



### Office of the Graduate Dean

424 Sproul Hall, 510-642-5472

Email: [graddean@berkeley.edu](mailto:graddean@berkeley.edu)

### Dean of the Graduate Division Andrew J. Szeri

Professor of Mechanical Engineering, was appointed Graduate Dean in 2007. He serves as the chief advocate for graduate education and research at UC Berkeley. The Dean works with the Graduate Council of the Academic Senate on policies to sustain the world-renowned excellence of more than 100 graduate programs. He collaborates with campus stakeholders to ensure equity and fairness across the various disciplines and to build diverse sources of financial and academic support for more than 10,000 graduate students throughout their studies.

The Graduate Dean is assisted by members of the faculty who serve as Associate Deans. They are available for advice and assistance if you cannot resolve questions in your department or from one of the Graduate Division units listed inside this newsletter. To make an appointment, contact the Office of the Dean; staff will ask the nature of your inquiry to best assist you.

**Rosemary A. Joyce**, Richard and Rhoda Goldman Distinguished Professor of Social Sciences and Professor of Anthropology, was appointed Associate Dean in 2011. She oversees exceptional admissions matters, policy related to student academic progress, and the offices of Academic Services and the GSI Teaching & Resource Center. She represents the Graduate Division in academic program reviews and chairs the Interdisciplinary Committee of the Graduate Council.

**Associate Dean Carlos Fernandez-Pello**, Almy C. Maynard and Agnes Offield Maynard Professor of Mechanical Engineering, was appointed Associate Dean in 2005. He oversees graduate student support (fellowships, awards, grants) and employment (appointments). He serves as the Graduate Division liaison to campus diversity and equity programs as well as to postdoctoral affairs.

## Welcome to Berkeley from the Graduate Division!

The Graduate Division staff are the people who will oversee your progress from the time you are admitted until you complete your graduate program.

The Graduate Division serves nearly 10,000 students enrolled in more than 100 graduate degree programs. While your department is typically your first stop for information, Graduate Division can help guide you along the path to your degree. We're here both to help you complete your studies and to help you enjoy the most enriching experience possible at Berkeley.

You will find a wide range of resources on our website — [grad.berkeley.edu](http://grad.berkeley.edu) — including calendars, policies, forms, and useful tips about fellowships, student employment, degree progress, and admission. Our "Help Desk" answers frequently-asked-questions and gives contact information for our student service units. You'll also find publications of interest to graduate students and news about workshops, lectures, and other events sponsored by the Graduate Division.

**Where to find us:** Our offices for student services are located on the third floor of Sproul Hall. Service hours are Monday through Friday, 9 am to noon and 1 to 4 pm.

**Drop box:** Before or after office hours, forms and correspondence may be left in the drop box on the counter across from 302 Sproul Hall.



## How We Get the Word Out

The Graduate Division, through its Communications and Events office, keeps in touch with the entire Berkeley graduate community throughout the year.

**eGrad**, our monthly electronic newsletter, arrives as an email, sent directly to the address you've given the Registrar. A quick link takes you to complete illustrated articles on the web. It brings you current information that's vital to all Berkeley graduate students, including helpful facts and tips, policy matters that affect you, and news of interest about grad students, grad alumni, and faculty. Check out the current issue at [grad.berkeley.edu/news/category/egrad/july-2011/](http://grad.berkeley.edu/news/category/egrad/july-2011/).

**The Graduate Division website** is online 24/7/365 with information every grad student needs to know. It features a graduate-oriented calendar of events and deadlines, information about fellowships, in-school academic jobs (GSI, GSR, Reader, Tutor), preparing for faculty careers, academic writing, filing your thesis or dissertation, and the all new GradNews section. [grad.berkeley.edu](http://grad.berkeley.edu).

You will also find other **publications with important information for new students** online that you can download as PDFs, including *A Guide for New Graduate Students: Where to Begin*, *GROW: A Quick Guide for Graduate Students at Berkeley*, and *Families Matter*, a resource guide for graduate student parents at UC Berkeley at [grad.berkeley.edu/publications/index](http://grad.berkeley.edu/publications/index).



# Graduate Division Services and Resources

[grad.berkeley.edu](http://grad.berkeley.edu)

## Academic Services

The Academic Services unit offers programs and workshops to develop the skills necessary to complete your graduate degree. Workshop topics include:

- academic publishing • academic writing
- dissertation writing • editing • grant writing

321 Sproul Hall, Berkeley, CA 94720-5900  
(510) 643-9392 • Email: [academic\\_services@berkeley.edu](mailto:academic_services@berkeley.edu)  
[grad.berkeley.edu/acapro/academic\\_services.shtml](http://grad.berkeley.edu/acapro/academic_services.shtml)

## Admissions

The Graduate Admissions staff advises applicants, faculty, and departments on policy and procedures for admission to graduate study at Berkeley.

318 Sproul Hall, Berkeley, CA 94720-5900  
(510) 642-7405 • Email: [gradadm@berkeley.edu](mailto:gradadm@berkeley.edu)  
[grad.berkeley.edu/admissions/index.shtml](http://grad.berkeley.edu/admissions/index.shtml)

## Appointments

The Appointments staff reviews appointments of graduate students to academic titles, such as Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, Tutor, and staff titles to ensure compliance with policy and procedures established by the UC Office of the President, the Graduate Council, and the Graduate Division. They also monitor eligibility for fee and tuition remission programs.

318 Sproul Hall, Berkeley, CA 94720-5900  
(510) 642-7101 • Email: [gradappt@berkeley.edu](mailto:gradappt@berkeley.edu)  
[grad.berkeley.edu/policies/guides/category/appointments-guide/](http://grad.berkeley.edu/policies/guides/category/appointments-guide/)

## Communications & Events

The Graduate Communications & Events staff produces *eGrad*, a monthly e-newsletter for the graduate community, the Graduate Division website ([grad.berkeley.edu](http://grad.berkeley.edu)), *The Guide to Graduate Policy*, and other publications with important information for prospective, new, and continuing students.

Our office presents two lecture series, the Graduate Council Lectures, which brings prominent scholars from around the world to speak on campus each year, and the Tanner Lectures on Human Values series sponsored by UC Berkeley. We also host events like the New Graduate Student Orientation, the Graduate Fellowship Reception, and other fundraising events.

425 Sproul Hall, Berkeley, CA 94720-5900  
(510) 643-7358  
Email: [gradpub@berkeley.edu](mailto:gradpub@berkeley.edu)  
[grad.berkeley.edu/publications](http://grad.berkeley.edu/publications)

(510) 643-7413  
Email: [lectures@berkeley.edu](mailto:lectures@berkeley.edu)  
[grad.berkeley.edu/lectures](http://grad.berkeley.edu/lectures)  
[grad.berkeley.edu/tanner](http://grad.berkeley.edu/tanner)

## Degrees

The Degrees staff monitors student progress from registration to graduation. Much useful information can be found on the Degrees web pages, including answers to frequently-asked questions, policies,

procedures, and most of the forms and applications you may need. After consulting staff in your department, you can drop in or schedule an appointment in the Degrees Office to discuss specific academic concerns such as the qualifying exam, advancement to candidacy, filing fee, probation, and readmission. Master's theses and doctoral dissertations are filed in this office.

318 Sproul Hall, CA 94720-5900  
(510) 642-7330  
Email: [degrees@berkeley.edu](mailto:degrees@berkeley.edu)  
[grad.berkeley.edu/policies/guides/category/degrees-guide/](http://grad.berkeley.edu/policies/guides/category/degrees-guide/)

## Fellowships

The Fellowships staff is responsible for financial awards and administers university fellowships, departmental block grants, federally funded fellowships, and foundation and corporate awards. A list of available fellowships and awards is available on our web pages.

318 Sproul Hall, CA 94720-5900  
(510) 642-0672  
[grad.berkeley.edu/financial/deadlines.shtml](http://grad.berkeley.edu/financial/deadlines.shtml)  
[grad.berkeley.edu/financial/fellowships\\_resources.shtml](http://grad.berkeley.edu/financial/fellowships_resources.shtml)

## Graduate Diversity Program

The Graduate Diversity Program staff assists in the recruitment, admission, and graduation of students who enrich the diversity of the graduate programs on campus. This unit provides students with a network of academic and social support. The director of the Graduate Diversity Program provides personal advising and strategies for academic success.

327 Sproul Hall, Berkeley, CA 94720-5900  
(510) 643-6010 • Email: [grad.diversity@berkeley.edu](mailto:grad.diversity@berkeley.edu)  
[diversity.berkeley.edu/graduate/gdp](http://diversity.berkeley.edu/graduate/gdp)

**The American Indian Graduate Program**, part of the Graduate Diversity Program, helps to promote the participation of American Indians and Alaska Natives in graduate study.

597 Barrows Hall, Berkeley, CA 94720-5900  
(510) 642-3228 • Email: [aigp@berkeley.edu](mailto:aigp@berkeley.edu)  
[diversity.berkeley.edu/graduate/aigp](http://diversity.berkeley.edu/graduate/aigp)

## Graduate Student Instructor (GSI) Teaching & Resource Center

This office provides pedagogical support and guidance for new and continuing Graduate Student Instructors. Center services include:

- fall and spring teaching conferences
- workshops on teaching
- the online course, *Professional Standards and Ethics in Teaching*
- grants and awards for GSIs and for faculty mentors
- confidential consultations
- the Language Proficiency Program for international GSIs
- a rich array of electronic resources including the *Teaching Guide for GSIs* and award-winning teaching ideas by Berkeley GSIs.

301 Sproul Hall, Berkeley, CA 94720-5900  
(510) 642-4456 • Email: [gsi@berkeley.edu](mailto:gsi@berkeley.edu)  
[gsi.berkeley.edu](http://gsi.berkeley.edu)

# Financial Resources

## CAMPUS FINANCIAL AID

The Graduate and Professional Unit of the Financial Aid and Scholarships Office administers Federal Direct Loans for UC Berkeley graduate students, as well as several smaller federal loan programs and the Federal Work-Study Program.

Graduate students who are U.S. Citizens or permanent residents can almost always borrow what they need to cover the difference between their academic year budget (tuition, fees, and living expenses) and the merit-based awards and other resources that are available. The Federal Direct Loan covers the first \$20,500 for most students, and the Grad PLUS Loan is available in the event of additional need. You must accept your loans on MyFinAid, UC Berkeley's online financial aid system. You will need your CalNet ID to access MyFinAid.

The Financial Aid and Scholarships Office does not administer fellowships, GSI or GSR fee remissions, or department awards, and students should contact their academic department or the Fellowships Office with questions about these merit-based awards. You do not have to accept these merit-based awards on MyFinAid.

For detailed information about all of the programs, including instructions on how to apply, information on how funds are dispersed, and a link to the Budget Appeal Form, see the Graduate section of the Financial Aid and Scholarships Office website at [students.berkeley.edu/finaid/graduates/index.htm](http://students.berkeley.edu/finaid/graduates/index.htm). The Award Guide (<http://students.berkeley.edu/finaid/graduates/awardguide.htm>) and Frequently Asked Questions (FAQ)

([students.berkeley.edu/finaid/graduates/gradfaq.htm](http://students.berkeley.edu/finaid/graduates/gradfaq.htm)) sections will help to answer most of your questions.

**Questions.** If you still have questions after visiting the website, you can email a counselor at [fao\\_grad@berkeley.edu](mailto:fao_grad@berkeley.edu). Be sure to include your student ID number and **make sure your email address and phone number are correct on Bear Facts.**

### Office Hours

The Financial Aid and Scholarships Office has a combined Undergrad/Grad Walk-Up Advising area at 211 Sproul Hall. For hours of service check the Financial Aid and Scholarships Office website, [students.berkeley.edu/finaid/graduates/contact\\_us.htm](http://students.berkeley.edu/finaid/graduates/contact_us.htm). Telephone hours are Monday through Friday, 10 am to 3 pm, (510) 642-6442. In most cases, it will be more effective for graduate students to communicate with staff through email.

### FAFSA

The Free Application for Federal Student Aid (FAFSA) is available at [fafsa.ed.gov](http://fafsa.ed.gov). The UC Berkeley school code is 001312. Our priority deadline is March 2, preceding the academic year, but you may submit the FAFSA later (up to mid-spring semester) and still receive a federal loan.

### Emergency Loans

All registered students may get an emergency loan for up to \$775, interest-free if repaid within 60 days (with a \$20 processing fee). Apply at the Emergency Loan Office, 220 Sproul Hall, between 9 am and 12:15 pm Monday through Thursday. Phone: 510-642-0470 or email: [eloan@berkeley.edu](mailto:eloan@berkeley.edu).

## FELLOWSHIP INFORMATION

### What everyone needs to know about funding for Graduate School

#### What are Fellowships and Grants?

- Fellowships usually cover educational and living expenses
- Grants usually cover expenses related to specific projects
- Other types of funding include loans and research/teaching assistantships

#### Where to look for fellowships and grants:

- **The Web.** Visit these sites to begin:
  - [fastweb.com](http://fastweb.com)
  - [finaid.org](http://finaid.org)
  - [grad.berkeley.edu/financial/fellowships\\_office.shtml](http://grad.berkeley.edu/financial/fellowships_office.shtml)
- **University websites.** Search specifically for internal fellowship opportunities in academic department(s) within your area of interest.
- **Professional associations** can also be a source for funding
- **Journals and publications** in the field of interest often advertise funding opportunities
- **Reference books:** *The Annual Register of Grant Support*, *The Grants Register*

#### When to apply for money:

- Individuals thinking of applying to graduate school should start looking at least a year ahead of their applications
- Individuals applying to graduate school need to apply for funding while applying for admission into graduate school
- **Never stop applying!** Graduate students will find that there are

numerous opportunities for funding once they begin their careers

- Applicants must make the deadline! Individuals who do not make the deadline lower their chances of obtaining funding by 100% in most cases
- Applicants need to think ahead! The average turnaround time (from application to acceptance) runs six to nine months

#### What to look for:

- **The full ride:** Multi-year packages often cover educational and living expenses for two to six years. There are two types:
  - Institutional – specific to a university, usually part of admission package
  - Portable – may be taken to the institution of choice
- **Small grants for specific projects:**
  - Travel
  - Language study
  - Conference attendance
  - Summer research
  - Professional development
- **One-year fellowships for specific phases of graduate study:**
  - Research fellowship
  - Dissertation writing
  - Internship/Mentorship

**Keep trying!** The process of writing grant and fellowship proposals is integral to the development of clear research goals and professional objectives. Not only does practice improve grant-writing skills but the more an individual applies, the higher their chances of success.

For more information go to the UC Berkeley Graduate Division Fellowships website: [grad.berkeley.edu/financial/fellowships\\_resources.shtml](http://grad.berkeley.edu/financial/fellowships_resources.shtml)

# Campus Services and Resources

## Berkeley International Office

enhances the academic experiences of international students and scholars by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming to the UC Berkeley campus community.

International House  
2299 Piedmont Avenue, MC 2321  
Phone: 510-642-2818  
internationaloffice.berkeley.edu

## Berkeley Parents Network

Created by Berkeley graduate students in 1993, the Berkeley Parents Network is an independent, free, volunteer-run online community for 28,000 Bay Area parents, providing parent-to-parent advice and local referrals via email newsletters, including childcare, pediatricians, schools and more. To sign up for the newsletters, visit [parents.berkeley.edu/subscribe.html](http://parents.berkeley.edu/subscribe.html).

**Career Center** offers confidential appointments with PhD career counselors, an MS/PhD Career Fair, workshops on the academic job search, and expanded professional options for graduate students. The workshop schedule and other helpful information are available on the Career Center website.

2111 Bancroft Way, MC 4350  
Phone: 510-642-1716  
[career.berkeley.edu/PhDs/PhDs.stm](http://career.berkeley.edu/PhDs/PhDs.stm)

## Disabled Students' Program

provides students with disabilities a wide range of services, accommodations, and auxiliary services. Student grants are available for disability-related assistive technology. Staff can advise students about other types of special aid, scholarships, and vocational rehabilitation benefits.

260 Cesar Chavez Student Center, MC 4250  
Phone: 510-642-0518/TTY: 510-642-6376/  
FAX: 510-643-9686  
[dsp.berkeley.edu](http://dsp.berkeley.edu)

## Early Childhood Education

**Program** (ECEP) offers space for about 100 children (ages 3 months to 5 years) of student parents. Fees, from zero to full fee, are on a sliding scale set by the State Department of Education and are assessed based on family size and gross monthly income. Enrollment is limited and cannot be guaranteed. Since waitlists are common, please register your interest as early as possible.

2339 Haste Street  
Phone: (510) 642-1827  
[housing.berkeley.edu/child](http://housing.berkeley.edu/child)

## Gender Equity Resource Center

provides support and services for women, and lesbian, gay, bisexual, transgender and queer (LGBTQ) students; and advocacy, support, and education on sexual and relationship violence as well as hate crimes.

202 Cesar Chavez Student Center, MC 2440  
Phone: 510-642-4786/[geneq@berkeley.edu](mailto:geneq@berkeley.edu)  
[geneq.berkeley.edu](http://geneq.berkeley.edu)

**Graduate Assembly (GA)** is the graduate student government. Its mission is to improve the lives of University of California, Berkeley graduate students and to foster a vibrant, inclusive graduate student community. The GA offers academic and social networks, funding opportunities, and a variety of ways to get involved at Berkeley.

Anthony Hall, MC 4500  
Phone: 510-642-2175  
[ga.berkeley.edu](http://ga.berkeley.edu)

**Housing** options for graduate students fall into three categories: University owned and operated, group housing alternatives and off-campus rental housing ([housing.berkeley.edu/livingatcal/graduatestudents.html](http://housing.berkeley.edu/livingatcal/graduatestudents.html)). Most grad students live in off-campus rental housing in

Berkeley or one of the surrounding communities. The University's Cal Rentals office can assist you with making informed choices.

Phone: 642-3644  
Email: [homeinfo@berkeley.edu](mailto:homeinfo@berkeley.edu)  
[calrentals.housing.berkeley.edu](http://calrentals.housing.berkeley.edu)

## Library Services

The UC Berkeley Library offers world class collections and resources in over 20 subject-based libraries on campus. Visit Information for Graduate Students & Graduate Students Instructors (GSIs) ([lib.berkeley.edu/services/for\\_users/grad\\_students.html](http://lib.berkeley.edu/services/for_users/grad_students.html)) to learn about services that support your teaching and research and how to contact your department's library liaison. The Library's extensive collection of Electronic Resources ([lib.berkeley.edu/find/types/electronic\\_resources.html](http://lib.berkeley.edu/find/types/electronic_resources.html)) is viewable by subject, type and title. 24/7 online research assistance and much more is available via the Library web page ([lib.berkeley.edu](http://lib.berkeley.edu)).

**Ombuds Office** for Students and Postdoctoral Appointees is a resource for informal conflict resolution. For neutral, confidential assistance with a campus-related issue or concern, please call 510-642-5754, or visit [students.berkeley.edu/Ombuds](http://students.berkeley.edu/Ombuds).

## UNIVERSITY HEALTH SERVICES

[uhs.berkeley.edu](http://uhs.berkeley.edu)

### Counseling & Psychological Services (CPS) Graduate Student Workgroups

- Graduate Student Support Group
- Graduate Women's Support Group
- Health and Wellness Skills Group
- Understanding Self & Others Therapy Group

### Workshops for All Students

- Mindfulness Meditation Group
- Transgender Support Group
- API Student Support Group
- Women of Color Support Group
- Overcoming Shyness Skills Group

All groups begin in late September or early October. Call CPS at (510) 642-9494 to register for the groups. For more information, visit [uhs.berkeley.edu/students/counseling](http://uhs.berkeley.edu/students/counseling).

### Dependent Insurance Workshops — *Insurance workshops for students with dependents*

A variety of insurance coverage options are available for spouses, partners and children of students. Kathy Gage, UHS's insurance advisor, will explain how to choose and enroll in a plan that meets your family's needs. This workshop will be held Wednesday, August 17 and September 7. For details and resources visit [uhs.berkeley.edu/students/insurance/families.shtml](http://uhs.berkeley.edu/students/insurance/families.shtml). RSVP by emailing [ship@uhs.berkeley.edu](mailto:ship@uhs.berkeley.edu) or calling Kathy Gage at (510) 642-5742.

**Breastfeeding Support Program** serves faculty, staff, students, and their spouses/domestic partners who choose to breastfeed after returning to work or school. The program includes breastfeeding classes with a lactation consultant, lactation rooms on campus with hospital-grade breast pumps, sales of breast pumps, and personal kits for use with the pumps in the campus lactation rooms at a discounted price. Please contact Health\*Matters at (510) 643-4646, [hmatters@uhs.berkeley.edu](mailto:hmatters@uhs.berkeley.edu), or [uhs.berkeley.edu/facstaff/healthmatters/breastfeeding.shtml](http://uhs.berkeley.edu/facstaff/healthmatters/breastfeeding.shtml) for more information.



**UNIVERSITY  
HEALTH SERVICES**  
*Tang Center*