus Research Center-Agricultural Experiment Station (CRC-AES) on more than 230 crop commodities. Additional research centers continue to be established in other disciplines at the UCR campus. Below is a listing of some UCR and affiliated research organizations.

BOTANIC GARDENS

The UCR Botanic Gardens comprises more than 39 acres of gardens along the eastern boundary of the campus. Not only are the gardens used by UCR classes, but they are visited by classes from a variety of educational institutions in the vicinity of Riverside, as well as by other groups interested in furthering their knowledge of plants.

NATURAL RESERVE SYSTEM

This system consists of 35 reserves systemwide encompassing the diversity of California's natural terrain. The reserves are available for teaching and research purposes (www.cnas.ucr.edu/~bio/nrs.html).

UCR/CALIFORNIA MUSEUM OF PHOTOGRAPHY (CMP)

UCR/CMP is a resource unique among institutions of higher learning. It has one of the largest and finest collections of photographs, cameras, and related material anywhere in the world. The museum offers opportunities to students in many fields to see exhibitions of challenging contemporary photographic and digital media productions and to explore a vast resource of historical pictorial documents in the museum's collections.

2002/03 DATES OF IMPORTANCE

September 26

- Classes Begin
- Last day to take oral exams and qualify for Reduced Nonresident Tuition Waiver for Fall

October 4

- Last day to apply for a Fall Master's degree

October 18

- Last day to enroll or add course work
- Last day to drop a class without receiving a "W"
- Final date to file Half-time status petitions

October 21

- Dissertation Research Grant Applications Due

October 24

- Dissertation Format Workshop, 2pm Bourns A265

November 1

- Last day to drop a course
- PIN numbers for Winter Registration available

November 11

- Holiday

November 22

- Last day to petition to change the grading basis in a class

November 28, 29

- Holiday

December 2

- Last day to apply for a waiver of the Graduate Student Health Insurance for Winter if you have your own health insurance coverage
- Must turn in Half-time status petition for bills to be credited by 12/13
- Intercampus Exchange Applications for Winter Due

December 6

- Classes end
- Last day to file rough draft of dissertation for a December degree

December 13

- Winter Fees Due (if receiving any waivers or aid from the University you must enroll in 6 units for aid or waivers to apply)
- Leave of absence and Filing Fee Status Petitions Due
- Last day to file Final draft of dissertation for a December degree
- Last day to turn in work to remove "I" received Spring quarter

December 14

- Quarter Ends (Degree Conferral Date)

December 25-January 1

- Campus Closed

January 2

- Last day to file dissertation, receive a Winter degree but not pay Winter fees
- Quarter Begins
- Fall Grades Available

January 3

- Classes Begin
- Last day to take oral exams and qualify for Reduced Nonresident Tuition Waiver for Winter

January 10

- Last day to apply for a Winter Master's degree

January 20

- Holiday

January 24

- Last day to enroll or add course work
- Last day to drop a class without receiving a "W"
- Final date to file Half-time status petitions

January 27

- Dissertation Research Grant Applications Due

February 7

- Last day to drop a course

February 11

- PIN numbers for Spring Registration available

February 17

- Holiday

February 28

- Must turn in Half-time status petition for bills to be credited by 3/14
- Intercampus Exchange Applications for Spring Due
- Last day to petition to change the grading basis in a class

March 7

- Last day to apply for a waiver of the Graduate Student Health Insurance for Spring if you have your own health insurance coverage

March 14

- Spring Fees Due (if receiving any waivers or aid from the University you must enroll in 6 units for aid or to apply)
- Leave of absence and Filing Fee Status Petitions Due
- Last day to file rough draft of dissertation for a March degree
- Classes end

March 21

- Last day to file Final draft of dissertation for a December degree
- Last day to turn in work to remove "I" received Fall quarter

March 22

- Quarter Ends (Degree Conferral Date)

March 24

- Humanities Research Grant Applications Due

March 25

- Last day to file dissertation, receive a June degree, and not pay Spring fees

March 26

- Spring Quarter Begins

March 28

- Last Day to apply for a Spring Master's degree

March 31

- Last day to take oral exams and qualify for Reduced Nonresident Tuition Waiver for Spring
- Notice of Intent to File a Doctoral Dissertation Spring quarter Due
- Classes Begin

April 1

- Spring Grades are Available

April 18

- Last day to enroll or add course work
- Last day to drop a class without receiving a "W"
- Final date to file Half-time status petitions

April 21

- Dissertation Research Grant Applications Due

May 2

- Last day to Drop

May 23

- Last day to petition to change the grading basis in a class

May 26

- Holiday

June 2

- Petitions to attend summer session elsewhere due

June 6

- Last day to file ROUGH draft of dissertation for a June degree

June 13

- Last day to file Final draft of dissertation for a June degree
- Last day to turn in work to remove "I" received Winter quarter
- Quarter Ends (Degree Conferral Date)

June 14, 15

- Commencement

FALL 2002 FEES (Per Quarter)

	Resident	Nonresident	MBA Resident	MBA Nonresident
University registration fee	\$239.00	\$239.00	\$239.00	\$239.00
Educational fee	\$964.00	\$1,028.00	\$1,028.00	\$1,028.00
Health Insurance Premium	\$419.00	\$419.00	\$419.00	\$419.00
Recreation Center fee	\$59.00	\$59.00	\$59.00	\$59.00
Student Center (Commons) fee	\$20.00	\$20.00	\$20.00	\$20.00
Graduate Student Association fee	\$18.00	\$18.00	\$18.00	\$18.00
Student services fee	\$6.00	\$6.00	\$6.00	\$6.00
Nonresident tuition		\$3,712.00	0.00	\$3,712.00
Total Fees	\$1,725.00	\$5,501.00	0.00	0.00
MBA Professional fees			\$1,668.00	\$1,668.00
Total MBA fees			\$3,457.00	\$7,169.00

SALARY SCALES

(See www.ucop.edu/acadadv/acadpers/ for the latest salaries)

Title	% Time	Monthly	Hourly
GSR, Step 2	100%	\$2,627	\$15.10
GSR, Step 3	100%	2,913	16.74
GSR, Step 4	100%	3,147	18.09
GSR, Step 2	49%	1287.23	\$15.10
GSR, Step 3	49%	1427.37	16.74
GSR, Step 4	49%	1542.03	18.09
TA	50%	1,571.67	N/A
TA	33%	1,037.30	N/A
TA	25%	785.83	N/A
Reader with BA			10.77

- GSR, Step 2: The first three quarters of registration as a graduate student
- GSR, Step 3: Beginning of the student's fourth quarter of registration (or July 1)
- GSR, Step 4: The day after the student advances to candidacy for the Ph.D.

NON-DISCRIMINATION STATEMENT

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University's student-related nondiscrimination policies may be directed to the director of Affirmative Action (909) 787-5604