

Where to Begin *A Guide for New Graduate Students*

Welcome from the Dean



Peg Skorpinski photo

I want to warmly welcome you to Berkeley and assure you that the Graduate Division is here to help you throughout your graduate career. We will assist you in your search for financial support, research and teaching appointments, and academic counseling from the time you are admitted until you've earned your degree. You can find our student services on the third floor in Sproul Hall, overlooking Sproul Plaza.

I am very happy that you have chosen Berkeley for your graduate career. No other university can compete with the breadth and quality of education offered here. I know that most of you are here because of the reputation of a particular department, but I think you will find many other delights on campus as well. Berkeley is a magical place, and I predict you will fall under its spell as so many other scholars have over the years. Whenever I travel to meetings and universities around the country, and around the world, I meet people who were once graduate students at Berkeley. They always want to reminisce with me. Sometimes they tell stories from the Sixties — how they fought for peace and enjoyed love. They ask about Sproul Plaza, is it still as lively? Yes, it is. Once in Jakarta, Indonesia, a professor told me that he was the first person from his university ever to attend Berkeley. He asked me if the creek still runs through the campus under the redwood trees. It does. A woman in France asked if the bells of Sather Tower still serenade the campus. They do. These Berkeley graduates remember their professors and their education, and they also recall how their lives were shaped here. You will find, as they have, that Berkeley provides the best of learning and the best of living. So take advantage of the opportunities. Go to lectures in different disciplines. Join a political club or work for a student journal. Attend film festivals, live performances, and art exhibits. Sign up for a hiking trip in the Sierras or take sailing lessons on the Bay. Get out of the library and lab on occasion and go to a graduate social. You can have a full life here.

And here is your first assignment as a new graduate student at Berkeley. On a beautiful fall afternoon, take a bus, bike, or walk from campus to the Berkeley Marina. Walk the length of the Berkeley pier, gaze back at the East Bay hills, look across to San Francisco, and then watch the sun set beyond the Golden Gate Bridge. These are going to be some of the best years of your life.

Mary Ann Mason
Dean of the Graduate Division
2000–2007

CONGRATULATIONS ON YOUR ADMISSION TO BERKELEY!

To help you get off to a good start, we've prepared this guide to provide some essential information about life as a new graduate student at Berkeley. We encourage you to attend the events for new graduate students during Welcome Week, August 20–24. These events include a Reception for New Graduate Students, hosted by the Dean of the Graduate Division. A schedule of events will be available in June on the Graduate Division website (http://www.grad.berkeley.edu/new_students/).

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WHERE TO BEGIN

In your official offer of admission to Berkeley, information was provided on how to complete the **Statement of Intention to Register (SIR)** and **Statement of Legal Residence (SLR)** forms. You must submit these forms before you will be identified as eligible to enroll in classes.

The SLR is required of all new students except those admitted to the following programs: the **Berkeley-Columbia Executive MBA**, the **Evening and Weekend MBA**, the **Master of Laws**, and the **Master's in Financial Engineering**.

The SLR enables the Office of the Registrar to determine the fees you will be assessed. Submit the SLR before **June 15, 2007**, to ensure that your registration fees are assessed properly on your billing statement.

If a final transcript, degree diploma, or other documentation was requested on the checklist included in your admission letter, it must be delivered to the Graduate Admissions Office by the end of the **fourth week of classes (Friday, September 21, 2007)** to ensure your continued registration and enrollment as a graduate student. An official transcript is one that has been issued by the school and sent directly to University of California, Berkeley, Graduate Admissions, 309 Sproul Hall #5900, Berkeley, CA 94720-5900.

Please submit an official record of all grades and a certificate of completion of graduation requirements if an official transcript with your degree posted is not immediately available. If you do not expect to graduate by the date listed on your application, or if you have problems concerning the award of your undergraduate degree, please notify Graduate Admissions by phone, (510) 642-7405, or by email (gradadm@berkeley.edu) as soon as possible.

If you are completing a graduate degree program, please submit an official transcript showing course work completed and grades earned, as well as the conferral of the degree as soon as it is available. These documents must be received by Graduate Admissions before evidence of this degree can be added to your Berkeley records.

ACADEMIC ADVISING

The graduate assistant in your department will tell you which faculty member has been assigned as your Graduate Adviser to help you understand course requirements and to plan a program of study. Eventually, you will need to designate a faculty member to serve as your major adviser and to direct your thesis or dissertation. This professor will act as your personal mentor during your graduate career and will introduce you to the academic world of your discipline.

Remember, all graduate students are required to maintain a minimum grade-point average of 3.0 (B) in all upper division and graduate course work. Check with your Graduate Adviser for the requirements in your department, as some departments may have higher standards for their students.

REGISTRATION

Registration involves two steps: enrolling in classes and paying fees.

How to Enroll in Classes. Tele-BEARS (<http://telebears.berkeley.edu>) is the interactive computer system that allows you to enroll in classes via the Internet. As an entering graduate student, you are only able to use Tele-BEARS during Phase II of the enrollment time, beginning in early August. Contact your department for information on enrolling in classes or meet with your major adviser to obtain your **Adviser Code** (if required) as soon as your Phase II appointment has been generated. Full instructions on Tele-BEARS are on the Office of the Registrar website (<http://registrar.berkeley.edu>).

Your online identity at Berkeley is called your **CalNet ID**. You are required to enter your CalNet ID and passphrase in order to use any of the student systems. If you completed your Statement of Legal Residence (SLR) forms online, you will have already created your CalNet ID. If not, you can create your CalNet ID online (<https://net-auth.berkeley.edu/cgi-bin/krbcpw?NewStudent>). In order to create your CalNet ID, you will need your Student Identification (SID) and the Personal Identification Number (PIN) that was provided in your admission packet (on the form called "Taking the Next Step").

Keep your CalNet ID and passphrase confidential! Do not disclose them to anyone. If you have forgotten your passphrase, please contact User and Accounts Services, 2195 Hearst Ave., Room 111, Berkeley, CA 94720-3812, (510) 642-7355, or email (accounts@berkeley.edu). With Tele-BEARS, you will be able to access your current class schedule, final grades for the previous semester, financial aid and award status, registration fee balance, Campus Accounts Receivables System (CARS) billing information, and much more.

There is one other student system currently available.

Bear Facts (<http://bearfacts.berkeley.edu/>) is a system that will provide information regarding your registration, grades, financial aid, billing, class schedule, and more. You can use Bear Facts to update your address and telephone information, view and order copies of our academic transcript, access your e-Bill, and more.

Fee Payment Information. Your registration fees are billed through CARS, the Campus Accounts Receivable System administered by Billing and Payment Services. Registration fees for Fall 2007 can be found on the Office of the Registrar website (<http://registrar.berkeley.edu/Registration/feesched.html>). Your first CARS billing statement will be available in early August and can be viewed online through Bear Facts (<http://bearfacts.berkeley.edu/>). CARS statements are issued monthly. (No paper bills are generated; your only notification will be by email.)

Payment Options. You can pay your registration fees online via e-Check (<http://bearfacts.berkeley.edu> — select CARS e-Bill menu).

Or you can use the **Deferred Payment Plan** (which has a \$40 participation fee). More information on the plan may be found online (<http://billing.berkeley.edu/StudentServices/deferredPay.htm>). The deadline for new graduate students to elect this payment option is August 24, 2007.

To be considered a registered student, the first installment of your fees must be paid by August 24, 2007, and you must be enrolled in at least one class. If you do not pay on time, your enrollment in classes may be canceled, and you may be blocked from future registration. (**Note:** UC Berkeley does not accept credit cards at this time.)

Stipend payments or refunds from CARS are disbursed via **Electronic Funds Transfer (EFT)**, which is recommended for faster, safer payment. To authorize EFT, see the website (<http://eftstudent.berkeley.edu/>). If you do not have a checking account, a paper check will be processed and you can pick up your check at Billing and Payment Services, 140 University Hall.

Note: Loans from the Financial Aid Office will not be credited to your account until you are enrolled in classes.

If you have billing questions, contact Billing and Payment Services online (<http://mybill.berkeley.edu/ebill/>) or call Customer Service at (510) 642-3190. Additional information may be found online (<http://billing.berkeley.edu/>)

FINANCIAL ASSISTANCE

To be eligible for university funding, all graduate students who are U.S. citizens or permanent residents are required to submit the annual **Free Application for Federal Student Aid (FAFSA)**, which is available online (<http://www.fafsa.ed.gov/>).

If you were awarded financial assistance through the University for 2007–2008, you will receive information directly from the appropriate office concerning your stipend.

Keep in mind that all financial assistance granted for living expenses is taxable, including stipends for teaching and research assistantships. Loans are tax-exempt, as are funds earmarked for tuition, fees, and course-related expenses.

Graduate Services: Fellowships coordinates many extramural fellowships and serves as a resource center for students seeking information on fellowships funded by the university and outside sources. For the annual calendar with descriptions of major extramural and university awards and competition deadlines, please consult the fellowship pages on the Graduate Division website (<http://www.grad.berkeley.edu/fellowships/>). Check online often for the most up-to-date fellowship information. You may also contact Graduate Services: Fellowships at 318 Sproul Hall #5900, Berkeley, CA 94720-5900, (510) 642-0672.

Need-Based Financial Aid. Loans, parent grants, and work-study awards are made through the Financial Aid Office (FAO). The programs are based entirely on demonstrated financial need and require a Free Application for Federal Student Aid (FAFSA), independent of the fellow-

ship application. The FAFSA form is available on the FAFSA website (<http://www.fafsa.ed.gov/>). For more information, see the application for admission.

Questions about need-based programs should be directed by mail or phone to the University of California, Berkeley, Graduate and Professional Unit, Financial Aid Office, 201 Sproul Hall #1960, Berkeley, CA 94720-1960, (510) 642-0485, or by email (fao_grad@berkeley.edu). Or, you can consult the graduate student section of the FAO website (<http://students.berkeley.edu/fao/graduate/>).

Only U.S. citizens and those with permanent resident status may apply for funds administered by the Financial Aid Office.

Emergency Loan Program. Emergency loans are available for registered graduate students who need temporary assistance for living expenses or who need help to get registered. Information on the Emergency Loan Program is available online (<http://students.berkeley.edu/fao/emergencyloans.html>).

Federal Direct Student Loans are available throughout the academic year — it's not too late to apply for 2007–2008, although your loan may not be processed in time for pickup early in the semester. More information is available from the Financial Aid Office (FAO), 201 Sproul Hall, Berkeley, CA 94720-1960, (510) 642-0485, by email (fao_grad@berkeley.edu), and on the FAO website (<http://students.berkeley.edu/fao/graduate/>).

CALIFORNIA RESIDENCY

Students are classified as residents or nonresidents after completing the Statement of Legal Residence shortly after being admitted to the University. Many graduate students (U.S. citizens, permanent residents, and some eligible non-immigrants) who enter UC Berkeley as nonresidents and establish residency for the required year may be classified as residents for tuition purposes within one year after their arrival. These students then receive the benefit of paying fees at the lower resident rate.

The classification process is not automatic. Continuing nonresident students who have made California their permanent home and believe that they are eligible for resident status must submit a residency classification petition, along with supporting documentation, to Residence Affairs (in the Office of the Registrar, 120 Sproul Hall) prior to established deadlines. Even though nonresident students will probably not submit a petition to change their residency status until the end of their first academic year at Berkeley, you must start the process of fulfilling the residency requirements as soon as you arrive. This includes documenting when you arrived, that your year of physical presence in this state is coupled with your intent to make California your home, and that you are financially independent.

What should you do once you arrive in California?

- Document your presence in the state as soon as you arrive. Save your airline ticket or bank/credit card

statements showing that you were physically present in California one year prior to the beginning of the term for which you are seeking resident classification.

- Establish a California residence in which you keep your permanent belongings.
- Obtain a California Driver's License within 10 days of arriving in California. If you have never had a driver's license in any state, obtain a California State Identification Card.
- Surrender all out-of-state driver's license and identification cards.
- Register your vehicle(s) in California within 20 days of arriving in the state.
- Register to vote in California, and vote in California elections.
- Pay California income taxes as a resident on all taxable income earned after your arrival in California, and file California resident or part-year resident tax returns.
- File nonresident or part-year resident out-of-state tax returns if you have out-of-state taxable income prior to arriving in California.
- Designate and use a California address as your permanent address on all records (e.g., school, employment, tax forms, military, etc.).
- Open a California bank account and close out-of-state accounts. If your financial account is with an interstate or internet bank, change your permanent address to California.

Remaining in California during non-academic periods is a strong indicator of your intent to make California your home. You will be required to document that you were physically present in California for at least 2 of the 3 months during the summer previous to the term for which you are petitioning for residency.

Financial independence is another factor in determining eligibility for residency for tuition purposes. If you will be over the age of 24 during the year that you are petitioning for resident status, then you have fulfilled the financial independence criterion. Otherwise, you should do the following:

- Claim yourself as a tax exemption on your state and federal tax returns, and make sure no other individual claims you as a tax exemption on his/her tax returns; or
- work as a Graduate Student Instructor/Graduate Student Researcher (GSI/GSR) at 49 percent time or more for the semester for which you are petitioning for residency.

The full text of the campus residency policy, what students should do once they arrive, and applicable deadlines can be found on the Residence Affairs website (<http://registrar.berkeley.edu/Residency/legalinfo.html>). Students with residency questions should contact Residence

Affairs by email (orres@berkeley.edu) or phone (510) 642-5990.

Please note that international students with F-1 or J-1 visas are not eligible to establish residency.

Note: This summation is not a complete explanation of the laws regarding residency. Changes may be made in the residence requirements between the publication date of this guide and the relevant residency determination date.

CAL 1 CARD — YOUR PHOTO ID AND MUCH MORE

The **Cal 1 Card** is the UC Berkeley official identification card. It is your permanent card, and it is not transferable. This multi-purpose digital Photo ID Card combines multiple card technologies. In addition to serving as your photo identification card, this card will also permit you to gain access to campus buildings and events and allow you to take advantage of many University services, including libraries, the Recreational Sports Facility, and University Health Services. The Cal 1 Card is also your key to student government voting, check cashing, on- and off-campus discounts, and rides on public transportation.

When funds are deposited to your Cal 1 Card Debit Account, your Cal 1 Card serves as a stored value campus debit card, allowing you to make “cash-free” purchases at many campus locations including residential dining locations, campus restaurants, the Cal Student Store, laundry and vending services, and more. For more information, visit the Cal 1 Card website (<http://services.housing.berkeley.edu/c1c/static/index.htm>).

CAL EMAIL

Since fall 2004, students have been required to have an official campus email address (“@berkeley.edu”). Your campus email address will be used by professors, departments, and University administration to send you important student information on registration status, enrolling in classes, financial aid, and class assignments. You are responsible for checking messages that have been sent to your campus account.

You will be able to sign up for campus email after the Graduate Division has transferred your new student data to the Registrar's Office. The first transfer will begin in mid-May and continue on through the summer as students submit the Statement of Intention to Register (SIR). To review campus policies for computers and email and to create your campus email account, visit the CalMail website (<https://calmail.berkeley.edu/>). Email accounts are provided to and maintained for registered students only.

Your email account information will be automatically reflected overnight in the campus directory. If you change your email address, please update your directory information by using the CalNet form (<https://directory.berkeley.edu/update/>) or using Bear Facts (<http://bearfacts.berkeley.edu>). To protect your privacy, email addresses will not be considered public directory information unless you mark the release flag.

INTERNATIONAL STUDENTS

Services for International Students and Scholars (SISS).

The office of Services for International Students and Scholars (SISS) is a major resource for international students on campus and provides information to help international students settle into the Berkeley campus and community. SISS issues Certificates of Eligibility documents and provides advising on immigration, including **SEVIS (Student and Exchange Visitor Information System)** regulations, financial concerns, and personal and cultural issues. The SISS office is located at International House, 2299 Piedmont Avenue, Berkeley, CA 94720-2320, and can be reached by phone (510) 642-2818, or via email (sisss@berkeley.edu).

The website for **new international students** (http://ias.berkeley.edu/siss/new_fall_07/index.htm) contains detailed information about preparing for Berkeley, visa issues, orientation programs, and more.

Certificate of Eligibility. All international students are required to complete the online Non-immigrant Information Form (NIF) as part of their admissions acceptance. To access the NIF, you must first submit the Statement of Intent to Register (SIR). Instructions for accessing the NIF are provided with your official offer of admission to Berkeley. Since most international students come to the U.S. with a student visa (F-1 or J-1), the NIF gathers the information SISS will need to issue the Certificate of Eligibility. The Certificate of Eligibility (often referred to as the I-20 or the DS 2019) is the document required by the U.S. Embassy or Consulate to issue a student visa. A visa is required to enter the U.S. for anyone who does not have a legal U.S. permanent residence or U.S. citizenship.

If you will attend Berkeley in a nonimmigrant status other than F-1 or J-1, you must also complete the NIF. A Certificate of Eligibility will not be sent to you, but SISS will send you arrival and orientation information. You will also have access to SISS services.

Applying for a Student Visa. Be sure to include sufficient time in your plans for your visa application at a U.S. Embassy or Consulate. Start by contacting the U.S. Embassy or Consulate in your area to get instructions for visa applications, interview appointments, and wait times. U.S. consulate information is available online (<http://usembassy.state.gov/>). If you experience problems with your visa application, please contact SISS as soon as possible.

Making Travel Arrangements. It is recommended you delay the purchase of your airplane ticket until you have obtained your entry visa at a U.S. Embassy or Consulate. According to regulations, the earliest you can arrive in the U.S. is 30 days prior to the start of classes. Fall 2007 classes begin August 27, 2007. Thus, you may not enter the U.S. in F-1 or J-1 status **prior to July 29, 2007**. If you experience visa-processing delays, or will be unable to arrive in Berkeley in time for the first day of classes, contact SISS as soon as possible.

Mandatory Check-In. All international students new to Berkeley (including students transferring from other U.S.

schools) must attend a mandatory check-in meeting prior to the first day of classes. This meeting is required to maintain your legal status in the U.S. The schedule of the meetings and locations will be included with your Certificate of Eligibility and will also be available on the new international student website (http://www.ias.berkeley.edu/siss/new_fall_07/). If you do not think you will be able to attend one of these mandatory meetings, contact SISS immediately upon your arrival.

International Student Orientation Programs. SISS hosts orientation programs and receptions specifically for international students new to the U.S. and Berkeley. All international students are invited to attend. The schedule for the orientation programs is posted on the new international student website (http://ias.berkeley.edu/siss/new_fall_07/orientation.htm).

STUDENT RECORDS

As a student, you will have a variety of records maintained by the University of California. Disclosure of information contained in these records is governed by state and federal law and by campus policy. The **Berkeley Campus Policy Governing Disclosure** is posted on the Office of the Registrar website (<http://registrar.berkeley.edu/GeneralInfo/ferpa.html>). The Registrar and the Graduate Division consider the following categories to be public information once you become a registered graduate student: name, address (including email), telephone numbers, birthdate/birthplace, class levels, dates of attendance, major field of study, degrees granted by Berkeley and their dates, school most recently attended, and the number of course units in which the student is enrolled. Additionally, the Graduate Division confirms award of University fellowships and grants administered by the Graduate Division.

When requested, we will release the information noted above, if available in our offices. If you do not want this information released, in whole or part, you must submit a written request to withhold this information from public disclosure. You can do this by letter or by completing a form that is available from Graduate Services: Degrees, 318 Sproul Hall, Berkeley, CA 94720-5900, or Graduate Admissions, 309 Sproul Hall. The written request will be honored until you graduate or withdraw from the University, or for a five-year period, whichever comes first. However, this procedure is only applicable to Graduate Division records; if you wish to have other records made confidential, you must contact the Registrar's Office, your department, and any other office to which you have provided information and then follow their nondisclosure procedures.

TEACHING AND RESEARCH ASSISTANTSHIPS

Many graduate students are offered academic appointments, such as Graduate Student Instructor (synonymous with "Teaching Assistant"), Tutor, or Reader. These titles are within the Academic Student Employees Unit (ASE), which are regulated by a union contract. The contract is available online (http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/). You also may be offered an

appointment as a Graduate Student Researcher or Research Assistant.

All graduate students are restricted to working no more than half time regardless of the position they hold. For example, a GSI typically works on average 16 to 20 hours per week. Academic appointments have minimum academic requirements, such as GPA, and students must meet registration and enrollment requirements. Some positions may be eligible for fee remissions in addition to salary.

Before you begin any work, you should first meet with the personnel assistant in your hiring department to complete all the necessary paperwork and ensure that you understand what your position will entail and what to expect in terms of salary and fee remissions. For ASE appointments, your hiring department is required to send you an official appointment letter and any supplemental information required. You should also receive an official letter from your department concerning a GSR appointment. Ask about University deadlines, and make sure that you have met all the registration, enrollment, and orientation requirements for your position. Keep in mind that some departments appoint graduate students for less than half time. For more information, please read “**What You Need to Know About Being a GSI, GSR, Reader, or Tutor,**” available online (<http://www.grad.berkeley.edu/policies/pdf/apptknow.pdf>). This document has general job descriptions and requirements, tips for finding a position, and policies for academic appointments.

A **Graduate Student Instructor (GSI)** serves as a teaching apprentice under the supervision of the instructor in charge of the course. GSI duties may include lesson planning and lab preparation, teaching sections or labs, office and email consultation, and grading exams and papers. The **GSI Teaching and Resource Center**, an academic unit in the Graduate Division recognized as “a model for TA development programs everywhere” (WASC Educational Effectiveness Visiting Team Report [http://education.berkeley.edu/accreditation/pdf/Ed_Eff_Review]) prepares GSIs for the teaching they will do at Berkeley and in future careers. The Center’s website (<http://gsi.berkeley.edu/>) provides useful information and resources that can greatly assist you in your teaching.

The Graduate Council’s Policy on Appointments and Mentoring GSIs (<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>) outlines the requirements for GSI preparation for teaching. All first-time GSIs at Berkeley must:

- 1) attend a day-long conference on teaching either prior to or concurrent with the first appointment. This conference is offered each semester on the Friday before classes begin. First-time international GSIs (IGSIs) must also attend a day-long conference on teaching in the U.S. classroom held in the fall semester on the Thursday before classes begin. Information about each conference can be found on the GSI Teaching and Resource Center’s website (<http://gsi.berkeley.edu/>).

- 2) successfully complete an online course on professional standards and ethics in teaching by the end of the third week of teaching. GSIs can enroll in the course online (<http://gsi.berkeley.edu/ethics/>).

- 3) enroll in a semester-long 300-level course on teaching offered through their department.

Faculty who teach with GSIs are required to provide a pre-semester meeting with GSIs to go over the course syllabus, to clarify GSI responsibilities in the course, and, in the case of discussion sections and labs, to describe the relationship of sections to lectures.

Departments are obliged to provide new and continuing GSIs regular meetings with faculty who are responsible for the course to discuss the logistics of curriculum, selection of topics, assignments, tests, grades, and pedagogic matters related to their teaching of the course or sections of the course.

In each letter of appointment, departments are required to provide a copy of the Graduate Council’s Policy on Appointments and Mentoring GSIs (<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>) or the URL to the document.

Students who do not speak English as a native language and do not hold a Bachelor’s degree from an institution in the U.S. must demonstrate oral English proficiency to be appointed as a GSI. In those countries where the iBT TOEFL has been introduced, English language proficiency is determined by the speaking section score of the iBT TOEFL. In those countries where the new iBT TOEFL has not yet been introduced, students can demonstrate their proficiency by taking and passing the Test of Spoken English (TSE) before enrolling in Berkeley or the SPEAK test offered on the Berkeley campus. Information on passing scores, testing options, and language courses can be found on the GSI Teaching and Resource Center’s Language Proficiency web pages (<http://gsi.berkeley.edu/lpp/>).

A **Graduate Student Researcher (GSR)** performs research work broadly related to his or her degree program under the direction of a faculty member or principal investigator. For more information, please read “What You Need to Know About Being a GSI, GSR, Reader, or Tutor,” available online (<http://www.grad.berkeley.edu/appointments/>). This document has general job descriptions and requirements, tips for finding a position, and policies for academic appointments.

HOUSING OPTIONS

Graduate students at Berkeley have many housing options, which fall into three categories: University owned and operated; alternative housing; and off-campus rentals. Housing options for graduate students are described in detail on the Living at Cal website (<http://www.housing.berkeley.edu/livingatcal/graduatestudents.html>).

University-owned-and-operated housing includes: the **Ida Louise Jackson Graduate House**. Reserved for graduate students, it is located one block from campus. This

complex consists of shared apartments that are furnished and have single-occupancy bedrooms, shared bathroom, kitchen facility, and living/dining room area. Phone and data lines are provided in bedrooms. Proposed 2007–2008 rents range from \$857 to \$1,008 per month. Rents are per person and determined by the number of students sharing the apartment. Utilities (including ethernet data line and basic cable) are included. Phone services are provided by Residence Telephone Services.

The **Manville Apartments** are single studios for law students and other graduate students and are located three blocks from campus, at Shattuck Avenue and Channing Way. These apartments are within easy walking distance of downtown Berkeley shops, banks, movie theaters, restaurants, and public transportation. Proposed 2007–2008 monthly rents range from \$951 to \$983, depending on the amenities. Students can opt for academic year leases ending in May or 12-month leases ending in July. Students who renew leases for the following academic year are allowed to sublet during the summer.

Family Student Housing offers apartments for married students or students with a domestic partner, with or without children, and single parents. The East Village Apartments are spacious two- and three-bedroom flats and townhouses and the new West Village Apartments with two- and three-bedroom apartments opened in summer 2006. This popular community is located in the nearby town of Albany (known for its excellent school district), about three miles from the campus. The waiting list can be long, so apply immediately if you are interested. Information and applications can be found online (<http://www.housing.berkeley.edu/livingatcal/studentsfamilies.html>).

Alternative housing options include room-plus-board houses and shared apartments for single students offered by the University Students' Cooperative Association (Co-ops); single or double rooms that include board and an exciting array of intercultural activities and programs at International House living with students and scholars from the United States and 80 additional countries; and other types of group housing such as fraternities and sororities. Details can be found online (<http://www.housing.berkeley.edu/livingatcal/graduatestudents.html>).

Off-campus rental housing is another option. Many graduate students reside in rental housing in Berkeley or in nearby communities and find their housing through Cal Rentals (see below). Rentals include shared apartments and houses, rooms in private rooming houses and private homes, and apartments and houses owned by landlords in the community. Typical off-campus rents per month are \$475–800 for a private room; \$750–1,050 for a studio or efficiency apartment; \$950–1,500 for a one bedroom apartment; and \$1,150–1,800 for two bedrooms. Apartments with three or more bedrooms are rare. Larger houses are usually advertised with rents of \$2,000 per month or more.

Work Exchanges: Sometimes a homeowner will seek a student to perform a job (baby-sitting, gardening, or managing the property) in exchange for a room or an apartment. Expect to work approximately 15 hours per week for a rent-free room. Unlike University housing, off-campus rentals do not include utilities, cable TV, or internet access, and you will be required to pay the first month's rent and a security deposit in advance.

Cal Rentals offers rental resources and advising for all kinds of housing; you may subscribe to its rental listing service online for a small fee. Many landlords who list vacancies with Cal Rentals are especially interested in having graduate student tenants. You can find housing tips online (<https://calrentals.housing.berkeley.edu/>), or visit Cal Rentals at 2610 Channing Way, Berkeley, CA 94720-2272, (510) 642-3642.

PARKING AND TRANSPORTATION

Since Berkeley is a busy urban campus, parking near campus is severely limited, metered, and time-restricted. Students living within two miles of the campus are not eligible to purchase parking permits. Berkeley is well-served by public transit, and many students prefer to walk or bike to campus. All graduate and undergraduate students pay a mandatory student fee for a Class Pass validation sticker issued at the beginning of the fall and spring semesters that provides year-round access to AC Transit buses anywhere they go, including to San Francisco and Stanford University. In addition, students are eligible to join a low-cost carpool program by purchasing a permit and finding a partner with whom to travel to campus. Students, faculty, and staff may partner, and an enhanced rideshare match-list service will be available by July 1, 2007. Students who live at least two miles from campus can purchase parking permits. To manage local demand, parking permits are strictly enforced on campus and in the surrounding neighborhoods.

Student AC Transit Class Pass. The Class Pass makes it possible for registered students to ride free of charge on AC Transit (including the transbay lines to San Francisco) all semester long. The fees are covered by your registration fees. All you need to do is pick up your Class Pass at the Cal Photo ID Office.

BearTransit Shuttle. Your Class Pass is also valid on the BearTransit campus shuttles, which operates 11 lines to and around campus nearly 24 hours a day, including service to Moffitt Library, BART, the ASUC, and other popular destinations. Shuttle schedules are available on board and on the Parking and Transportation website (<http://pt.berkeley.edu/beartransit/>).

Parking Permits. To purchase a permit, check current parking fees, or obtain a parking map, call (510) 643-7701, visit Parking and Transportation, 2150 Kittredge Street, Berkeley, CA 94720-5746, or consult the Parking and Transportation website (<http://pt.berkeley.edu/>). Be sure to bring your Cal Photo ID card and proof of local residence, such as a rental agreement or utility bill in your name

(phone bills will not be accepted). If you drive to campus every day, you can save money by purchasing a prepaid student permit for a full semester. If you drive to campus only occasionally, you can purchase a Daily Student Fee Lot Permit that will allow you to park in student lots.

Night and weekend permits also are available.

Bicycle Commuting, Security, and Licensing. Bicycles are allowed on most paths and roads on campus, with the exception of areas where riders must dismount and walk due to heavy pedestrian traffic. To avoid bicycle theft, make sure to properly lock your bike to a rack using a high-quality U-lock. Always lock the wheels and frame of your bike to a rack in a well-lit, well-traveled area. More information is available online (http://pt.berkeley.edu/transportation_alternatives/bicycle_information/), or call (510) 643-7701. California bicycle licenses are free to campus affiliates.

Alternative Transportation. Parking and Transportation also provides information on, and services related to, alternative transportation, including the Class Pass, BearTransit campus shuttles, carpools, Bay Area Rapid Transit (BART), taking your bicycle on public transit, and route planning. For information, see the Parking and Transportation website (<http://pt.berkeley.edu/>), call (510) 643-7701, or visit Parking and Transportation, 2150 Kittredge Street, Berkeley, CA 94720-5746.

Car Sharing. Four car-sharing services are now available on or near campus. Each service provides its members with short-term car rentals. Car-sharing is an excellent alternative to automobile ownership for students. Use a vehicle when you need it for grocery runs and errands instead of owning, insuring, parking, and maintaining your own vehicle. For information, see the Parking and Transportation website (http://pt.berkeley.edu/transportation_alternatives/index.html).

CHILD CARE

The **University Early Childhood Education Program** serves registered Berkeley student parents with children from three months to seven years old. Priority is given to families with children currently enrolled in the program and then to low-income families with child care need. Fees are on a sliding scale, based on family income and family size. Some full-fee spaces are also available. Parents are asked to participate at the child care centers two hours per week. For more information, contact the University of California, Early Childhood Education Program, 2610 Channing Way, Berkeley, CA 94720-2272, phone (510) 642-1827, or visit the program's website (<http://www.housing.berkeley.edu/child/>). If you find yourself on a waiting list for the Early Childhood Education Program, a local child care referral agency called Bananas can provide names of other child care services in the community. Call Bananas at (510) 658-0381 for more information.

HEALTH SERVICES AND INSURANCE

University Health Services (UHS) at the Tang Center is a comprehensive outpatient center, complete with medical, mental health, and wellness units. Services provided include

primary, urgent, and specialty medical care; pharmacy, laboratory, and radiology services; physical therapy; counseling and psychological services, including a career counseling library; occupational health care; and health-promotion services, including a Self-Care Resource Center. Registered students can use all services at UHS whether or not they have the Student Health Insurance Plan. Many UHS services have no charges and others have moderate fees.

As a condition of enrollment, all students are required to have major medical health insurance to cover hospitalization and other care outside UHS. Students are automatically enrolled in the **Student Health Insurance Plan (SHIP)**, which is administered by UHS. SHIP coverage is worldwide and includes coverage for medical, dental, and mental health services. Fall semester coverage begins August 15 and ends January 14 each year. Spring semester coverage begins January 15 and ends August 14 each year.

SHIP does not cover vision services. However, the Meredith W. Morgan University Eye Center at the UC Berkeley School of Optometry offers SHIP members a discount on comprehensive eye exams and on prescriptions filled at the Eye Center's optical dispensary. The Center has clinics conveniently located on campus in Minor Hall, (510) 642-2020, and at the Tang Center, (510) 643-2020. Please consult the UHS website (<http://www.uhs.berkeley.edu/students/insurance>) for a full list of benefits and fees.

SHIP is available for registered UC Berkeley students only. Information on plans for spouses and children of Berkeley students can be found online (<http://www.uhs.berkeley.edu/students/insurance/families.shtml>). Spouses and domestic partners of students may use UHS on a fee-for-service basis. UHS can provide insurance advice if you need health coverage for your dependents. UHS staff are knowledgeable about a variety of private and community-based health plans and will assist you in reviewing options that best meet your needs. For information about health insurance or UHS, call (510) 642-5700, or visit the website (<http://www.uhs.berkeley.edu>).

Students with comparable private insurance may waive SHIP coverage by submitting a waiver form, with proof of insurance by the date given on the waiver form. The form can be found online (<http://www.uhs.berkeley.edu/students/insurance/>).

UNIVERSITY LIBRARY

Your Cal 1 Card will serve as your library card at Doe, Moffitt, and more than 20 subject-specialty libraries and affiliated libraries on campus, and will give you access to many online resources and interlibrary services. Your Cal 1 Card will also allow you to obtain a library card at any other campus in the University of California system, and will make you eligible for free borrowing privileges from Stanford University Libraries and the University of Texas at Austin through the Research Library Cooperative Program (RLCP). For more information on borrowing privileges, visit the Privileges Desk (first floor, Doe Library).

The Library provides access to world-class archival, manuscript, electronic, journal, government information, video,

audio and image collections. A good way to get acquainted with the resources is to attend some of the free workshops offered by the Library (<http://www.lib.berkeley.edu/Instruction/>). Workshops explore topics such as finding journal articles and using bibliographic management software. Graduate Student Instructors (GSIs) can arrange for a workshop tailored to the needs of students in their courses. Each department is assigned a Library Liaison (<http://www.lib.berkeley.edu/AboutLibrary/liasons.html>) who is available for research consultation and instructional purposes. For more information about Berkeley's collections, electronic resources, and services, consult the Library website (<http://www.lib.berkeley.edu>).

RECREATIONAL SPORTS

You can find just about everything you'll need to stay fit at the campus **Recreational Sports Facility (RSF)**: swimming pools, racquetball and handball courts, weight room, cardiovascular machines, basketball, volleyball, badminton courts, intramural sports leagues, and more. Students receive special rates on fitness classes, personal training, intramural sports, and outdoor adventure classes. You must purchase a Cal Rec Club Student Membership (\$10 per semester) to use the facilities, but the instructional classes are open to anyone. Membership includes access to RSF, the Strawberry Canyon Recreation Area and Fitness Center, Hearst Pool, and the Golden Bear Recreation Center; free group exercise classes, and discounted rates on personal training, instructional fitness classes, massage therapy, and outdoor adventure classes at the Berkeley Marina.

RSF members can sponsor one additional RSF member who meets the following criteria: legal spouse, domestic partner, or adult (at least 17 years old) at the same shared residence. Call (510) 642-7796 for more information, or visit the Recreational Sports website (<http://calbears.berkeley.edu/>).

CAMPUS SAFETY

On campus and in the surrounding area, you should take the usual precautions that you would in any urban setting. When you arrive, take the opportunity to tour the campus during daylight hours to become familiar with your surroundings. The **UC Berkeley Police Department (UCPD)** is a full service police department operating around the clock. The UCPD provides a number of prevention and safety programs for the campus community. To report an on-campus emergency, dial 911 from campus telephones or pay phones. From cellular or PCS telephones, on-campus emergencies should be reported to (510) 642-3333. Please program this and other direct-dial emergency numbers for local cities you frequent into your wireless phone. Non-911 numbers are found in the front of your telephone book and at the back of the Safety Counts publication noted below.

For non-emergency assistance, call (510) 642-6760; this number is available 24 hours a day, every day. If you need to be on campus at night, stay on lighted, well-traveled walkways, or use the Night Safety Shuttle or the BearWALK Service. For more information on these and other safety

programs, call the 24-hour Cal-BSAFE information line at (510) 64B-SAFE or (510) 642-7233, or see the UCPD website (<http://police.berkeley.edu>). The Police Department is located in the basement of Sproul Hall, Room 1.

Each year, UCPD publishes **Safety Counts**, a reference guide of safety information and procedures, campus crime statistics, and emergency and disaster preparedness information. This booklet is distributed annually to faculty, staff, and students. To receive your copy, call (510) 642-9101, write to the Police Department Campus Safety Programs, 1 Sproul Hall, Berkeley, CA, 94720-1199, or email UCPD (ucpolice@berkeley.edu). The guide is posted on the UCPD website (<http://police.berkeley.edu/>).

Emergency Preparedness. The Office of Emergency Preparedness (OEP) has information on how to prepare for earthquakes, fires, and other major emergencies. Make your home and office safer by securing items that could fall or shatter. If you are a Graduate Student Instructor, learn where to direct your class if you need to evacuate. For a list of supplies to keep on hand and other important information to keep you safe, call the Office of Emergency Preparedness, (510) 642-9036, or visit the OEP website (<http://oep.berkeley.edu/>).

GRADUATE DIVISION SERVICES

The Graduate Division is the office that will work with your department to oversee your progress toward a higher degree. We are located on campus in Sproul Hall (third floor), where you will find offices for graduate admissions, academic appointments, communications and events, degrees, fellowships, the Graduate Diversity Program, and the GSI Teaching and Resource Center.

The **Graduate Diversity Program** (<http://www.grad.berkeley.edu/diversity>) helps to increase and retain underrepresented graduate students at UC Berkeley. This program provides support services for prospective and continuing students in an effort to maintain a more diverse graduate student community. The Graduate Diversity Program serves as a resource for the admissions process, providing academic advice, mentoring, advocacy, financial advice, and professional development. It also offers a forum for ideas and programs designed to enhance the educational experience of underrepresented students, including those who are educationally and financially disadvantaged.

For more information, visit the Graduate Diversity Program at 318 Sproul Hall, call (510) 643-6010, or email grad.diversity@berkeley.edu.

The **American Indian Graduate Program** (<http://www.grad.berkeley.edu/aigp>) offers outreach and recruitment, advice and advocacy, and other services to promote the inclusion of American Indians and Alaska Natives in graduate education at Berkeley. This program is located at 597 Barrows Hall on campus, or you may contact AIGP by phone at (510) 642-3228 or by email (aigp@berkeley.edu).

The **Graduate Student Instructor (GSI) Teaching and Resource Center** (<http://gsi.berkeley.edu>) provides teaching support for new and continuing GSIs. The Center's programs include teaching conferences, workshops, course improvement grants, teaching awards, consultations, and the Language Proficiency Program. The Center administers SPEAK (Spoken English Assessment Kit) and OPT (Oral Proficiency Test) exams for prospective GSIs who do not speak English as a native language. The Center's website (<http://gsi.berkeley.edu>) includes an online teaching guide and a rich array of materials to assist GSIs. Visit the Center at 301 Sproul Hall to find books, videos, and other reference materials on teaching. For more information, please call (510) 642-4456, or email gsi@berkeley.edu.

Graduate Division Academic Services

(http://www.grad.berkeley.edu/acapro/academic_services.shtml) assists graduate students in the development of academic skills necessary for the successful completion of their doctoral programs, such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication. This program offers workshops, writing groups, and a limited number of individual consultations on these topics for graduate students. Workshops are announced through departments and eGrad. Sign-up sheets for a limited number of individual consultations are located in a binder in 321 Sproul Hall. For more information, contact Graduate Division Academic Services, (510) 643-9392.

Graduate Services: Fellowships, 318 Sproul Hall, and the **Graduate Division website** (<http://www.grad.berkeley.edu/>) are excellent places to begin researching extramural fellowships, including those awarded by government agencies, foundations, and corporations. The Graduate Services: Fellowships Office also offers workshops on finding extramural fellowships. You will receive a schedule of spring workshops via email. And you will also find them on the **Graduate Division Calendar** online (<http://www.grad.berkeley.edu/graddiv/calendar.shtml>). If you choose to work in academic role, you'll find helpful information in **What You Need to Know About Being a GSI, GSR, or Tutor** (<http://www.grad.berkeley.edu/policies/pdf/apptknow.pdf>), prepared by the **Graduate Services: Appointments Office**, 318 Sproul Hall, which administers policy related to those academic titles. Your progress as a student is monitored from first registration to graduation by the **Graduate Services: Degrees Office**, 318 Sproul Hall, which can help you with problems or concerns about registration, qualifying exams, advancement to candidacy, and ultimately filing for your degree.

Planning Ahead. It may seem hard to believe, but deadlines for financial assistance for 2008–2009 will arrive in fall and early winter. Fellowships funded by foundations or government agencies often have even earlier deadlines. If you received a fellowship, you will probably have to apply for a second year, unless you received a multi-year award. Contact your department or the office that made the award for more information.

Throughout your graduate career, **Graduate Communications and Events** will keep you informed about academic workshops, opportunities for fellowships and grants, important deadlines, special events, and other time-sensitive issues by sending you an electronic newsletter called **eGrad**. This newsletter, **The Graduate** magazine, and other graduate publications will be posted on the Graduate Division website (<http://www.grad.berkeley.edu/>).

We also bring world-renowned scholars and prominent political figures to lecture and meet with students on campus each semester. These lectures are free to graduate students and open to the public. For a schedule of upcoming events, please visit the **Graduate Council Lectures** website (<http://www.grad.berkeley.edu/lectures/>).

USEFUL RESOURCES

Graduate Division Homepage

(<http://www.grad.berkeley.edu>)

Graduate Admissions

(<http://www.grad.berkeley.edu/admissions/>)

Graduate Communications & Events

(<http://www.grad.berkeley.edu>)

Graduate Council Lectures

(<http://www.grad.berkeley.edu/lectures/>)

Graduate Diversity Program

(<http://www.grad.berkeley.edu/diversity>)

Graduate Division Academic Services

(http://www.grad.berkeley.edu/acapro/academic_services.shtml)

Graduate Division Calendar

(<http://www.grad.berkeley.edu/graddiv/calendar.shtml>)

Graduate Services

Appointments (http://www.grad.berkeley.edu/policies/appointments_office.shtml)

Degrees (http://www.grad.berkeley.edu/policies/degrees_office.shtml)

Fellowships (<http://www.grad.berkeley.edu/fellowships>)

Graduate Student Instructor (GSI) Teaching & Resource Center

(<http://gsi.berkeley.edu>)

Campus Homepage

(<http://www.berkeley.edu>)

Bear Facts

(<http://bearfacts.berkeley.edu/>)

Billing & Payment Services

(<http://billing.berkeley.edu/StudentServices/>)

Cal 1 Card

(<http://services.housing.berkeley.edu/c1c/static/index.htm>)

CalNet ID (<https://calnet.berkeley.edu/>)

Cal Rentals (<https://calrentals.housing.berkeley.edu>)

Campus Police (<http://police.berkeley.edu>)

Emergency assistance:

Phone 911 from campus phones or pay phones

Phone (510) 642-3333 from cell phones or PCS phones

Non-emergency assistance:

Phone (510) 642-6760

Night Safety Shuttle and BearWALK Service

(510) 64B-SAFE

Child Care (<http://www.housing.berkeley.edu/child/>)

Electronic Funds Transfer (<http://eftstudent.berkeley.edu>)

Emergency Loan Program

(<http://students.berkeley.edu/fao/emergencyloans.html>)

Emergency Preparedness (<http://oep.berkeley.edu/>)

Free Application for Federal Student Aid (FAFSA)

(<http://www.fafsa.ed.gov/>)

Financial Aid, Graduate & Professional

(<http://students.berkeley.edu/fao/graduate/>)

Housing

(<http://www.housing.berkeley.edu/livingatcal/graduatestudents.html>)

Parking & Transportation (<http://pt.berkeley.edu>)

Recreational Sports (<http://calbears.berkeley.edu>)

Registrar (<http://registrar.berkeley.edu>)

Residency

(<http://registrar.berkeley.edu/Residency/legalinfo.html>)

Services for International Students & Scholars

(<http://ias.berkeley.edu/siss/>)

Student Health Insurance Plan

(<http://www.uhs.berkeley.edu/students/insurance/>)

Student Visa (<http://usembassy.state.gov/>)

Tele-BEARS (<http://telebears.berkeley.edu>)

University Health Services—Tang Center

(<http://www.uhs.berkeley.edu>)

University Library (<http://www.lib.berkeley.edu/>)

ACADEMIC CALENDAR, 2007–2008*

University of California, Berkeley

Fall Semester 2007

Welcome Week	August 20–24/Mon–Fri
Fall Semester Begins	August 21/Tuesday
Tele-BEARS Fee	August 15/Wednesday
Payment Due	
Instruction Begins	August 27/Monday
Academic & Administrative Holiday	September 3/Monday
Academic & Administrative Holiday	November 12/Monday
Academic & Administrative Holiday	November 22–23/Thu–Fri
Instruction Ends	December 10/Monday
Final Examinations	December 13–20/Thu–Thu
Fall Semester Ends	December 20/Thursday
Academic & Administrative Holiday	December 24–25/Mon–Tue
Academic & Administrative Holiday	Dec 31–Jan 1/Mon–Tue

Spring Semester 2008

Spring Semester Begins	January 15/Tuesday
Tele-BEARS Fee	January 15/Tuesday
Payment Due	
Academic & Administrative Holiday	January 21/Monday
Instruction Begins	January 22/Tuesday
Academic & Administrative Holiday	February 18/Monday
Spring Recess	March 24–28/Mon–Fri
Academic & Administrative Holiday	March 28/Friday
Instruction Ends	May 12/Monday
Final Examinations	May 15–22/Thu–Thu
Spring Semester Ends	May 22/Thursday

Summer Sessions 2008

Instruction Begins:	
Academic & Administrative Holiday	May 26/Monday
First Six-Week Session	May 27/Tuesday
Ten-Week Session	June 16/Monday
Eight-Week Session	June 30/Monday
Academic & Administrative Holiday	July 4/Friday
Second Six-Week Session	July 7/Monday
Three-Week Session	August 4/Monday
Instruction Ends:	
First Six-Week Session	July 3/Thursday
Second Six-Week Session	August 15/Friday
Ten-Week Session	August 22/Friday
Eight-Week Session	August 22/Friday
Three-Week Session	August 22/Friday

* Subject to change.