

GET TO KNOW YOUR ONLINE APPOINTMENTS RESOURCES



APPOINTMENTS & GENERAL RESOURCES

Graduate Appointments Office

grad.berkeley.edu/appointments/

What You Need to Know About Being a GSI, GSR, Reader, or Tutor

grad.berkeley.edu/policies/pdf/apptknow.pdf

How to Create an Academic Appointment

grad.berkeley.edu/training/create_appointment/

The Guide to Graduate Policy

grad.berkeley.edu/policies/guides/

FEE REMISSIONS

Graduate Student Fee Remission Tutorial for Staff

grad.berkeley.edu/training/fee_remission/

Fee Remission Program Bulletin

grad.berkeley.edu/policies/pdf/fee_remission_bulletin.pdf

Fee Remission Eligibility, Title Codes, & Remission Types

grad.berkeley.edu/policies/pdf/fee_remission_eligibility.pdf

CONTACT US

If you need information or have a question,
contact the **Graduate Services Appointments Office**

318 Sproul Hall

(510) 642-7102

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grad.berkeley.edu/appointments/

APPOINTMENTS AT A GLANCE

	GSI	AI-GS	GSR	READER	TUTOR
QUALIFICATIONS					
UCB grad. student in good academic standing (no probation, disciplinary action), no more than 2 incompletes	X	X	X	X	X
Registered in semester they are serving; 3.1 GPA or higher	X	X	X		
Registered, 3.0 GPA or higher, received B or higher in course they are serving				X	X
Registered and enrolled in at least 12 units (unless advanced to candidacy)	X	X	X	X	X
New: Attend ASE Orientation for semester of appointment	X				
New: Attend Teaching Conference for New GSIs before classes begin	X				
New: Complete online standards and ethics course by third week of classes	X				
Enrolled in department 300-level seminar on teaching	X				
<i>Step 1:</i> No post-baccalaureate teaching or one semester. <i>Step 2:</i> at least 4 semesters. <i>Step 3:</i> at least 6 semesters. <i>Step 4:</i> at least 8 semesters, approved, advanced to candidacy, exceptional teacher/scholar	X				
Completed at least 4 semesters of post-baccalaureate teaching; approved by Associate Dean and COCI		X			
DUTIES					
Instruct course content, lead discussion sections, labs under active supervision of faculty member	X				
Assist in selection of course content, assignments, exams and grading, office hours	X				
Independent responsibility for course syllabus, reading assignments, grades, and other department duties		X			
Perform research under direction of faculty or PI, may collaborate in publication of research			X		
Grade student papers and exams; may include attending lectures, office hours, consulting with instructor				X	
Lead tutoring sessions, workshop presentations and other duties assigned by the department					X
RESTRICTIONS					
Not on Filing Fee status	X	X	X		
May not exceed half time	X	X	X	X	X
Limited to four years of service in any one or combination of titles	X	X			
Appointment for one academic year or less			X	X	X

APPOINTMENTS: Types of Students

TYPE OF STUDENT	APPOINTMENT INFORMATION
NEW	<p>Entering in Fall, may begin appointment on July 1; Entering in Spring, may begin Dec. 1</p> <p>Must submit Statement of Intent to Register (SIR) and fulfill all other obligations</p>
VISITING	<p>May be hired if department unsuccessful in hiring qualified Berkeley graduate students</p> <p>Students who may qualify: enrolled in at least 12 units at another UC campus, participating in Exchange Scholar Program, students in Education Abroad Program</p>
THEOLOGICAL	<p>Graduate Theological Union (GTU) students in joint doctoral programs: Near Eastern Religions and Jewish Studies</p> <p>GTU students enrolled at another UC campus</p>
EDUCATION ABROAD	<p>EAP students admitted to UCB on Course Work Only status not eligible for GSI or GSR appointments;</p> <p>May be eligible for Reader or Tutor appointments</p>
UNDERGRADUATE	<p>May not be appointed as GSRs; appointed as GSIs by exception only.</p> <p>Must meet eligibility requirements such as: registered in semester teaching, enrolled in at least 12 units, have upper division status, GPA: 3.1 or higher, have previously taken course with grade of A- or better</p>
GRADUATES	<p>May hold GSI, AI-GS, or GSR appointment through the end of the last month of the semester in which they receive their terminal degree (Spring: May 31; Fall: Dec. 31).</p> <p>If qualified, graduates may be appointed as Reader or Tutor when on filing fee because these titles do not require registration and enrollment.</p>
INTERNATIONAL	<p>International students on F-1 can hold University appointments for a maximum of 20 hours a week and work full-time during summer breaks if registered for the following semester without permission.</p> <p>J-1 students may also work 20 hours a week, but they must get permission from their program sponsors.</p>

TYPES OF FEES REMISSIONS

TYPE	ELIGIBILITY	FEES PAID
Partial Fee Remission	<p>Equal to amount assessed in CARS.</p> <p>GSI, Readers, and Tutors working 25% (170 hours) or more time. GSRs working 25-44% time</p>	<ul style="list-style-type: none"> ■ University Registration Fee ■ Educational Fee ■ Health Insurance Fee*
Full Fee Remission for GSRs	<p>Equal to amount assessed in CARS.</p> <p>GSRs working at least 45% time</p>	<ul style="list-style-type: none"> ■ University Registration Fee ■ Educational Fee ■ Health Insurance Fee* ■ Berkeley Campus Fee ■ Class Pass (AC Transit) Fee
Full Fee and Nonresident Tuition Remission for GSRs	<p>Equal to Full Fee Remission plus amount assessed in CARS for nonresident tuition.</p> <p>GSRs working at least 45% time**</p>	<ul style="list-style-type: none"> ■ University Registration Fee ■ Educational Fee ■ Health Insurance Fee* ■ Class Pass (AC Transit) Fee ■ Nonresident Tuition Fee

- *Student Health Insurance Plan (SHIP) premiums are automatically remitted as part of the fee remission program unless student has a waiver of coverage on record at University Health Services.*
- ***Only for non-ca. US citizens/permanent residents pursuing degree in normative time and not receiving any other support that funds nonresident tuition; eligible for first year of graduate study only.*
- *Fee remissions based on percentage of time worked and duration of appointment.*