

UNIVERSITY
OF
CALIFORNIA
MERCED



YOUR JOURNEY BEGINS HERE



UCMERCED GRADUATE
DIVISION

GETTING STARTED

Information for New Graduate Students



Welcome to the University of California, Merced, and to the Graduate Division!

Graduate school is one of the most exciting times in a scholar's career, and I am pleased you have chosen UC Merced for your graduate studies. The education and research training you will receive here will set you on a course for success in your chosen field, and the friendships you make in graduate school last a lifetime. At UC Merced you will find a stellar faculty to guide you, and a supportive and inclusive community of graduate peers with shared interests.

As the first new American research university of the 21st century, UC Merced continues the University of California's tradition of providing students a world-class education. To this, we add our distinctive blend of small academic programs, interdisciplinary research opportunities, and personalized attention from award-winning faculty. As a newly admitted graduate student, you will have the opportunity to solve real world problems and contribute to the "esprit de corps" of a new campus of the University of California system.

To assist you as you begin your graduate studies, this handbook provides some essential information about graduate education at UC Merced. Additional information and resources are available through our website at <http://graduatedivision.ucmerced.edu>.

As an advocate for graduate students and a leading voice for graduate education, the Graduate Division is here to support you in your academic career. If you have any questions, please contact us at 209-228-4723.

Best wishes as you start your graduate career at UC Merced! I look forward to welcoming you in person.

Sincerely,

Marjorie S. Zatz

Vice Provost and Dean of the Graduate

Division



FREQUENTLY ASKED QUESTIONS

Q: When is orientation?

A: Graduate and Research Orientation Week (GROW) begins Monday, Aug. 11, 2014.
For more information visit gradlife.ucmerced.edu.

Q: What do I need to do first?

A: For an easy-to-follow checklist of important things to do, please visit gradlife.ucmerced.edu/orientation/new-graduate-student-checklist.

Q: Is there additional paperwork I must complete before arriving to campus?

A: You must submit your Statement of Intent to Register (SIR) and Statement of Legal Residence, complete your Free Application for Federal Student Aid (U.S. citizens, permanent residents or immigrants only) and submit your final transcripts (if applicable) before arriving on campus.
For additional information on each item, visit gradlife.ucmerced.edu/orientation/new-graduate-student-checklist.

Q: How do I register for classes?

A: Begin registration by logging on to the UC Merced Portal at my.ucmerced.edu and following the steps in this link: registrar.ucmerced.edu/regISTRATION-help-page/registering-classes.

Q: How do I apply for employment?

A: You can apply for a teaching assistantship or additional employment at UC Merced by selecting the “Employment” link from the main website, ucmerced.edu.
For a list of teaching assistantship positions visit jobs.ucmerced.edu/n/academic/listings.jsf?seriesId=5.

Q: How do I get financial aid?

A: Complete your Free Application for Federal Student Aid by visiting fafsa.ed.gov (U.S. citizens, permanent residents or immigrants only).

Q: I'm an international student. Is there anything else I must do?
A: Yes. For detailed information, please visit iss.ucmerced.edu.

Q: How do I find housing?

A: UC Merced does not offer on-campus housing for graduate students. For a list of off-campus housing resources, please visit gradlife.ucmerced.edu/orientation/new-graduate-student-checklist.

Q: I won't have a car. How do I get to campus and around town?

A: UC Merced's Transportation and Parking Services will provide you with transportation options. For information, visit taps.ucmerced.edu.

Q: Will I have health insurance?

A: Yes. For detailed information on graduate student health insurance, please visit gradlife.ucmerced.edu/node/11.

Q: What's it like to live in Merced?

A: Visit gradlife.ucmerced.edu for community information.

Q: How can I meet other graduate students?

A: Find out ways to get involved both on and off campus by visiting gradlife.ucmerced.edu/get-involved.



Orientation

Graduate and Research Orientation Week (GROW) provides a number of orientation sessions that will be helpful to you as you begin your graduate studies at UC Merced. GROW begins Monday, Aug. 11, and ends Wednesday, Aug. 20.

- All incoming graduate students are required to check in at 8 a.m. Aug. 11 for semester preparation.
- Fall 2014 semester instruction begins Thursday, Aug. 21. Instruction begins Thursday, Aug. 28.

GROW Orientation:

Graduate Division Orientation | 8 a.m. to 12:30 p.m. Monday, Aug. 11 | Classroom and Office Building (COB), Room 102

Graduate Division Orientation offers the opportunity to meet with faculty, graduate students and staff members while learning about various student services available to graduate students. Lunch will be provided.

Individual Graduate Group Orientation | Monday, Aug. 11 at 2 p.m.

Individual Graduate Group Orientation will introduce you to the faculty, staff and fellow graduate students you will work with throughout your academic career.

International Student Microteaching

1 – 5 p.m. Tuesday, Aug. 12 | 4 – 6 p.m. Wednesday, Aug. 13 | 1 – 5 p.m. Thursday, Aug. 14

Any international graduate student whose first language is not English must demonstrate proficiency in English before assuming teaching responsibilities. Most international teaching assistants (ITAs) participate in on-campus microteaching demonstrations that take about 20 minutes. Participating ITAs receive email before GROW to arrange their microteaching times and topics. Questions can be addressed to the coordinator of the English Language Institute (bbraunstein@ucmerced.edu) or the graduate group coordinator of your school.

Teaching Assistant Orientation | 8 a.m. to noon, Wednesday, Aug. 13 | Classroom and Office Building (COB), Room 102

Each year, the Center for Research on Teaching Excellence sponsors orientation for all teaching assistants. TA orientation introduces you to your role as a teaching assistant and its importance in your academic and professional career. Learn from experienced TAs and gain insight and knowledge on how to be successful as both student and teacher. This is required of all graduate students who will or might work as TAs in the fall or spring.

Graduate Student Services Orientation | Noon to 5 p.m. Thursday, Aug. 14 | Classroom and Office Building (COB), Room 102

Graduate Student Services (GSS) is a centralized resource for graduate students at UC Merced. GSS develops services and support systems to serve the unique needs of graduate students. Graduate Student Services hosts a day of orientation during GROW. You are required to attend all sessions, excluding the TA union workshop, which is optional, or make up any missed session during the fall 2013 semester.

International Student Orientation

8:30 – 11 a.m. Monday, Aug. 18 | Kolligian Library, Room 232, Chancellor's Conference Room

International Student Orientation is mandatory for all new international students on F-1 visa status. Continuing international students interested in hearing F-1 visa regulations once more are welcome to join.



GENERAL INFORMATION

UC Merced Portal

The UC Merced Portal (my.ucmerced.edu) is the primary website for UC Merced students. All student services (admission, registration, financial aid, etc.) are accessed by logging onto the UC Merced Portal. It is designed to provide fast, authenticated access to the applications and resources used most often by students.

Creating your UC Merced Portal ID, also known as UCMNetID:

You must create your UCMNetID before you can access any student services (admission, registration, financial aid, etc). To do so, please visit my.ucmerced.edu and click on the "FIRST TIME USERS, claim your UCMNetID (applicants)" link. If you encounter a technical issue you can contact the IT Help Desk via email at helpdesk@ucmerced.edu or call 209-228-HELP (4357).

When establishing your UCMNetID, you will need to supply the login ID you created when you applied online for graduate admission. If you do not have your admission login ID, contact the Graduate Division at 209-228-4723.

Contact Information

Your contact information is very important to us. Before your UC Merced email address is activated, all information will be sent to the email address you listed on your graduate admission application. It is important that you submit updated information to us as soon as possible so we have your most current contact information. Mail will be sent to the address you provided on your application until you update your information. Students may update address information by logging on to the UC Merced portal and accessing MyStudentRecord and selecting Personal Information.

Alternatively, students may submit an address change form to the Office of the Registrar. The address change form is provided at registrar.ucmerced.edu/forms.

International students are requested NOT to change their address information online. All international students must contact the Office of International Affairs to update their address information. The Office of International Affairs is on the first floor of the Kolligian Library, KL 101.

Your UC Merced email address will be used as the primary tool for communication with you as a UC Merced student. Please check this email address often throughout the academic year.

California Residency – Statement of Legal Residence

All newly admitted students MUST complete the online Statement of Legal Residence questionnaire. You must complete and submit the questionnaire no later than June 15, 2014, to avoid being assessed non-resident fees. You can access this questionnaire via the MyUCMerced Portal (my.ucmerced.edu). The questionnaire is listed under the "My Checklist" section. Any questions regarding residency requirements can be directed to slr@ucmerced.edu or by phone at 209-228-7178.

Advising

Once admitted, you will be assigned a faculty advisor who will assist you in important matters such as choosing classes, registration and arriving on campus. If you have yet to speak with your faculty advisor, please contact your graduate program coordinator.

School of Natural Sciences

PAUL ROBERTS

graduate student academic specialist
proberts@ucmerced.edu
209-228-3024

ANNE DICARLO

graduate student specialist
adicarlo@ucmerced.edu
209-228-2421

RITA GUEL

graduate programs assistant
rguel@ucmerced.edu
209-228-4421

School of Engineering

TOMIKO HALE

graduate student support services
thale2@ucmerced.edu
209-228-4586

TAMIKA HANKSTON

graduate student support services advisor
thankston2@ucmerced.edu
209-228-4024

School of Social Sciences, Humanities and Arts

MITCH YLARREGUI

graduate program coordinator
mylarregui@ucmerced.edu
209-228-4105

REGAN POPE

graduate specialist
rpope@ucmerced.edu
209-228-3059



Registration and Enrollment

Registration

As a graduate student, you do not register during summer break. You will register for courses after meeting with your faculty advisor during GROW. You will be unable to register for courses unless you've created your UCMNetID.

Fees

Registration fees are due Aug. 20. Students whose registration fees are not paid and who are not enrolled in at least one course by Aug. 20 will be subject to a \$50 late registration fee. Fees and other university charges are accessible through the UC Merced Portal (my.ucmerced.edu), under the "MyBill" link. Registration functions are accessible through the "My Registration" link on my.ucmerced.edu. Questions? Contact the Office of the Registrar at registrar@ucmerced.edu or 209-228-2734..

Add/Drop Courses

You can add or drop courses before the deadlines specified by the Office of the Registrar. Forms are available at registrar.ucmerced.edu/forms.

International Students

Almost every international student planning to attend UC Merced will require an F-1 visa to enter the United States. UC Merced's Office of International Affairs (OIA) will send you information about the visa application process and will issue you the Form I-20 you will need when applying for a nonimmigrant student visa at a U.S. Consulate or Embassy. For students already in the U.S. on a nonimmigrant visa, contact OIA for instructions on transferring or changing your visa status. With the F-1 visa, you are permitted to enter the United States up to 30 days before your program start date – the program start date is Aug. 11 for the fall 2014 semester. Please make an appointment to check in at the International Center in the Kolligian Library, room 101, when you arrive at UC Merced. You must also attend the mandatory International Student Orientation from 8:30 to 11 a.m. Monday, Aug. 18, during GROW week.

For more http://iss.ucmerced.edu/sites/iss.ucmerced.edu/files/documents/2014-15_new_international_student_handbook.pdf
For questions or concerns please contact International Student Advisor Becky Mirza at 209-228-4722 or by email at bmirza@ucmerced.edu.

International Students – Microteaching

Most international graduate students will have completed a form of English fluency evaluation before arriving in Merced, usually by completing the TOEFL iBT. Most arriving students will also participate in an interview and, if needed, a microteaching event with language professionals from the English Language Institute, which is part of the Center for Research on Teaching Excellence (CRTE).

In addition to this evaluation of English fluency, all international graduate students will participate in an Office of International Affairs orientation to the U.S. educational structure, and UC Merced's culture and student population, in particular. This orientation will provide graduate students with a clear understanding of the comparisons and contrasts that exist between their own educational backgrounds (and pedagogical expectations), and those of UC Merced undergraduates. Before arriving on the UC Merced campus, international graduate students will receive specific information about interview and orientation dates, as well as deadlines and procedures they must meet for language testing. For information on microteaching, contact Belinda Braunstein at 209-228-4762 or by email at bbraunstein@ucmerced.edu.

Final Transcripts

If your admission letter required submission of final transcripts or additional information, you are granted one semester to submit these documents. Failure to do so will cause a hold to be placed on your records and your continued status as a graduate student could be affected. Official transcripts should be mailed to 5200 N. Lake Road, Merced, CA 95343, Attention: Graduate Division.

Employment

To apply for a teaching assistantship, please visit jobs.ucmerced.edu/n/academic/choose_series.jsf. You will find TA positions listed under the "Academic Student Employee" link. All applications must be received online. Contact your faculty advisor for position details. For additional campus employment opportunities, check out the Human Resources website at ucmerced.edu/jobs.



Financial Aid

Graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. Several types of need-based financial support may be available to you. The funding agreement made in your letter of offer will not affect your award eligibility through FAFSA. An offer of financial assistance will be available electronically as soon as your file has gone through the awarding process. A postcard will be mailed to you when your awards are ready to view online, or you may simply visit the above website on a regular basis to check for updated information. To learn more about financial support please visit: graddiv.ucmerced.edu/financial-support.

How to View Your Award Information: To view your award information electronically, go to my.ucmerced.edu and login to the “My Financial Aid” section of the UC Merced Portal. In the “My Financial Aid” section, click “My Requirements” to review and satisfy all outstanding requirements and to view and accept or decline awards online. Please note that the offer of financial assistance is based on the information submitted on the FAFSA. If for any reason the information submitted on the FAFSA is not correct, your offer of financial assistance will be revised.

External Fellowships Scholarships and Awards: Outside financial assistance may affect your financial aid package. Please notify the Office of Financial Aid of any external fellowships, scholarships and/or awards you expect to receive. All sources of institutional and outside assistance must be reported and coordinated in accordance with federal, state and institutional guidelines. If those sources are reported to UC Merced after the initial offer is made, a reduction of UC Merced or other funds may result. A revised offer may be necessary upon receipt of additional information. For more information about financing your program, log on to the Office of Financial Aid and Scholarships website at financialaid.ucmerced.edu, email finaid@ucmerced.edu or call 209-228-4243.

Health Services

Student Health Services provides free, confidential medical care to registered graduate students. The Health Center is staffed by board-certified physicians, certified physician assistants and nurses. Health Services also provides health education and wellness outreach programs.

Student Health Insurance Plan (UC SHIP)

All graduate students are automatically enrolled and charges are applied to their student account for medical, dental and vision insurance. Learn about your plan benefits at health.ucmerced.edu/insurance. A waiver of insurance may be granted to any student who has comparable insurance. You may access the waiver application form online beginning June 1 through the UC Merced Portal page at my.ucmerced.edu. You must have your UCMNetID to complete the application. Waivers must be completed no later than 11:59 p.m. Aug. 13. Contact Darcey Wiens at 209-228-4876 or insurance@ucmerced.edu for questions.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services provides the following free, confidential services to graduate and undergraduate students: short-term individual, group and couples counseling; psychological assessment; crisis intervention; and outreach and consultation. CAPS is staffed by licensed psychologists and doctoral-level trainees, and counselors are happy to talk to you about anything that may be impacting or affecting you.

To make an appointment or receive more information call 209-228-4266, email counseling@ucmerced.edu or stop by the office on the first floor of the Gallo Recreation Center.

Graduate Student Services (GSS)

Graduate Student Services' mission is to provide professional advancement services, intellectual community programs, networking and community life events and public service learning opportunities to improve the student experience, academic success and retention of graduate students.

To support the research and publication goals of UC Merced graduate students, Graduate Student Services and the Bright Success Center provide writing services to graduate students across the disciplines. This service is offered to supplement and enhance the collaboration already done between graduate students and their faculty advisors by providing timely review of written work. Graduate students can sign up for individual appointments with a writing consultant or sign up for other discipline-specific writing workshops.

Graduate Student Services Contact Information:

Rachael Martin, *Director*

Jennifer Quiralte, *Programs Assistant*

Stan Mattoon, *Writing Consultant*

EMAIL: gradlife@ucmerced.edu

TELEPHONE: 209-228-4621



The Graduate Student Association (GSA)

Leadership Program offers workshops, events and services that support the mission of the GSA.

Create your own website at graduatestudents.ucmerced.edu. Upload your CV, biography, publications, blogs, announcements, class materials, image galleries or links.

Contact Information

Rachael Martin, *Director*

Jennifer Quiralte, *Programs Assistant*

EMAIL: gradlife@ucmerced.edu

TELEPHONE: 209-228-4621

LOCATION: Student Services Bld. 310

Graduate Student Association (GSA)

The Graduate Student Association represents the graduate student body at UC Merced. GSA members work on graduate student issues. Members establish communication and cooperation bridges between the UC Merced administration and graduate students. GSA members are graduate students of UC Merced. Graduate students elect officers every year during the fall semester. GSA functions as an independent association from the UC Merced undergraduate government, also known as the Associated Students. For more information about GSA, please visit: gsa.ucmerced.edu.

Cat Card

The Cat Card is the official UC Merced identification card. All students, faculty and staff affiliated with the university are required to carry the CatCard for identification. The CatCard features a digitized photo, SmartChip and magnetic stripe.

To obtain your CatCard please visit the CatCard office on the first floor of the Kolligian Library building, Room 111. You must bring a government- or state-issued identification card with a photograph, such as a driver's license, state identification card or passport. You can also submit your photo by using the CatCard ID Online Photo Submission. For more information please visit: catcard.ucmerced.edu. Time is provided during Graduate Division Orientation to obtain your CatCard.

Off-Campus Housing

UC Merced does not provide on-campus housing for graduate students. The UC Merced campus is northeast of Merced. When searching for housing, use the UC Merced address for proximity of location: 5200 N. Lake Road, Merced, CA 95343. However, there are many off-campus housing options in the community. Students can choose from a wide variety of options including condos, houses, room rentals and apartments. For a list of off-campus housing options, please visit gradlife.ucmerced.edu/orientation/new-graduate-student-checklist.

Transportation and Parking Services (TAPS)

TAPS provides on-campus parking permits, operates the CatTracks Shuttle and coordinates carpool programs. The CatTracks Shuttle provides daily service between the main campus and Castle Research Facilities. Regular service to The Villages apartments, local theaters, the Merced Mall and other popular venues is also provided on the shuttle's downtown route.

Parking permits are required if parking on campus. You may purchase a parking permit online at epay.ucmerced.edu. You will be asked to enter your UCMNetID and the password you created. For more information about transportation and parking permit rates for students, please visit Transportation and Parking Services at taps.ucmerced.edu. Merced County's bus system, "The Bus," offers regularly scheduled fixed routes and dial-a-ride services throughout Merced County. For more information, visit taps.ucmerced.edu.

Although transportation from surrounding airports to UC Merced is not available, students can use Greyhound bus or Amtrak rail services from the Fresno Yosemite International Airport, one hour south, or the San Francisco International Airport, a little more than two hours west of Merced. For more information, visit taps.ucmerced.edu and click on the "Alternative Transportation" link. The approximate cost of a taxi from the Merced Amtrak station to campus is \$22.



Office of Ombuds Services

The Office of Ombuds Services provides a safe and neutral environment to discuss complaints, concerns or issues confidentially. The office acts as an independent, neutral and informal resource for all members of the UC Merced community. Visitors can discuss and explore options so they are able to make informed decisions.

The Office of Ombuds Services is a neutral resource and does not represent or advocate on behalf of the university or an individual, but rather advocates for a fair and equitable process.

The Office of Ombuds Services does not serve as an office of notice or record for the university, but can refer visitors to the appropriate office regarding concerns or complaints. For more information call 209-288-4410 or visit ombuds.ucmerced.edu.

Living in Merced

From the cultural diversity of the San Joaquin Valley to the ecological diversity of the Sierra Nevada mountains and Yosemite National Park, living in Merced offers access to a range of opportunities. There are a number of natural, cultural and recreational resources within a one to four-hour drive from the campus. Windsurfing, hiking, major sports events, ski slopes, beaches, giant sequoias and even subterranean gardens are all within driving distance. Visit ucmerced.edu and click on "Community" for a listing of attractions.

Having Fun

Campus Recreation

The UC Merced Campus Recreation program is the location for fun, fitness and friendship on campus. Through its five programming areas, Campus Recreation provides opportunities for recreational and competitive sports, group and individual fitness opportunities, great adventures in the outdoors, outdoor education programs and free recreation. There's something for everyone in Campus Recreation; all of the programs and services offered are developed for all skill and ability levels, so you can find the right program for you!

The Joseph Edward Gallo Recreation & Wellness Center and the Student Activities & Athletics Center are home to Campus Recreation and to the Student Health Center. In these centers, you'll find group exercise rooms for activities such as aerobics, Pilates and yoga. There are also large exercise rooms full of cardio equipment, free weights and circuit training equipment. Distributed cardio equipment around the facilities allows you to enjoy the campus views as you work out, and the "cardio theatre" system allows you to enjoy television while you exercise. In the NCAA-basketball-sized gymnasium of the Joseph Edward Gallo Recreation & Wellness Center, you can play basketball, volleyball and badminton. Lockers and showers are also available.

Intramural Sports

Intramural Sports offer a great way to have fun and meet new people. The intramural program has a wide variety of activities from traditional teams, such as flag football, volleyball, basketball and soccer, to some non-traditional sports such as dodge ball, kickball and horseshoes.

Intramural Sports has options for people of all skill and competitive levels. Our leagues are structured into men's, women's and coed leagues, and in most sports we offer different leagues based upon competitive/skill levels. Best of all, you don't have to spend all your time in practice! You can play intramural sports with as little as a one hour per week commitment.

Contact

If you have further questions about your transition to UC Merced, please contact Graduate Division at graddiv@ucmerced.edu or call 209-228-4723.

You may also contact Graduate Student Services at gradlife@ucmerced.edu or call 209-228-4621.

UC Merced Contact Information

GRADUATE DIVISION

TEL: 209-228-4723

WEBSITE: graduatedivision.ucmerced.edu

EMAIL: graddiv@ucmerced.edu

GRADUATE STUDENT SERVICES

TEL: 209-228-4621

WEBSITE: gradlife.ucmerced.edu

EMAIL: gradlife@ucmerced.edu

CENTER FOR RESEARCH ON TEACHING EXCELLENCE

TEL: 209-228-7950

WEBSITE: crte.ucmerced.edu

crte.ucmerced.edu/contact-us

FINANCIAL AID

TEL: 209-228-7178

WEBSITE: financialaid.ucmerced.edu

EMAIL: finaid@ucmerced.edu

HEALTH SERVICES

TEL: 209-228-2273

WEBSITE: health.ucmerced.edu

EMAIL: health@ucmerced.edu

DISABILITY SERVICES

TEL: 209-228-7623

WEBSITE: disability.ucmerced.edu

EMAIL: disabilityservices@ucmerced.edu

RECREATION

TEL: 209-228-7529

WEBSITE: recreation.ucmerced.edu

EMAIL: recreation@ucmerced.edu

REGISTRAR

TEL: 209-228-7178

WEBSITE: registrar.ucmerced.edu

EMAIL: registrar@ucmerced.edu

SCHOOL OF ENGINEERING

TEL: 209-228-4411

WEBSITE: eng.ucmerced.edu

EMAIL: engineering@ucmerced.edu

SCHOOL OF NATURAL SCIENCES

TEL: 209-228-4309

WEBSITE: naturalsciences.ucmerced.edu

EMAIL: naturalsciences@ucmerced.edu

SCHOOL OF SOCIAL SCIENCES, HUMANITIES & ARTS

TEL: 209-228-7742

WEBSITE: ssha.ucmerced.edu

EMAIL: ssha@ucmerced.edu

STUDENTS FIRST CENTER

TEL: 209-228-7178

WEBSITE: studentsfirst.ucmerced.edu

EMAIL: studentsfirst@ucmerced.edu

STUDENT HOUSING

TEL: 209-228-4663

WEBSITE: housing.ucmerced.edu

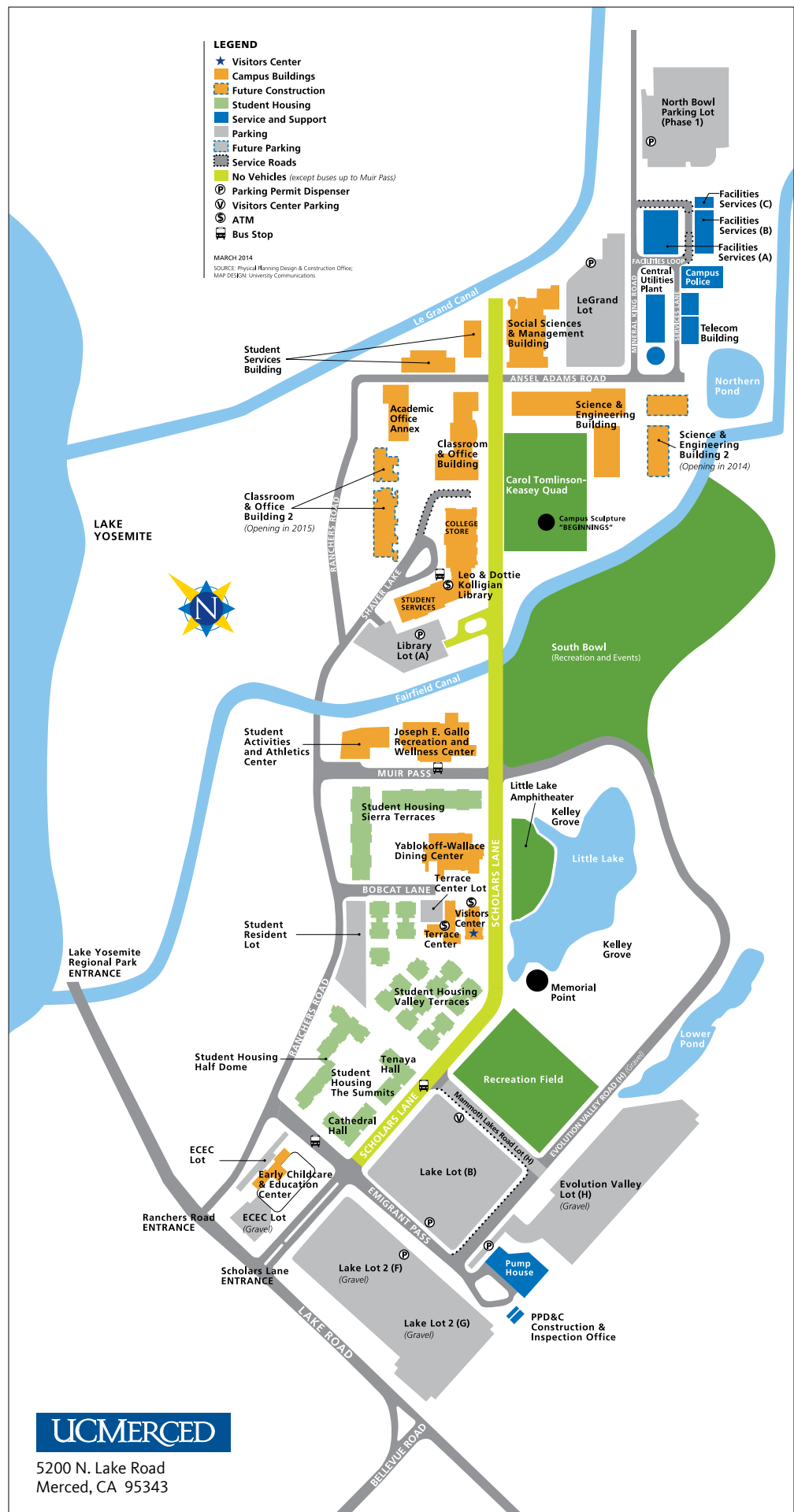
EMAIL: housing@ucmerced.edu

TOURS

TEL: 209-228-6316

WEBSITE: admissions.ucmerced.edu

EMAIL: tours@ucmerced.edu



UCMERCED

5200 N. Lake Road
Merced, CA 95343