
**FOOD SCIENCE
TEXTILES
VITICULTURE & ENOLOGY
GRADUATE STUDENT HANDBOOK**

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Congratulations on your admission to UC Davis! The faculty, staff and your fellow students warmly welcome you.

As a graduate student, you are already accustomed to university life and will be expected to handle your needs more independently. This guide is intended to provide you with information to successfully navigate your graduate career here at UC Davis.

GETTING STARTED

Checklist:

- Student Computing Account
- Registration
- FAFSA (domestic students only)
- Listservs
- Housing
- Student ID Card
- Library Card
- Transportation
- CA residency
- International Student Information

Your student computing account is your first gateway to many of the resources you will need to get established and manage your services at UC Davis. Visit <http://computingaccounts.ucdavis.edu> to set it up online. Be sure to respond to each prompt before exiting the system. This will allow you to obtain your all-important student ID number, Kerberos username and passphrase. Once you have a computing account, be sure to check your campus e-mail account for key information!

To register for classes, you will be using the system called SISWEB. SISWEB, the Student Information System web portal, allows you to register for classes, waitlist full ones, as well as view and pay your bill. SISWEB is found at <http://sisweb.ucdavis.edu>. You will be at a disadvantage when you first register for classes, because continuing students will have already registered for Fall classes well in advance of your admission, during their Spring quarter. However, register for what you can as soon as you can, and waitlist the rest. The graduate program staff will send you a list of likely first-quarter classes. You can also get your graduate group's course requirements to guide your decision, and see all the other offerings in the Schedule of Classes: go to <http://registrar.ucdavis.edu>, and select Faculty and Staff, then Faculty and Staff Resources, the Schedule of Classes will be to the right of the screen. Note that the Class Search tool within SISWEB will not show classes that are full. The full description of all classes at UC Davis is in the General Catalog, at <http://catalog.ucdavis.edu/catindex.html>. Do not panic if you cannot get into the classes you need, the graduate program staff can assist you with getting into the classes you must complete.

Another important task is **completing a FAFSA**, the Free Application for Federal Student Aid. Graduate students who are US citizens, permanent residents or immigrants are required to file a FAFSA annually. This form is used to determine your eligibility for federal student loans, though you always have the option of declining loans. Graduate Studies and academic departments also use FAFSA data to determine eligibility for fellowship, scholarship and work-study funds. The UC Davis School Code is 001313.

Listservs are a key to staying connected and informed as a student. In all likelihood, you were added to the departmental graduate student listserv soon after you accepted admission. These e-mail lists make it possible for the department and other authorized people to disseminate information. While you may feel deluged with information that can seem irrelevant at times, learning to effectively manage e-mails is an important professional skill. Getting removed from listservs puts you at risk of not receiving key deadline reminders, funding and job opportunities, housing options, as well as seminar and workshop notices.

Finding housing before you arrive can be tricky, especially if you are moving from a long distance to attend UC Davis. Using student listservs is one way many students find or post ads looking for housing. The University operates two graduate student housing complexes, Orchard Park and Solano Park, with one- and two-bedroom unfurnished apartments. To get on a waiting list, go to <http://www.housing.ucdavis.edu/>. The undergraduate student government, ASUCD, also operates the Community Housing Listing Service to assist students in looking for housing. See <http://chl.ucdavis.edu>. Lastly, housing can also be found through the Sacramento craigslist site, <http://sacramento.craigslist.org>, or through the classified ads in the Davis Enterprise newspaper, <http://www.davisenterprise.com/>.

Once you arrive in Davis, obtain your **Student Identification Card**, also called the Registration Card or Reg Card. The Carding Office is located in the Memorial Union, where you'll have your photo taken and your ID made.

This card, in turn, is what you will need to establish your **library privileges**. The campus boasts six main libraries on campus, as well as specialized libraries within certain service units. Your Student Identification Card will serve as your library card. Bring your card to Shields Library to complete a short application and authenticate your library account.

Transportation: Davis is famous for its bicycle culture. Being small and flat makes Davis ideal for getting around on a bike. Also, campus parking permits are expensive. If you intend to use your bike to access and circulate around campus, you are required to license your bike, which also deters theft and increases the likelihood you will get reunited with your bike if it does get stolen. Bike licensing can be done at a number of locations, but do remember to bring your bike in order to register it: <http://taps.ucdavis.edu/bicycle/licenses>. Every fall, someone in our program gets injured in bike-related accidents, please wear a helmet and use bike lights.

Another option to avoid driving is to use the extensive Unitrans bus system that is jointly operated by the University and the City. Undergraduate students pay ASUCD fees which cover a significant portion of Unitrans' budget, and so undergraduates ride Unitrans for free. Graduate students, however, must

pay for riding the bus, but can opt to buy passes to reduce costs. See <http://unitrans.ucdavis.edu/>. If you are commuting from outside Davis, regional options include the free intercampus Berkeley Bus, <http://fleet.ucdavis.edu/bus/jitney>, the free campus-Medical Center shuttle from Sacramento, <http://www.ucdmc.ucdavis.edu/parking/transportation/>, as well as Yolobus (with service to the Sacramento Airport, Woodland, Sacramento and West Sacramento, <http://www.yolobus.com/>, or Amtrak's Capital Corridor, <http://www.amtrak.com>).

If you must drive, you will need to obtain a campus parking permit through TAPS, Transportation and Parking Services, <http://taps.ucdavis.edu>. The first days of each quarter see very heavy traffic through the TAPS office as users renew their permits. Setting up a carpool can decrease permit costs. Students who commit to using alternative transportation can join GoClub, a program operated by Transportation and Parking Services, which rewards alternative transportation users with complimentary parking permits for emergency automobile use.

California residency has a big impact on tuition. If you are a resident of California, you will not have to pay the nonresident supplemental tuition charge. Therefore, if you are a US citizen or permanent resident, it is to your advantage that you investigate the steps necessary to becoming a legal resident. Determining residence for tuition purposes is governed by the UC Residence Policy (<http://www.ucop.edu/ogc/documents/uc-residence-policy.pdf>). Certain noncitizens can establish residence in California and should refer to the Office of the University Registrar website for information regarding eligibility: <http://registrar.ucdavis.edu/html/slr.html>. Your California residence is determined for tuition purposes by a Residence Deputy in the Office of the University Registrar after your admission. Statements of Legal Residence are required of all new students; including Noncitizens, Internationals and California resident students. Newly admitted students can obtain the Statement of Legal Residence form and instructions at the Office of the University Registrar's website: <http://registrar.ucdavis.edu>. Intent to make California one's permanent home is a required element of residence for purposes of tuition and fees. To prove California is your primary and permanent home, you must maintain legal indicators of this intent for at least 366 days prior to your residency determination, and demonstrate that all legal ties to their past place of residence have been relinquished. Students who continue to hold out-of-state legal indicia may be denied a resident classification for that term. Legal Indicia includes, but is not limited to: California Identification, voter registration, driver license and vehicle registration. Vehicles must be registered within 20 days of arrival. If you currently attend UC Davis and are paying non-resident tuition, and you think you qualify now as a resident for tuition purposes, you must submit a Petition for Classification to Resident Status to the Office of the University Registrar for the term you wish to have your residence status re-evaluated. See Petition for Classification to Resident Status online at <http://registrar.ucdavis.edu/html/slr.html#petition> under "Tuition and Residence".

If you are an incoming international graduate student, the first place you should go upon arriving at UC Davis is Services for International Students and Scholars (SISS), located in the University House. You will have an immigration hold that must be released by SISS before you can complete registration.

KEY PEOPLE FOR YOUR DAY TO DAY NEEDS

Checklist:

- Advising and administrative needs
- Academic needs
- Professional needs
- Student leadership and organizations

On a day by day basis, the **Graduate Program Adviser** is your first point of contact, and provides information, assists in processing applications, and maintains your files while you are enrolled as a student.

For academic questions, **Graduate Academic Advisers** are responsible for reviewing and approving each program of study, which can differ greatly from one student to another in order to tailor the program to suit your needs and aspirations. Graduate advisers are also in charge of approving petitions, and making recommendations for the composition of exam and thesis committees. Seek out your adviser ahead of time and consult them regularly to ensure you are on track toward completion.

While your graduate program is designed to develop you academically, don't forget to maximize your time as a graduate student by honing your **professional skills** as well. Transferrable skills can make a big difference in both your graduate and post-graduate career, skills such as time management, writing, publishing, public speaking, teaching, management, leadership, ethics and professionalism, career exploration and networking. The campus offers a wealth of programs specific to graduate students, through GradPathways and GradLink.

Student leadership can also assist you in bringing any ideas or concerns you have to the Graduate Group or the wider campus community. Your Student Representative sits on the Graduate Group Executive Committee, which is a group of faculty tasked with running the Graduate Group. Your GSA Representative sits on the Graduate Student Association Assembly, a campus-wide body that serves and advocates for graduates students.

The students with whom you are currently rubbing elbows with in class will become your peers and colleagues after you graduate. Belonging to social and extracurricular networks contributes to more than your general well-being, it also expands your academic and professional horizons.

Student clubs are an excellent way to get integrated into the student community and get included in such activities as industry field trips, speaker series, product testing, competitions and socials.

ORIENTATIONS

Checklist:

- Week of Orientation and Welcome
- Graduate Group Orientation
- Cluster Orientation
- TA Orientation
- Safety Orientation and Training

The campus-wide **Week of Orientation and Welcome** is a graduate-student specific weeklong series to jump-start your adjustment and familiarization to Davis, the campus, and graduate student life. It is run by the Office of Graduate Studies, with numerous campus resource offices and staff participating. Several events have limited availability, so be sure to register as soon as you can. Events include receptions and tours, information on professional development, health insurance, funding, financial aid, library services, and childcare.

The **Graduate Group Orientation** is typically held in a two-hour session just prior to the start of classes. You will get to meet not only the Graduate Group Chair and key staff, as well as your fellow new students. This orientation is intended to make sure you are on track with department-specific resources and requirements.

The **Cluster Orientation** is a short 30-minute introduction to the staff in the BFTV Administrative Cluster. The departments of Biological & Agriculture Engineering, Food Science & Technology, Textiles & Clothing, and Viticulture & Enology have a shared administrative staff to handle accounting, payroll and advising services.

TA Orientation is offered only once a year, in the Fall just prior to the start of classes, by the Center for Excellence in Teaching and Learning (CETL). You are required to undergo this orientation if you intend to TA on campus. An additional session on Preventing Sexual Harassment in Teaching Settings may also be required, and is also highly encouraged. See the CETL's website at <http://cetl.ucdavis.edu>. Note that the Office of Graduate Studies requires that all international graduate students for whom English is not their native language take the SPEAK test of oral English proficiency before they begin duties as Teaching Assistants or Associate-Instructors. Registration must be done in person and more information can be found at <http://cetl.ucdavis.edu/egw/speak-tests/>.

The Department also requires that all incoming graduate students complete the **UC Laboratory Safety Fundamentals Course**. This course is now offered online by UC Davis Safety Services, and to register for the class, you will need your Kerberos login and passphrase. The course does require 3-4 hours to complete, and it does demand that you pay attention to the material in order to complete the quizzes throughout the course. Failure on the quizzes will require that you re-take the course. The course description can be found at <http://safetyservices.ucdavis.edu/tr/cd/uclabscfd>, and the course registration is at <http://safetyservices.ucdavis.edu/tr/lmsl>. If you encounter a problem during registration, send a message to Staff Development and Professional Services (SDPS) at sdps@ucdavis.edu, so they can modify your access privileges.

CALENDARS AND DEADLINES

Reminders of deadlines are often posted on department listservs. It is important to learn where the different deadlines are posted, and avoid the complications (and cost) of missed deadlines.

Continuous registration: It's important to understand that to be considered a registered student, you must be enrolled in 12 units and pay fees for that quarter. University policy requires continuous registration from the first quarter of enrollment until degree completion, unless you are either on approved leave (PELP) or filing fee. Only registered students can hold graduate student employment, scholarships or fellowships, receive financial aid, take comprehensive exams or qualifying exams, or use university facilities or faculty time. A lapse in registered status requires that students re-apply for admission.

The Office of Graduate Studies has summarized most of the **deadlines** at <http://gradstudies.ucdavis.edu/students/calendar.html>. It includes not only most registration and billing deadlines, but also deadlines specific to applying for candidacy and filing a thesis or dissertation.

The Registrar's Office keeps most of the other important **campus calendars**, and the registrar's website at <http://registrar.ucdavis.edu> has a specific section devoted exclusively to calendars.

For campus **holidays and breaks**, refer to the Academic and Administrative Holidays at <http://registrar.ucdavis.edu/calendar/holidays.cfm>.

For **registration**, the registration calendar lists the date the Class Search Tool becomes available, and when registration opens. As a graduate student, you are eligible to register during Pass 1 without appointment times or dates, and you are encouraged to make use of this privilege the first day registration opens each quarter. The registration calendar is at <http://registrar.ucdavis.edu/calendar/registration.cfm>.

The **Quarter Dates and Deadlines** calendar lists when instruction begins and ends, when finals will be held, as well as deadlines for adding and dropping courses: <http://registrar.ucdavis.edu/calendar/quarter.cfm>.

For **student fees**, refer to the Graduate Studies calendar for payment deadlines.

As a whole, here is a general summary of when to do what:

June: Progress Reports

Mid-February: TA and scholarship applications due

10th day of instruction: Last day to drop courses

12th day of instruction: Last day to add courses

25th day of instruction: Last day to opt for S/U grading

25th day of instruction: Last day to change the number of units on variable grading courses

6th week of each quarter (for two weeks): Register for next quarter's classes

8th week of each quarter: Deadline to pay fees without late fee

11th week of each quarter: Finals

10 days after the end of each quarter: Grades come out

NOTE: you must already be enrolled in 12 units in advance of the quarter in order to be hired as a TA or receive stipends from scholarships.

MONEY MATTERS

The University Bill

After enrolling in courses, you should review your outstanding account balance using SISWeb (<http://sisweb.ucdavis.edu>) or MyBill (<https://mybill.ucdavis.edu/>). Electronic statements are uploaded to MyBill on or about the 22nd day of every month. The statement will include registration fees, educational fees, special campus fees, nonresident supplemental tuition (if applicable), as well as any other bills you have accrued at the university (for example, bills from clinic visits).

For up-to-date information on fees, fee payment options, deadlines, late fees, etc., you can visit the Student Accounting website at <http://studentaccounting.ucdavis.edu>. If you have any questions about items on the university bill, contact the Student Accounting Office at (530) 752-3646 or visit them at 2100 Dutton Hall.

Graduate Fees

This section describes both the quarterly and one-time fees that graduate students typically pay. Some of these fees may never apply to you, so this section describes the purpose or circumstances of the fees.

Quarterly Fees

Registration Fees and Tuition

- Each quarter, every full-time graduate student pays various fees, for everything from the Graduate Student Association (GSA) fee, to fees for campus improvement, safety and, of course, your education. You also pay for health insurance as part of those fees, unless you've opted out. All of these fees are the same, regardless of the number of units in which you're enrolled, unless you're enrolled as an approved part-time student.
- Approved part-time students receive a 50% reduction of the educational fee. Approved part-time nonresident students also receive a 50% reduction of nonresident supplemental tuition.
- Registration in Absentia. The registration fee is reduced by 50% for graduate students whose research or study requires them to remain outside California throughout the entire quarter.

Applications for waiver of one-half of the registration fee are obtainable from Graduate Studies.

- An employee fee reduction plan is available to certain full-time career university employees. For further details, consult the Staff Development and Professional Services Office.

Want to know where your fees go? Visit the Office of Resource Management and Planning Student Fees Web page at <http://budget.ucdavis.edu/studentfees>.

Health Insurance

University of California Student Health Insurance Plan

All students are required to have medical insurance, and are automatically enrolled in the University of California Student Health Insurance Plan (UC SHIP) in order to meet this requirement. The UC SHIP enrollment fee is included in the university bill. Students may waive UC SHIP enrollment and have the fee removed by providing proof of comparable medical insurance. A waiver form, plus proof of insurance, must be provided to Student Health and Counseling Services. You may complete or download the waiver application online by visiting <http://shcs.ucdavis.edu/insurance>. Please note that you must file a waiver application each year.

Student Health and Counseling Services does not refund the UC SHIP fee to students who withdraw, apply for PELP or apply for Filing Fee status on or after the first day of the quarter. Students who withdraw on or after the first day of the quarter may be billed for the full UC SHIP fee. In addition, students who resign from or are terminated from an academic appointment (TA or GSR) on or after the first day of the quarter will be billed for UC SHIP.

For complete information on the UC SHIP plan, coverage, fees and policies, visit the Student Health and Counseling Services website at <http://shcs.ucdavis.edu/insurance>.

Nonresident Supplemental Tuition

Nonresidents (those not able to establish California residency) must pay nonresident supplemental tuition each quarter. But the good news is: nonresident doctoral students who have advanced to candidacy by the first day of the term will receive 100% nonresident supplemental tuition remission. A Ph.D. candidate or professional doctoral student may receive the reduced nonresident supplemental tuition rate for a maximum of three years beginning with the first academic term following advancement to candidacy and ending three calendar years later. Any such student who continues to be enrolled or who re-enrolls after receiving the reduced charge for three years will be charged the full nonresident supplemental tuition rate that is in effect at that time. Please note that any quarters on PELP count toward the three-year time limit.

Nonresident supplemental tuition is provided as a non-taxable benefit to all eligible Graduate Student Researchers. Go to http://gradstudies.ucdavis.edu/facstaff/nrt_remission.html for more information.

One-Time Fees

Readmission Fee

A \$70 readmission fee is required of all students who apply for readmission after one year.

Planned Educational Leave Program (PELP)

Students applying for Planned Educational Leave are required to pay a \$70 fee.

Candidacy Fee

A fee is charged to each applicant for advancement to candidacy, \$95 for PhD, \$55 for Master's. No student will be formally advanced to candidacy for any degree without payment of fee. Pay this fee before you file your advancement paperwork, by going to the University Cashier's Office in Dutton Hall, where your advancement paperwork will be stamped. Then, bring the paperwork to the Office of Graduate Studies, located in 250 Mrak Hall.

Filing Fee

A one-time fee is assessed to students who apply for Filing Fee status. This fee is paid at the Cashier's Office in Dutton Hall prior to submitting the paperwork to Graduate Studies. Filing Fee forms (which include the current charge) are available in Graduate Studies and at <http://gradstudies.ucdavis.edu/forms>. The "Request for Time Extension" form is available at <http://gradstudies.ucdavis.edu/forms>.

International Student Administrative Fee

International Students and Scholars (SISS) will assess a one-time fee to all international students studying at UC Davis in F-1 or J-1 student status (check the fee that applies to you based on your UC Davis program). Fees are charged the first term that the student is enrolled and paid at the time all other registration fees are due. The fee helps pay for the administrative costs of advising services for our F-1 and J-1 students. Students coming to UC Davis as sponsored students, such as Fulbright students, are exempt from this fee. For more information, go to <http://siss.ucdavis.edu/faq.cfm>.

Funding your Education

Graduate student financial support is a particularly complicated process with many players involved. The amounts and types of support available to graduate students vary by graduate program. The amount and type available to you may also vary each year, depending on what your program can offer, and the sources of funding for which you apply. This section details sources of student financial support, funding your research, some helpful warnings for anticipating the tough times, and resources to help you in a financial emergency.

FAFSA

Graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA) annually. Although the FAFSA can be filed at any time, it is strongly suggested that you file online at <http://www.fafsa.ed.gov> each year between January 1 and March 2. This form is used to determine your eligibility for Federal Direct Subsidized and Unsubsidized loans. Students have the option of declining loans. The FAFSA may also be used by graduate academic departments and Graduate Studies to determine eligibility for fellowships, Graduate Program Fellowship Allocation Funds, GAANN fellowships, stipends, loans and work-study funds that pay some Graduate Student Researcher salaries – the Financial Aid Office is not involved in awarding these funds. Include the UC Davis School Code (001313) on the FAFSA.

Fellowships and Scholarships

UC Davis fellowships and graduate scholarships are awarded through the Office of Graduate Studies once a year for the following year, beginning in the fall quarter. You must reapply yearly for university fellowships, and the deadline is January 15th. Continuing students apply online at <http://gradstudies.ucdavis.edu/prospective/applicationlanding.html>. Awards are generally offered beginning March 1 and must be accepted or refused, in writing, by April 15 or by the date that is stated on the offer letter, whichever is later. Awards not accepted by the response date may be withdrawn. Fellowships and scholarships and other departmental awards are separate from funds offered by Financial Aid, but may impact your loan eligibility. Provide a copy of your academic award letter to the Graduate Financial Aid Office if you are accepting federal loans as well.

Awards are made as a mark of honor, on the basis of your record of scholarship and promise of outstanding academic contributions. Evaluation will include quality of your previous undergraduate and graduate work, evidence of ability in research or other creative accomplishments, evidence of promise of productive scholarship, Graduate Record Examination (GRE) scores, statement of purpose, letters of recommendation, and other documentation, such as publications and awards. A minimum cumulative grade point average of 3.0 in undergraduate or any graduate work already completed is required for consideration. Financial need or the availability of other sources of support to you is generally not relevant to the evaluation of academic merit. However, some awards have financial need as a criterion.

Student Employment

Reader (title code 2850)

The title Reader is given to a student employed for the ability to render diverse services as a course assistant, which normally includes the grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

Teaching Assistant (title code 2310)

A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active direction and supervision of a regular faculty member. A Teaching Assistant is responsible for the conduct of recitation, laboratory or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of Teaching Assistants, has been assigned.

Graduate Student Researcher (title code 3282)

A Graduate Student Researcher is a graduate student who performs research related to his or her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

External Grants and Fellowships

You are of course always encouraged to seek external funding, both for your education and for your research. Applying for external fellowships and grants is a good professional development experience, and receiving external grants and fellowships looks great on your vita. There are several resources around campus to help you search and apply for external funding.

Professional Societies

Discipline-specific professional organizations often set aside scholarships and funds for students with merit, and provide links to partner organizations who may do the same as well.

IFT: The Institute of Food Technologists, <http://www.ift.org>.

AATCC: American Association of Textile Chemists and Colorists, <http://www.aatcc.org>.

ASEV: The American Society for Enology and Viticulture, <http://asev.org>.

Online Funding Resources

Community of Science (<http://www.cos.com>)

This is a very extensive database of funding opportunities for scientists of all kinds. Community of Science (COS) can only be accessed for free through a UC Davis computing account. You can set up a regular search to receive weekly updates of any new or amended funding opportunities; however, to see your full list of applicable grants, you must visit the website.

Discipline-specific Resources

Check the main professional and academic organizations for your discipline (IFT, ASEV, etc). Most list funding opportunities in their monthly journals. Many also offer pamphlets or booklets with funding resources and discipline-specific proposal writing tips. Be sure to check for associations in your subfield – there are many smaller organizations that may offer information on funding applicable to your specific research interests. Don't delete all those listserv messages!

Research Site Resources

Are you going to be doing archival or library research? Check and see if they offer research grants. Many offer travel funds or research stipends.

Campus Resources

The Graduate Studies Student Support Web page offers helpful links to:

- External Fellowship Programs and Grant Announcements (<http://gradstudies.ucdavis.edu/ssupport/external.html>)
- Search Engines for Extramural Support (http://gradstudies.ucdavis.edu/ssupport/search_engines.html)
- Graduate Student and Postdoctoral Extramural Grant and Fellowship Application Procedures (http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html)
- The Office of Research website (<http://www.research.ucdavis.edu>) contains links to listservs, searchable databases, publications and other sources of funding.

Other Resources

Use your networking skills! Make the most of LinkedIn! Make sure other people know that you are interested in funding sources, and let them know your research interests. Even people outside your discipline or field can be very helpful in sending along items of interest to you. Do the same for other people – when you see announcements that may be of interest to someone you know, send them a copy. It is increasingly common for reviewers and employers to run a standard check on LinkedIn to get a feel for a person.

Tips for External Funding Searches and Applications

- Search, search, search! Check online databases, discipline-specific mailing lists and journals, campus resources, and network with people outside your discipline.
- Make it manageable, break it up and make it a weekly or monthly exercise.
- Do your homework. When you have found a possible funding source, visit the organization's website and learn as much as you can about its mission and goals, and make sure you address them.
- If you have never written a grant before, read everything you can about how to do it right! Take courses, attend workshops, read articles or books.
- Organize your applications. Mark due dates and build in time for writing, ordering transcripts, and requesting letters of recommendation.
- Learn from your unsuccessful grants. If you have applied for a grant but were unsuccessful, first of all, know that you are in the majority. Agencies usually only fund about 10% of applicants. Second, contact the agency and see if you may have a copy of the evaluator's comments. Some agencies are happy to do this, and some are not. But if you don't ask, you won't get.

Resources on Grant Writing

Anthropology 206

Each year, the Anthropology Department at UC Davis offers an extensive course on proposal writing. It is a great way for procrastinating social sciences and humanities students to narrow down that dissertation topic and force themselves to write a grant proposal! Plus, you'll get good feedback from knowledgeable faculty.

The Foundation Center (<http://foundationcenter.org>) has some great free resources, such as their "Proposal Writing Short Course" (<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>).

The University of California, Berkeley offers an article on "The Making of a Successful Proposal" and a "Dissertation Proposal Workshop" (<http://ls.berkeley.edu/graduate/grant-writing-resources>).

Need-Based Financial Aid

As mentioned under the FAFSA section, you must apply for need-based financial aid every year. Need-based aid includes Federal Work-Study, Federal Direct Loans and some types of university funding. For more information on applying for financial aid, see either the Graduate Studies Student Support Web

page, <http://gradstudies.ucdavis.edu/ssupport>, or the Financial Aid Office website, <http://financialaid.ucdavis.edu/graduate/index.html>.

Loans

Loans are available to complement the other types of aid you receive in order to meet, but not exceed, the Graduate Student Budget. Applying for loans is done at the same time as applying for all other aid. For eligible students, the interest on your loans will be deferred until you are no longer enrolled in full-time study. But eventually, all loans must be paid back. First-time borrowers of any type of loan offered at UC Davis must complete Entrance Loan Counseling before money will be released. You can find more information at <http://financialaid.ucdavis.edu/graduate/types/Loans.html>.

Travel Grants for Presentations and Networking

Traveling to conferences is a great way to develop professionally, to network, and to get your research/work known to potential employers, whether university or private sector. There are a number of ways to fund travel to professional conferences.

Graduate Studies

The Office of Graduate Studies offers a limited number of travel awards twice per year for travel to professional meetings. Applications for travel during January 1 through December 31 (current calendar year) are due to the graduate programs by March 15. Applications for travel during July 1 (current calendar year) through June 30 (following calendar year) are due to the graduate programs by October 15. The amount of the award varies depending on how far you are traveling. You are only eligible to receive this award once, so apply wisely. For more information on eligibility, amount, and application procedures, go to http://gradstudies.ucdavis.edu/ssupport/internal_travel.html.

Graduate Student Association

The Graduate Student Association (GSA) also offers a limited number of travel awards twice per year. Applications are due in early winter and late spring. You cannot receive a GSA travel award if you have received an award from Graduate Studies for the same instance of travel, but you are free to apply to both. For current information on the GSA travel award, see the GSA website at http://gsa.ucdavis.edu/Travel_Awards.

Financial Crises

Whether your student aid checks are delayed or the money just didn't stretch as far as you thought it would, there are a few resources on campus to help you through a difficult financial situation.

Assistant, Short-Term, Emergency Loans through the Financial Aid Office

The Graduate Financial Aid Office in Dutton Hall offers temporary financial assistance for graduate students. Assistant Loans for a maximum of one month's salary are available for Teaching Assistants

and Graduate Student Researchers. The maximum repayment period is six months; loans must be repaid within the academic year or by your expected graduation date, whichever comes first. Short-Term Loans for \$500 (more by exception) are available based on eligibility and individual circumstances. Repayment schedules may vary by exception, according to the source of repayment. Emergency Loans of up to \$500 are available after the beginning of the quarter and only after the student's fees are paid. Repayment is due within 30 days. This loan is made as a cash voucher redeemable at the Cashier's Office in Dutton Hall. To apply, complete the Short-Term Loan application available online at <http://financialaid.ucdavis.edu/undergraduate/types/STL.html>. Applications are reviewed 8:30 a.m.-9:30 a.m., Monday through Friday. You will be contacted by phone to set-up an appointment to come in and complete all necessary paperwork for the Short-Term Loan.

Assistance With Filing Taxes

As always, there are some certainties in life, and taxation is something you can count on. However, graduate student taxes are complicated. Some of your stipends and fellowships will have taxes withheld automatically, some won't. Some fellowship monies are not taxable, some are. Federal taxes will probably be taken out of your TA or GSR paycheck, but California taxes won't. So it would be wise to seek assistance with doing your taxes. Help with taxes is available:

- The Graduate Studies Adviser's Handbook provides some information on tax regulations that apply to graduate students. Go to <http://gradstudies.ucdavis.edu/publications>.
- Sometimes the Law School offers free tax workshops for any student who needs help. To find out if and when this service will be offered, contact the Graduate Student Assistant to the Dean and Chancellor at gradassistant@ucdavis.edu or contact the Law School at (530) 752-0243.

GETTING THE DEGREE

Objectives for Graduate Education

In March 2005, the UC Davis Graduate Council adopted a statement of objectives for graduate education:

"Graduate education provides advanced academic training and research specialization within a particular field of study to foster the development of scholars for careers in innovative research and teaching to benefit humankind. Toward these ends, the objective of graduate education at UC Davis is to develop individuals who are:

- Ethical citizens and scholars with knowledge and appreciation of the diversity of intellectual and creative activity.
- Independent, innovative researchers adept at creative and critical thought.
- Leaders in the creation of new knowledge and understanding of the world and our activities in it.
- Excellent communicators with outstanding teaching and mentoring skills.
- Achievers successful in collaborative and cooperative ventures."

Mentoring

Graduate education is a far more individualized process than undergraduate education. To achieve that personalization, your coursework will be tailored to your specific needs and aspirations. In addition, you will form personal mentoring relationships with certain faculty. The faculty-student interaction comes with responsibilities from each party, and Graduate Council has established Mentoring Guidelines to affirm the important roles students and faculty must play in enhancing the mentoring aspect of graduate education.

Program Requirements

There are a few different ways to complete both the master's degree and the Ph.D. degree. The options available to you are determined by your graduate program. Unlike a college degree, with its set course sequences, a graduate degree is much more individualized. Make sure you understand your course requirements and when you will be taking those courses, especially since certain courses are only offered in alternate years. You are fundamentally in charge of making sure you fulfill your program's requirements, but you are also encouraged to check in with your graduate faculty adviser quarterly to make sure you are on track.

Grading, courses, credit

Standards of Scholarship

Only courses in which A, B, C, or Satisfactory are earned may be counted in satisfaction of degree or credential requirements. You must maintain an average of at least 3.0 grade points per unit in all upper division and graduate courses. A course in which you receive a D+ grade or lower does not count towards meeting the unit requirement for the master's degree, but does count in computing the grade point average. Lower division courses are excluded in the graduate GPA.

Repeated Courses

Any student may, with the consent of the appropriate graduate adviser and the dean of Graduate Studies, repeat a course in which s/he received a grade of C, D, F or Unsatisfactory up to a maximum of nine units. In such repeated courses, only the most recently received grade and corresponding grade points shall be used in calculating a student's grade point average, but all units attempted and grades received shall remain part of the student's permanent record. Any repeated course, except for one offered only on a Satisfactory/Unsatisfactory basis, must be taken for a letter grade (A, B, C, D, and F). Note that a grade of C+ may not be repeated.

Satisfactory, Unsatisfactory (S/U) Grading

With the approval of the graduate adviser and the dean of Graduate Studies, you may elect to take one normally graded course per quarter on an S/U basis provided the course is used to explore an area unrelated to your academic discipline. It cannot be used to fulfill any of your graduate program course requirements. It may be used to fulfill unit requirements. This course would be in addition to any of those regularly graded on an S/U basis. To receive an S grade in lower or upper division work, you must achieve at least a C-. To receive an S grade in a graduate course, you must receive a B- or better. S/U petitions must be filed in Graduate Studies by the end of the fifth week of the quarter.

Incompletes

A grade of Incomplete is assigned when work is of passing quality but is incomplete. Before you request an Incomplete, you should consider all the factors involved. If you are doing well in a course but are unable to complete the work because of illness, personal emergency, or other “good” cause, an Incomplete is appropriate. But if you are not doing well or you are simply in over your head, an Incomplete grade is inappropriate and will not be assigned. In this case you should consider dropping the course and taking it again later. You must remove the Incomplete grade before the end of the third succeeding quarter of academic residence. If the “I” is not removed by the end of the specified time, it will revert to an “F.” You may request an extension by petitioning the dean of Graduate Studies. Under no circumstances should you formally re-enroll to make up an Incomplete. If part of the agreement between you and the instructor for removing the Incomplete involves participation in a subsequent section of the course, you should participate and complete the assignments but NOT formally enroll the second time. PLEASE NOTE: Some programs have additional requirements that may affect your funding eligibility. Be sure to check with your graduate adviser.

Ethics in Research and Authorship

With respect to professional ethics, integrity, and fairness, the authorship of any scholarly work implies the following:

1. That each author has made a substantial intellectual contribution to the work.
 2. That each author accepts responsibility for the contribution to the collaborative effort.
 3. That each author accepts responsibility for the scholarly conclusions appearing in the publication.
- “Substantial intellectual contribution” is interpreted by the Graduate Council to mean input beyond that of (1) only providing instruction, (2) granting use of laboratory space or equipment, (3) provision of financial support, or (4) dissertation guidance by a faculty member. It means a considerable degree of involvement with the development of the work, the generation and interpretation of data, the drawing of conclusions, and/or the actual writing of the manuscript.

“Responsibility” means that an author understands the methodology involved, the relationship to other research of a similar nature, and the significance and implications of that contribution to the publication. Responsibility implies the ability to defend the individual’s contribution against academic challenge.

Authorship should not be taken by students or faculty if they do not understand these aspects of the work, are unwilling to accept responsibility for them, or do not agree with the conclusions made in the report.

Satisfactory Progress, Warnings, Probation, Disqualification

Academic Probation

Students whose academic performance is less than satisfactory or who are not meeting program requirements are placed on academic probation and given a timeline for removing their deficiencies and returning to good standing. Students on academic probation are subject to disqualification.

Disqualification

Disqualification means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study at the University of California, Davis. A student may be disqualified ONLY by the dean of Graduate Studies and in accord with the procedures outlined below. The term “disqualification” should NOT be confused with “dismissal.” Dismissal is removal from graduate study based on behavior or conduct.

Unsatisfactory Progress/Probation/Disqualification

A student whose progress is judged unsatisfactory is regarded as a student on probation. This includes the student whose annual evaluation indicates unsatisfactory progress or the student who receives written notice from the Advisory/Guidance Committee or graduate adviser that progress is unsatisfactory. If the student fails to meet the requirements specified in the notices sent by the dean of Graduate Studies or by the Advisory/Guidance Committee, the student will be subject to disqualification from further graduate study in the graduate program.

Appeals

A student who is subject to disqualification, or who has been disqualified, may submit an appeal within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon non-academic criteria, (c) verifiable evidence of personal bias, or (d) specific mitigating circumstances contributing to the student's performance. Questions of academic judgment or evaluation will not be considered as an appropriate basis for submission or consideration of a student's appeal of disqualification. The Administrative Committee will make a recommendation to the dean of Graduate Studies as to the disposition of the case and the dean will make the decision. The dean will review the appeal and a final decision rendered within 60 days. The outcome of the appeal is final. For appeal procedures, see the Graduate Studies Adviser's Handbook.

Making Changes

Many students discover, at some point during graduate study, that their interests have changed. When this happens, there are procedures in place to help you change your program to fit your new objectives. For instructions about changes in major, degree objective, or for petitioning for a double major, go to http://registrar.ucdavis.edu/local_resources/forms/D065-graduate-major-degree-change.pdf.

Commencement

You made it, congratulations! The Office of Graduate Studies hosts graduate commencement once a year in June at the ARC Pavilion. Immediately following the ceremony, UC Davis hosts a reception for degree recipients, candidates, faculty, family and friends. If you receive your graduate degree in September or December of the year preceding the commencement event year, or March or June of the same year as the commencement event year, you are eligible and welcome to participate in the annual commencement ceremony. All commencement information can be found at Commencement Central, <http://gradstudies.ucdavis.edu/commencement>.

CAMPUS RESOURCES

Your success as a graduate student is important to us. Identifying and finding help early can make your journey much smoother.

Mental and Physical Health

University of California Student Health Insurance Plan

The University of California requires that all registered students have health insurance. The University of California Student Health Insurance Plan (UC SHIP) is designed specifically for UC Davis students, offering both Davis-area and worldwide coverage. The UC SHIP plan includes medical and dental benefits for undergraduate, graduate, and professional students.

Students who are enrolled in UC SHIP have the option to enroll eligible dependents in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. Enrollment in the dependent plan is managed by Wells Fargo (on behalf of Anthem Blue Cross) and the cost of insurance (premium) for dependents is paid directly to Wells Fargo. Student Health and Counseling Services does NOT manage the enrollment or collect payments for the dependent plan. See <http://shcs.ucdavis.edu/insurance>.

Registered students are automatically enrolled in UC SHIP. Students with comparable health insurance who want to waive participation in UC SHIP may complete the waiver application online by going to <http://shcs.ucdavis.edu/insurance>. Students must file a waiver application each year.

The services at Student Health and Counseling Services are supported by student fees to provide low student rates for primary healthcare services. All registered students may use Student Health and Counseling Services healthcare services whether or not they are enrolled in UC SHIP. UC SHIP members receive primary care services at Student Health and Counseling Services and are covered by UC SHIP for referral care when referred by a Student Health and Counseling Services provider.

Student Health Services

Student Health and Counseling Services offers resources to help students stay healthy and successfully achieve their academic goals. This on-site clinical facility is available to all registered UC Davis students. Student Health and Counseling Services staff include board-certified physicians, nurse practitioners, registered nurses, therapists, dietitians and health educators. Student registration fees subsidize the health center, which allows services to be provided to students at low rates. Student Health Services is available for preventative, self-care, primary care and specialty care services. Urgent care and same-day services are also available depending on the severity of the health problem. For student convenience, an in-house pharmacy, diagnostic laboratory, x-ray facility and insurance services are also available. For more information about Student Health and Counseling Services, visit <http://shcs.ucdavis.edu>.

Counseling and Psychological Services

Free and confidential psychological counseling services for graduate students are available through Student Health and Counseling Services. Student Health and Counseling Services offers short-term,

confidential individual and group counseling, crisis intervention, psychological and psychiatric assessment, and psychological testing for students with educational, career, emotional, personal, cross-cultural, and social concerns; conducts psycho-educational programs for psychological, multicultural, and interpersonal issues for members of the campus community; consults with faculty and staff on student needs, including students in crisis and disruptive students; assists in enhancing communication between individuals and groups; and trains peer counselors, pre-doctoral and postdoctoral psychology interns, psychology practicum students, and psychiatry residents. Health and counseling services are funded through student registration fees.

Student Health and Counseling Services has an office in Mrak Hall to provide counseling services to graduate students. To make an appointment, e-mail Dr. Thomas Roe at troe@ucdavis.edu or call (530) 752-0871 and ask to leave a message for Dr. Roe. Graduate students can also receive counseling services in North Hall. Go to <http://shcs.ucdavis.edu> for more information.

Workplace conflict resolution

The university is committed to helping you succeed in your academic effort. Occasionally, however, you may experience academic or personal differences with faculty members that cannot be resolved amicably. If you are unable to solve the differences between yourselves, or with the help of a professional from the Counseling and Psychological Services office, located at 219 North Hall (see <http://shcs.ucdavis.edu>) or one of the associate deans in Graduate Studies, it is important that both you and the faculty member involved know there are procedures by which grievances may be handled. Good sources of additional information are the Graduate Student Association, Student Judicial Affairs Office, the Graduate Studies Adviser's Handbook, and the Graduate Student Assistant to the Dean of Graduate Studies and to the Chancellor.

In general, a grievance should first be referred for resolution to the person alleged to have violated your rights. However, if you feel reluctant or fearful to speak directly with the person against whom you have a grievance, you may wish to turn elsewhere. For example, if the grievance is related to academics, you should speak to your major professor or graduate adviser, followed by the program chair, followed by the Associate Dean for Students in Graduate Studies.

Resources Within Your Graduate Program

Your Major Professor or Graduate Adviser

Your major professor and your graduate adviser are your first resources if you are having an academic problem. Even if the problem is with another faculty member, they can advocate for you.

Department or Graduate Group Chair

In some cases, the issue may involve the major professor or graduate adviser, in which case, your first resource should be the department/graduate Group Chair. If this person is involved in the problem, or if you feel that they may be biased in the issue, you should pursue resources outside of your program.

Graduate Program Staff

Though not an official link in the appeals process, graduate program staff are good resources for you. They know the programs intimately and may have insight into the issue at hand. They will also know how you should proceed with your complaint and will be able to put you in touch with the appropriate people.

Resources Outside Your Graduate Program

Graduate Studies

The student affairs officers, the director of Admissions and Academic Services and the Associate Dean for Students are all here to help. The associate dean serves as a neutral sounding board for you and is knowledgeable about the procedures you must take to resolve your issues. You may want to contact the associate dean should any concerns or conflicts emerge between you and your advisers or major professors. Go to <http://gradstudies.ucdavis.edu/about/directory.html> for a current list of staff in Graduate Studies.

Graduate Student Association

The Graduate Student Association (GSA) is a general resource for grievance information as well as direct advocacy. You should be advised that the GSA may have a legal obligation to pursue the complaint once it is informed of the name of the person who allegedly violated your rights. For more information, contact the GSA vice chair at gsavicechair@ucdavis.edu. The GSA can be reached at gsa@ucdavis.edu or (530) 752-6108. You may also wish to join the GSA Facebook group at <http://www.facebook.com/groups/ucdavisgsa> to stay up-to-date on graduate student happenings.

Graduate Student Assistant to the Dean and to the Chancellor (GSADC)

The GSADC is another advocate for you in the Office of Graduate Studies. If you have a question, concern, or problem and don't know exactly where to turn, try starting with a message to the GSADC. The GSADC serves as a liaison between graduate students and the university administration. S/he represents graduate student interests on a number of different university committees, and can help direct you to the appropriate services, offices, or staff members. You can contact the GSADC at gradassistant@ucdavis.edu.

Union for Academic Student Employees

UAW Local 2865 is the union representing more than 11,000 academic student employees— TAs, tutors, readers, and others – at eight UC campuses, including Davis. UAW represents these employees on issues such as wages, benefits, workload, grievance procedures, and fair hiring processes. For more information, go to <http://www.uaw2865.org>.

Mediation Services

Using a voluntary, informal and confidential process, Mediation Services helps individuals reach agreement about conflicts between them. An impartial mediator helps faculty, staff, and graduate students talk to each other constructively and candidly about important issues, decisions and problems. UC Davis Mediation Services are free. You can get more information at <http://mediation.ucdavis.edu> or contact them at (530) 297-4480.

Sexual Harassment Education Program

The Sexual Harassment Education Program (SHEP) can help graduate students understand their options and resources for addressing sexual harassment concerns. For more information, visit <http://shep.ucdavis.edu> or call (530) 752-9255. SHEP also offers an anonymous call line at (530) 752-2255.

Student Judicial Affairs

Issues of academic and personal misconduct by undergraduate, graduate and professional students are referred to Student Judicial Affairs (SJA). For more information, go to the SJA website at <http://sja.ucdavis.edu>. The SJA office can be contacted at (530) 752-1128 or sja@ucdavis.edu.

Graduate Council

Graduate Council is responsible for hearing and making recommendations on academic appeals and grievances. It is not a source to go to for advocacy, but it is the body to which you can appeal a decision related to your academic career. For more information on Graduate Council, contact Graduate Studies at (530) 752-0650.

Advocating for Yourself

There are a number of ways you can advocate for yourself, as well as for other graduate students or your whole graduate student group:

- Represent graduate students by serving on faculty committees. Many graduate programs have slots for graduate students on their faculty committees. If you don't know whether your graduate program has graduate student representation, look in your graduate group's bylaws. If there is no position available for graduate students, ask them to make one.
- Become a GSA representative. Every graduate is entitled to representation in the Graduate Student Association (GSA). Programs are entitled to one representative for every 30 registered students or fraction thereof. Find out if your program has enough representatives by going to the GSA website at <http://gsa.ucdavis.edu>. If your program has an open slot, contact another representative in your department, or contact the GSA at gsa@ucdavis.edu.
- Serve on a campus or systemwide committee. There are a number of committees, on both the campus and systemwide levels, that review, revise and set policies and procedures impacting graduate students. By serving on a committee, you will benefit yourself and your fellow graduate students as you provide a student voice. It is also a great opportunity for professional development and networking connections. For more information, contact the vice chair of GSA, or see the Administrative Advisory Committees Web page at <http://aac.ucdavis.edu>.
- Legal Links. The GSA's Legal Links Web page provides information on advocating for yourself around issues of housing, civil rights, family law, sexual assault, and other topics. Visit the page at http://gsa.ucdavis.edu/Legal_Aid.

Academic Resources

University Libraries

There are six main libraries on campus, as well as several specialized libraries, such as those in the Women's Resources and Research Center, Center for Child and Family Studies, Cross-Cultural Center, the Internship and Career Center, and others. Your registration card acts as your library card. You can navigate the library databases online, beginning at <http://www.lib.ucdavis.edu>.

In Shields Library, located on the south side of the Quad, volunteers provide information and assistance in getting to know the library and databases. You can also access the library databases from off campus if you have Internet access. For more information, go to <http://www.lib.ucdavis.edu>.

Help from a specialized librarian can save you hours of unnecessary searching. The Biological & Agricultural Sciences Department is staffed every afternoon. The library also hosts numerous classes to maximize your efficiency and effectiveness in literature searches. Through the University of California system, you have extensive access to world-class resources and databases. In addition, graduate students are eligible to apply for a personal locked carrel (a high-sided desk) as a quiet place to work.

Information Technology

IT Express is the university's service center for technology. It's the place you go to set up your computing and e-mail accounts, get help connecting to the university's servers, or just for troubleshooting your technology challenges. IT Express is located in room 182, Shields Library. For a list of services, go to <http://itexpress.ucdavis.edu>.

MyUCDavis

MyUCDavis integrates several UC Davis Web applications and online services into one convenient and secure location. After logging in, the system will recognize you as a faculty member, student, or staff member and present you with information, tools, and resources of special relevance to your job functions or academic pursuits. You can access your e-mail, student records, financial aid, transcripts, and other tools. Visit <http://my.ucdavis.edu>.

SmartSite

SmartSite is the UC Davis course management and collaboration system which many of your courses will utilize to share course notes, handouts and assignments. Visit <https://smartsite.ucdavis.edu/xsl-portal>.

Community of Science

Community of Science (<http://cos.com>) is a Web-based tool that UC Davis and many other institutions subscribe to. The service is free to you as a UC Davis student. You can create a professional vita online as a Web page, search for funding, and find other experts in your field who also use Community of Science.

Student Academic Success Center

The Student Academic Success Center offers academic support for all students, with group and individual services in reading, writing, English as a second language, science, mathematics, and study skills; prearranged, ongoing group tutoring in mathematics and science courses, as well as drop-in tutoring in mathematics, science and writing. Advisers also are available to help students navigate the application process for professional schools and programs. All services are free to registered UC Davis students. See <http://sasc.ucdavis.edu> for more information.

Professional Development

Your time as a graduate student is a great time to develop professional skills alongside your academic skills. Time management, writing, publishing, public speaking, teaching, management, leadership, ethics and professionalism, career exploration and networking, are skills that enhance the graduate experience and transfer easily to careers within and outside academia. The campus offers a wealth of programs specific to graduate students, through GradPathways and GradLink.

GradPathways

GradPathways is a comprehensive professional development program consisting of workshops, classes, seminars and activities to build competencies essential to career success. See

<http://gradstudies.ucdavis.edu/gradpathways/>.

GradLink

GradLink is a Web publication and a weekly electronic newsletter coordinated through the Office of Graduate Studies. GradLink compiles information on upcoming social and professional events for graduate students and postdoctoral scholars, and highlights resources available to you. Go to <http://gradstudies.ucdavis.edu/publications/gradlink>.

You will often receive GradLink via e-mail automatically through your Graduate Program Coordinator. If not, you can ask to be a GradLink subscriber by sending an e-mail request to gradlinkeditor@ucdavis.edu. Type "SUBSCRIBE ME" in the e-mail subject line and include your first and last name in the text of the message.

Professors for the Future

Professors for the Future is a year-long competitive fellowship program designed to recognize and develop the leadership skills of outstanding graduate students and postdoctoral scholars who have demonstrated their commitment to professionalism, integrity, and academic service. This program is sponsored by the Office of Graduate Studies and focuses on the future challenges of graduate education, postdoctoral training, and the academy. Professors for the Future (PFTF) is designed to prepare UC Davis doctoral students and postdoctoral scholars for an increasingly competitive marketplace and a rapidly changing university environment. For more information, contact the Associate Dean for Students in Graduate Studies, or go to <http://gradstudies.ucdavis.edu/pftf>.

Internship and Career Center

In partnership with the Office of Graduate Studies, the Internship and Career Center (ICC) provides career development services for all graduate students at UC Davis. Career coordinators provide confidential one-on-one career advising and guidance for academic careers, careers in the public or private sectors and other options. Services also include career development workshops on CV writing, career options, transferable skills, applying and interviewing for faculty positions, and many other topics relevant to those with an advanced degree. The annual Pathways Career Symposium held in the spring and co-hosted by Graduate Studies, assists graduate students and postdoctoral scholars with career development through a day of panel discussions and workshops.

Washington D.C. Program

The UC Davis Washington Program gives qualified graduate students the opportunity to live, work, and conduct research in our nation's capital for an entire academic year or the summer.

During the school year graduate students work and are paid as TAs for a research seminar taught at the UC Washington Center located in downtown D.C. and within walking distance of Georgetown University and the White House. Depending on space availability, graduate students may also live at the UC Washington Center with the undergraduate students enrolled in the program (but choose to live in town). A generous housing reimbursement has been provided to graduate student fellows in the past. To be eligible, students must not have reached their 15-quarter TAing limit and must also be able

to show how their research will benefit from a year spent in Washington D.C. Graduate students can also live and intern in D.C. during the summer with the UC Davis Washington Program. Students receive a \$4,000 stipend for a 10-week period and are required to work at a substantive internship during that period. Washington Program staff on campus are available to help graduate students find appropriate internships. For more information about the program and the application process drop by the Washington Program offices on the second floor of South Hall, call the Washington Program Coordinator at (530) 752-6652, or visit the Washington Program website at <http://washingtonprogram.ucdavis.edu>.

SPECIALTY SERVICES

Cross-Cultural Center

The Cross-Cultural Center (CCC) fosters a multicultural community through education and advocacy regarding systematic group oppressions, ethnic and cultural diversity, and establishing an environment of cross-cultural learning and exchange for the entire campus. Ethnic-themed rooms (Asian/Pacific Islander, Native American, African American and African, and Chicana/o and Latina/o) provide space to meet, work, interact, and study.

The CCC serves as a community center for the students, faculty, and staff at UC Davis. It supports student success by offering academic, leadership, cultural and social resources, educational programs, student internships, funding opportunities and knowledgeable staff. For more information, go to <http://ccc.ucdavis.edu>.

Lesbian, Gay, Bisexual, Transgender Resource Center

The Lesbian, Gay, Bisexual, Transgender Resource Center (LGBTRC) is housed in the University House Annex. The LGBTRC is an open, safe, inclusive space and community that promotes education about all genders and sexualities, as well as space for self-exploration of these identities. It is a dynamic, responsive organization that serves the UC Davis and surrounding region by providing a comprehensive range of programs and services, outreach and advocacy. Inherent in this mission are the values of respect, pride and unity for all individuals. Go to <http://lgbtrc.ucdavis.edu>.

Graduate Academic Achievement and Advocacy Program

The Graduate Academic Achievement and Advocacy Program (GAAAP) finds graduate mentors to help recruit UC Davis undergraduates of color to graduate school at UC Davis. Located at 16 South Hall, it is a student-initiated and student-run program. Graduate student mentors are chosen based on availability, career objectives, research interests, and demonstrated experience working with culturally diverse students. Quarterly stipends will be provided to those graduate students meeting the program requirements. For further information and to schedule an interview, please contact the GAAAP representative from the Student Recruitment and Retention Center (<http://thecenter.ucdavis.edu/gaaap>).

Reentry Student Services

Reentry Student Services offers support and assistance to graduate students who are 30 or older, or student parents. The Reentry Student Services office provides students with information and referrals to a network of campus services. Reentry Student Services, in cooperation with the Reentry/Transfer Resource Network and the reentry student club (OARS), sponsors special programs and activities for reentry students. For more information, visit the Reentry Center in TB 98, call (530) 752-2200, or go to their website at <http://reentry.ucdavis.edu>.

Student Disability Center

UC Davis is committed to ensuring equal educational opportunities for students with disabilities. The Student Disability Center (SDC) is the campus unit that authorizes accommodations for students with disabilities. The SDC is staffed by professional specialists with expertise in learning, vision, hearing, medical, psychological and mobility disabilities. These professionals each work with an assigned caseload of students, determining their eligibility for academic accommodations and ensuring the

provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus. For more information, go to <http://sdc.ucdavis.edu>.

Center for Excellence in Teaching and Learning

The Center for Excellence in Teaching and Learning offers a number of services for evaluation and improvement of teaching, professional development of graduate students and professors, test scoring, teaching technology, and Web-based course management. It also offers a collection of teaching resources available to instructors and teaching assistants. They also administer the Chancellor's Teaching Fellowship. To find out more call (530) 752-6050 or go to <http://cetl.ucdavis.edu>.

Veterans Affairs Office

The Veterans Affairs Office assists veterans, reservists or dependents of a disabled or deceased veteran. The office certifies course attendance to the Department of Veterans Affairs and processes Cal-Vet Fee Waivers. It also provides information about benefit eligibility and tutorial assistance, as well as advice about the GI Bill and educational benefits. To initiate a benefit claim, contact the office and complete the necessary paperwork. The Veterans Affairs Office is located at 1210 Dutton Hall and can be reached at (530) 752-2020. Visit them online at <http://advisingservices.ucdavis.edu/studentervices/veterans>.

Women's Resources and Research Center

The Women's Resources and Research Center (WRRRC) provides academic and personal support for self-identified women, graduate students and community members. The Graduate Student Outreach Coordinator (GSOC), undergraduate interns, and career staff provide one-on-one advising and referrals to on- and off-campus resources. The GSOC coordinates programs for graduate women and is a valuable peer resource available to graduate students. Visit the GSOC by appointment or drop-in to discuss concerns, learn how to navigate graduate school, and to learn about ways to build connections with other graduate women. The WRRRC also hosts the Graduate Ally Coalition to enhance access, awareness and availability of campus resources that empower, educate, and build allyship amongst graduate students. The WRRRC is the home to the Joy Fergoda Library, an extensive 12,000- volume collection on women and gender. Visit the WRRRC for educational programs, advising and referrals and academic support. For more information, call (530) 752-3372, visit them at 113 North Hall or go to <http://wrrc.ucdavis.edu>.

Resources for International Students

Services for International Students and Scholars (SISS) seeks to promote the globalization of UC Davis and represents the interests and concerns of approximately 2,300 international students, faculty, and researchers – and their accompanying family members – who come to UC Davis each year. SISS provides orientation, assistance, information, and referral to international students, faculty, and researchers regarding financial, personal, cultural, and academic concerns. SISS assists international students and scholars with maintaining their legal status while within the U.S. and can provide expert advice regarding U.S. immigration regulations and help with any problems that relate to visa status. SISS also assists academic departments that seek to invite and employ international faculty and researchers. For more information, go to <http://siss.ucdavis.edu>.

COMMUNITY

Housing

Start your housing search early. The Davis Model Lease which most landlords in Davis use for rentals typically stipulates a one-year term and turns over on September 1. You can opt for housing on or off campus, but both require that you be organized and proactive.

Campus Housing

If you are single, married, or a student with a minor child, you are eligible to live in Orchard Park and Solano Park apartments. These apartments are University-operated one- and two-bedroom unfurnished units. Vacancies are filled from chronological waiting lists, and students with children are given first priority to move into vacant apartments. For more information or to request an application, please call (530) 752-2033, e-mail studenthousing@ucdavis.edu, or go to <http://www.housing.ucdavis.edu>.

Additional on-campus, privately-owned and managed housing is available at The Atriums at La Rue Park, The Colleges at La Rue, Russell Park and West Village Apartments. To apply for those, you need to contact them directly. Links to them can also be found on the housing website.

The campus is also home to a student cooperative community, the Tri-Cooperatives, which comprise the Davis Student Co-op, Pierce Co-op and Agrarian Effort.

Off-campus housing

The Community Housing Listing service is offered by the ASUCD (the undergraduate student government) but is available to all UC Davis students and other Davis community members. You can access the service at <http://chl.ucdavis.edu>.

Aside from that listing, the dominant online classified ads for this area and beyond for housing and many other needs is the Sacramento Craig's List.org (<http://sacramento.craigslist.org>).

Dining

You have no doubt already become aware of the restaurant and pub scene in downtown Davis. There are also several dining options on campus.

There are some good dining options on campus. At the Memorial Union you will find the Coffee House (CoHo). The CoHo is the largest student-run dining service in the nation, with a wide array of natural, organic and other freshly prepared meals.

The Silo Union has a range of privately owned fast food outlets, as well as the Gunrock Pub and two food trucks. The closest food from the RMI complex is Shah's food truck on the patio of the Mondavi Center, which serves a variety of Middle-Eastern food.

To learn more about campus dining, you can turn to <http://dining.ucdavis.edu>.

Transportation

There are numerous ways to get to campus and around Davis. Transportation and Parking Services (TAPS) offers a centralized resource to explore all your options for short-range and longer-range travel:

<http://taps.ucdavis.edu>. The Alternative Transportation Program, goClub, is administered through TAPS, and comes with attractive privileges, such as complimentary parking passes and emergency rides home. Participation is available to all staff, faculty and students wishing to use public transit as their main form of commuting to campus. goClub transportation options include: bikes, walking, carpooling, vanpooling, buses and trains. For more information, go to <http://goclub.ucdavis.edu>.

Davis: Famous for Bikes

Davis' compact size, mild climate and flat geography make it perfect for biking. It is fast, convenient, popular and economical, and the city and campus have spent over four decades developing their cycling infrastructure.

Make sure you follow some basic rules:

- Cyclists are required to follow all traffic laws that apply to cars, and violations can result in a traffic ticket.
- All bicycles operated on campus are required to have a current California State Bicycle License: Licensing helps deter theft and increases your chance of recovering your bike if it is stolen. Licenses are available at TAPS Monday through Friday, 8:00 a.m.-5:00 p.m. They are also available at several bike shops downtown. A new license costs \$10, a renewal is \$5 and both are valid for up to two years.
- Bike lights are required by law for night riding.
- Lock up your bike: bike theft is the most common crime in Davis. This means you should lock up both at home and on campus. Don't leave your bike on campus during weekends and holidays. If your bike is stolen on campus, call the university police at (530) 752-1230 (emergency) or (530) 752-1727 (non-emergency). If it's stolen in the city, call the Davis police at (530) 758-3600 (emergency) or (530) 747-5400 (non-emergency).
- With thousands of bicycles on campus daily, it is important that you park only in designated areas. Bikes parked outside of established bike parking areas are subject to impound and fines. Bikes may only be locked to bike racks or other bike parking devices.
- Though you are not required to wear a helmet if you are over the age of 18, it is strongly recommended

Finding a Bike

Davis has numerous bike shops selling new and used bikes, as well as accessories and repairs. The ASUCD Bike Barn, located next to the Silo Union, sells new and used bikes and offers a variety of rental bikes, as well as parts, repairs, loaner tools and an air hose. Classified ads such as Craig's List are full of used bikes for sale. In addition, in the fall and spring, TAPS holds auctions where hundreds of abandoned or unclaimed bikes.

TAPS also provides an in-depth bike map showing all the greenbelt shortcuts designed specifically for bikes.

Unitrans

The Unitrans bus system is a cooperative arrangement between the University and the City of Davis. Undergraduates can get on the bus by showing their registration cards because they pay for Unitrans through student fees. Graduate students, however, do not pay those fees, so they must pay per ride. To reduce costs, you might wish to purchase a monthly, quarterly or annual bus pass, or buy a book of 10 passes. Unitrans also honors TAPS parking permit holders. Just board the bus and show the driver

your original (no copies!) parking permit. For information on fares and schedules, see the Unitrans site at <http://unitrans.com>.

Berkeley Bus

The Intercampus Bus service provides transportation between the UC Davis and Berkeley campuses for faculty, staff and students. There are two round trips daily, Monday through Friday. The bus service may not be used for commuting to a place of non-university employment or by non-university personnel. Reservations are recommended.

The bus picks up and delivers passengers at the Library receiving dock on the south side of Shields Library on the Davis campus. In Berkeley the pick up/drop off area is the West Gate entrance. For more information, go to <http://fleet.ucdavis.edu/Bus/jitney>.

UC Davis/UC Davis Medical Center Shuttle

The UC Davis/UC Davis Medical Center Shuttle is a service for persons affiliated with the University of California, including faculty, staff, students, interns, volunteers, patients, and visitors. There is a charge for commuting staff, faculty and students to ride the shuttle either with a one-way ticket or monthly pass purchased in advance. For more information, visit

<http://www.ucdmc.ucdavis.edu/parking/transportation>.

Other Regional Public Transportation

The Davis Train Depot is located less than ¾-mile from the campus, providing both nationwide Amtrak and regional Capitol Corridor train service (<http://www.amtrak.com>). YoloBus (<http://www.yolobus.com>) operates transit service between the campus and the other three Yolo County cities, as well as to the Sacramento International Airport and downtown Sacramento. Fairfield and Suisun Transit (<http://www.fasttransit.org>) operates Route 30 between Fairfield and Sacramento, including service to the campus.

Family

Health Coverage

Students enrolled in UC SHIP (Student Health Insurance Plan) have the option to enroll eligible dependents in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. Enrollment in the dependent plan is managed by Wells Fargo (on behalf of Anthem Blue Cross) and the cost of insurance (premium) for dependents is paid directly to Wells Fargo. Student Health and Counseling Services does NOT manage the enrollment or collect payments for the dependent plan. See <http://shcs.ucdavis.edu/insurance>.

Child Care and Family Services

UC Davis offers a number of childcare options and resources, including child care grants. For information about community and campus child care, early education programs, services for school-age children, financial assistance, health insurance, breast-feeding support, and other family services, see the “Child Care and Family Services” section of the General Catalog, or go to <http://www.hr.ucdavis.edu/worklifewellness>. The City of Davis also offers childcare resources through its website at <http://cityofdavis.org/cs/childcare>.

Sports and Exercise

Activities and Recreation Center

The Activities and Recreation Center (the ARC) hosts many recreational activities for UC Davis students, faculty and staff. During the summer, graduate students must pay to use the ARC unless enrolled in summer session. The ARC has four indoor basketball courts (convertible to host volleyball and badminton), eight four-wall courts, a multi-use activity center, indoor running track, large fitness/weight areas, an indoor climbing wall, wireless computer connections, a food service area, and the Health and Wellness Center. In addition, the complex includes group exercise, dance and martial arts studios, a student lounge with computer terminals and wireless access points, a conference center and Starbucks: <http://campusrecreation.ucdavis.edu>.

Intramural Sports and Sport Clubs

Campus Recreation's Competitive Sports program provides the students, faculty and staff of UC Davis the opportunity to participate in a variety of competitive and recreational sports on campus. The Intramural Sports program offers numerous sports leagues, tournaments, and events throughout the year. Sports with leagues specifically designated for graduate students, staff and faculty include volleyball, soccer, basketball, and softball. Graduate students are invited to play in either grad/staff/faculty leagues or in leagues with undergraduates. All current, full registration fee-paying UC Davis students are eligible to participate in intramural activities. The Sport Club program promotes student participation in a wide variety of athletic activities, provides opportunity for student competition at various levels of play and fosters the development of student leadership. Sport Clubs are comprised of student, faculty and staff of the University.

Outdoor Adventures

Outdoor Adventures will help you develop your outdoor skills and plan for your next outdoor excursion. You can rent professional quality equipment and arrange custom-designed trips. An up-to-date library contains topographic maps, trail guides and other materials. OA offers classes, excursions and clinics for backpacking, rock-climbing, whitewater rafting, sea kayaking, mountaineering, cross-country skiing and more. OA also offers training classes in wilderness first aid, EMT, CPR, AED and swift water rescue.

Equestrian Center

The 25-acre Equestrian Center is open year round, offering horse riding instruction in both English and Western riding. Group and private lessons are available for beginning through advanced levels, along with training in horse care and stable management. The Equestrian Center sponsors clinics, horse shows, summer youth equestrian camps and special events. The center is also home to the UC Davis Equestrian Club.

Aquatics

The Hickey Pool is a seven-lane, 33 and 1/3 yard heated pool located near the MU and available to students and ARC members for lap swimming hours during the year. The Recreation Pool's is located near the ARC and offers a wide variety of water activities during the summer months. The pool includes lap lanes, diving boards, an island, a large grass area for sunbathing and a shallow wading

pool. Picnic tables and a barbecue are also available on a first come first served basis. The Rec Pool offers aqua aerobics classes and swim lessons for all ages.

Memorial Union Programs and Campus Recreation

Memorial Union Programs and Campus Recreation provides opportunities to learn, lead and serve through a variety of recreational experiences. Graduate students have rated the Memorial Union Programs and Campus Recreation activities among the highest of all Student Affairs programs. MU Cultural Programs presents lectures, films and musical performances. The MU Art Gallery exhibits contemporary and historical art. The MU Music and Periodicals Center maintains a library of music, current periodicals and newspapers. MU Campus Information Center staff is trained to refer graduate and professional students to resources that provide programs and services specifically geared to meet their needs both on and off campus. Go to <http://campusrecreation.ucdavis.edu/cms> for more information.

Creative Outlets

Interdisciplinary Graduate and Professional Student Symposium

The annual Interdisciplinary Graduate and Professional Student Symposium is held each spring to showcase graduate and professional student research, and creative and scholarly activities in a truly cross-discipline environment. The three-day event includes posters, individual talks, student-organized panels, creative performances and networking opportunities in a professional conference atmosphere. For more information, go to <http://gradstudies.ucdavis.edu/about/igps.html>.

Craft Center

The Craft Center is an ideal place to channel your creative energy, offering more than 90 affordable and fun classes each quarter. The center's 10 well-equipped studios are available for informal use on a day or quarter use basis. Workshops and classes are offered each quarter in woodworking, sewing, weaving, jewelry making, art and graphics, computer imaging, ceramics, photography, silk-screen printing, welding, leather working, stained glass and other crafts. For more information, go to <http://campusrecreation.ucdavis.edu>.

Experimental College

The Experimental College (EC) offers a diverse selection of courses not available in the general UC Davis curriculum. Programs offered at the EC support a non-competitive learning environment in order to foster personal growth. Most instructors are members of the Davis city and campus communities, and most courses are held on campus or in local studios. The EC is located on the second floor of the South Silo: <http://ecollege.ucdavis.edu>. The EC also coordinates an organic community garden. For 20 years, the garden has provided a place for students and non-students alike to grow their own vegetables and meet other gardeners.

Student Publications and Other Displays of Creativity

There are a number of places for you to publish your own creative works. These include:

- The California Aggie (<http://theaggie.org>), the daily undergraduate student newspaper, accepts submissions from students.

- The Ellen Hansen Memorial Prize is awarded annually to a UC Davis woman-identified student whose original creative project best demonstrates the bravery and independence of women. Creative project entries are due in early spring and exhibited in May. To learn more about the prize and be inspired, visit the Ellen Hansen website at <http://wrrc.ucdavis.edu/EllenHansen>.
- The Grad Women Thrive in Academia Zine seeks to explore shared experiences among graduate students and illuminate the uniquely complex experience of each student. For more information, e-mail wrrcgrad@ucdavis.edu.
- For the artist in you, the GSA Lounge (located on the second floor of the South Silo) offers a place to display graduate student works of art, whether or not you are an arts student.
- Other GSA publications are occasionally organized by graduate students who receive a GSA Special Projects award. You can submit works to one of these publications, or you can apply to organize one yourself.

Arts and Entertainment

UC Davis has many opportunities for arts, entertainment, and cultural events. From the campus galleries, to the music and drama departments, to the wide variety of events at the Mondavi Center, there's something for everyone. And, usually, students get in for half price. To check out the many programs and venues available to you, go to <http://ucdavis.edu/arts-and-culture>.

Social Connections

In some cases, graduate study can breed social isolation. Social connections are important to your mental health, as well as to your professional development. There are several ways to get connected with students and faculty within your own program, as well as connect with students from across the disciplines on campus.

Graduate Student Association

The UC Davis Graduate Student Association (GSA) is a student-driven representative body linking students of diverse graduate programs. Funded by graduate student fees, GSA provides services to graduate students and protects and promotes their interests at all levels of university administration. Regularly enrolled graduate students, professional students in the Graduate School of Management, and professional students in the teaching credential program are automatically GSA members. Other professional students and graduate students on Filing Fee status can join GSA by paying the GSA quarterly fee (\$12). For more information, go to <http://gsa.ucdavis.edu>.

GSA Bagel-Donut Day

Every Friday morning while school is in session, GSA offers donuts, bagels, coffee and tea in the GSA office at the South Silo. It's a good way to meet graduate students from other departments. For more information, go to <http://gsa.ucdavis.edu>.

GSA Orientation Fund

Orientation Funds are provided through GSA to eligible graduate student groups who want to organize orientation activities for their incoming students. These are student-organized events, not the orientation provided by your graduate program staff and faculty. Orientation funds are distributed on a reimbursement basis. After hosting an orientation activity, GSA representatives seeking orientation

funds must submit an “Orientation Fund Application”, along with copies of their receipts to document their spending. The deadline for this application is in late October. Exact reimbursements are calculated soon after the deadline, with checks being distributed in December. For more information, go to http://gsa.ucdavis.edu/orientation_fund.

GSA “Department Fund”

The GSA Department Fund comes from your GSA fees and was established to promote cultural and professional activities for all students within graduate degree programs and to encourage participation in the GSA Assembly. One third of the GSA’s Department Fund is distributed to eligible graduate student groups each quarter. You will automatically receive department funds each quarter only if your graduate group is represented in the GSA Assembly. For more information, go to http://gsa.ucdavis.edu/Department_Fund.

GSA Special Projects Fund

The GSA Special Projects Fund was established to financially support efforts that are beyond the scope of graduate students in single graduate programs. Funding is available for initiatives that cross disciplines and create positive experiences for a variety of graduate students. For more information, go to http://gsa.ucdavis.edu/Special_Projects_Fund.

GradLink

GradLink is designed to serve UC Davis graduate students, postdoctoral scholars and the campus community. It includes event announcements and news of interest about graduate programs, graduate student and postdoctoral scholar accomplishments, updates from the dean of Graduate Studies, and other information that impacts graduate and postdoctoral education at UC Davis. GradLink is distributed in two formats:

1. Weekly submissions are included in a weekly e-newsletter publication (e-GradLink) that is emailed to graduate students and postdoctoral scholars through graduate program staff and postdoctoral listservs. e-Gradlink is also placed on Graduate Studies’ Facebook page.
2. Quarterly submissions are placed on the Graduate Studies website at the beginning of each quarter (<http://gradstudies.ucdavis.edu/publications/gradlink>).

Dialogue with the Dean

The dean of Graduate Studies hosts an open dialogue each quarter. It is intended to facilitate a more focused discussion with Dean Gibeling and other university administrators. Each quarter the event addresses a different topic of interest to graduate students, providing an opportunity for students to ask questions, express concerns and receive valuable information through informal discussions with the dean. The conversations typically occur over a provided dinner. Faculty and staff are welcome, and graduate students from all programs are especially encouraged to attend these quarterly dialogues. Dates and locations are announced in GradLink.