Welcome to Berkeley

The deans and staff of the Graduate Division are your central campus resource to help you throughout your graduate career, often behind the scenes in concert with your faculty and departmental staff, and sometimes face-to-face. We will assist you in your search for financial support, in arranging research and teaching appointments, with building academic and professional skills, with well-being and life balance issues, and more — from the time you are admitted until you’ve earned your degree.

Choosing Berkeley for your graduate studies was a wise decision. No other university can match the breadth and depth and unique character of opportunities offered here. You’ve been drawn by the reputation of your academic program, whether in a traditional department or school or in one of our interdisciplinary groups. In classrooms, libraries, and labs, Berkeley provides a dynamic intellectual environment in which our students and faculty partner to master challenging curricula and expand the frontiers of knowledge.

Berkeley goes beyond academic rigor. It creates a socially conscious environment that motivates and values contributions for the greater good. Many find that helping to make the world a better place is every bit as rewarding, and every bit as important in defining their future lives, as their core academic interests.

To make a full, multifaceted life here, I encourage you to take advantage of the abundant opportunities all around. Go to lectures in disciplines different from your own. Attend film screenings, live performances, and art exhibits. Join the student government or a service club. Make time for a hiking trip in the Marin Headlands or kayaking lessons on the Bay. Explore the East Bay parks, or go farther afield to the Sierra Nevada mountains. Check out a graduate student social event.

UC Berkeley is a magical place, and I predict that you will fall under its spell, as have countless other scholars. When we asked graduate alumni from the last 40 years whether they would pursue graduate degrees here again if they could start all over, ninety-five percent said yes. But we don’t rest on our laurels; we constantly strive to make the student experience more satisfying in all its aspects.

We look forward to your joining us and to your future success at UC Berkeley.

Welcome!

Fiona M. Doyle
Vice Provost for Graduate Studies
Dean of the Graduate Division
Donald H. McLaughlin Professor of Mineral Engineering
Congratulations on Your Admission to Berkeley!

To help you get off to a good start, this handbook provides some essential information about life as a new graduate student at Berkeley.

We encourage you to attend the New Graduate Student Orientation (NGSO) on Tuesday, August 21, 2018. The schedule of new student events will be available at the beginning of August on the Graduate Division website. Please check back in mid-August for the full calendar of welcome activities. Opportunities to complete the mandatory sexual harassment/sexual assault prevention training will be available at NGSO.

ONCE YOU ARE ADMITTED

Accepting Your Offer, SLR, and Onboarding

Please log in to your application status page to accept or decline our offer of admission through the “Reply to Offer of Admission” form. If you accept our offer, we will send you instructions on how to set up your CalCentral account. CalCentral will direct you to the onboarding process for new graduate students.

Onboarding is a communication tool in UC Berkeley’s online portal CalCentral that provides important information for newly admitted graduate and professional students to orient them to campus and take the necessary steps to prepare for their arrival. Please review the onboarding messages and checklist items under “Tasks” on My Dashboard that you need to complete in order to enroll.

The Statement of Legal Residence (SLR) is one task required of all new students except those admitted to the following programs: the Executive MBA, Evening and Weekend MBA, Master in Financial Engineering (MFE), Masters of Information and Data Science (MIDS/MICS), The online Master of Public Health (OOMPH), Master in Public Affairs (MPA), Real Estate Development & Design Program (MREDD), and Master of Law. Submit the SLR before June 1st.

If a final transcript, degree diploma, or other documentation is requested, it must be delivered to the Graduate Admissions Office by Monday, October 1, 2018, to ensure your continued registration and enrollment as a graduate student. An official transcript is one that has been issued by your current undergraduate (or graduate) school and is sent directly to Berkeley Graduate Admissions, 318 Sproul Hall #5900, Berkeley, CA 94720-5900. If you are a UC Berkeley undergraduate, we do not require official transcripts from you.

If you do not expect to graduate by the date listed on your application, or if you have problems concerning the award of your undergraduate
degree, please notify Graduate Admissions by phone, (510) 642-7405, or by email to gradadm@berkeley.edu as soon as possible.

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

BEFORE YOU ARRIVE

CalCentral Dashboard and SIS

Student Information Systems (SIS) is UC Berkeley’s comprehensive student information database, consolidating over 100 information systems into one integrated software solution. The new SIS includes all crucial student information: admissions, financial aid, registration, enrollment, course management, advising, billing and payment, records, and more. All students access all of their key information through a single point-of-entry: CalCentral.

CalCentral simplifies UC Berkeley’s online campus experience. This website combines multiple campus systems into one easy-to-use, mobile-friendly place. Check campus email, calendar, academic progress, financial aid, bCourses, and more, anywhere.

If you experience any technical issues in CalCentral, email sishelp@berkeley.edu or contact your department’s Graduate Student Affairs Officer.

bConnected

A bConnected account is your official campus email, calendar (for scheduling meetings, office hours, etc.), and document-sharing account. All registered students are required to have their own.

Your bConnected account comes with unlimited data storage. Your campus email address — based on your online identity (your CalNet ID followed by @berkeley.edu) — will be used by professors, departments, and University administration to send you important information on registration status, enrollment, financial aid, and class assignments.

After you accept your offer of admission, you can create a bConnected account by going to the bConnected website. You are responsible for communications sent to and from your “@berkeley.edu” address and for data stored in your bConnected account.

BECOMING A REGISTERED STUDENT

Becoming a fully registered student involves two steps: enrolling in classes and paying fees. Note that you will NOT have any fees assessed to your account until you have enrolled in at least one class.

Enrolling in Classes

While most graduate and professional students will follow the standard process of enrollment in CalCentral, some may have different enrollment dates and processes. If you are a student attending one of the following graduate and professional programs — School of Law; Haas School of Business MBA, EMBA, EWMBB; School of Optometry OD; School of Information MIDS and MICS; School of Public Health OOMPH; Goldman School of Public Policy MPA; College of Natural Resources MRED+D — please contact your advisor for more information about class enrollment.

For all others: Enrollment appointments in CalCentral will be available for incoming students starting July 19, 2018. You MUST enroll early to be eligible for academic appointments, stipends from University fellowships and grants, and access to services and programs.

For more information, see the Enrollment FAQ Page, or email sishelp@berkeley.edu for technical issues, or your Graduate Advisor for advising help.

Fee Payment Information

Your registration fees are billed through the Billing and Payment Services Office. Registration fees for Fall 2018 can be found on the Office of the Registrar website.

Your first billing statement (e-Bill) will be available in early August and must be viewed online through CalCentral. Paper bills are not generated; your only notification will be by email. E-Bills are generated once a month; once the e-Bill is created, it does not update. Before making a payment, it is important to first view your updated balance by logging into CalCentral. If you are eligible for financial aid, please note that the August e-Bill will not show your financial aid payments, including loan disbursements, for the Fall semester.

Payment Options

Students will use CalCentral My Finances for billing activities, including viewing new charges, account balances, transaction history, and paying bills. If you wish to grant a trusted individual access to seeing and paying your bills, use the link on My Finances to grant authorization.
Students can pay University bills online by eCheck at no cost, with a credit card for a 2.75% convenience fee, or with foreign currency through a Western Union wire transfer. For more information, visit Students: Billing.

You must pay your registration fees in full or enroll in the Fee Payment Plan (which has a $60 participation fee). The deadline for new graduate students to select this payment option is September 17, 2018. To be considered a registered student, at least the first installment of your fees must be paid by August 17, 2018, and you must be enrolled in at least one class. If your fees are not paid on time, your enrollment in classes may be canceled, any fellowship or stipend payments may be placed on hold, and you may not be able to access campus services such as the library or Recreational Sports Facility or be able to obtain a bus pass.

Recipients of fellowships, stipends, and financial aid are strongly encouraged to sign up for Electronic Funds Transfer (EFT) to expedite receipt of their disbursements or refunds via direct deposit to their personal bank account. Students using EFT receive their refunds faster and avoid standing in line. EFT is secure and saves resources. Refunds paid to students by a paper check can be picked up in person at Cal Student Central (120 Sproul Hall). Checks that are not picked up in a timely manner will be mailed to the local address on file in CalCentral. Make sure your local address is current to avoid delays in payment and problems with returned mail due to an outdated address. For billing inquiries, contact:

Cal Student Central (different from CalCentral)
120 Sproul Hall
Hours: Monday to Friday, 9 am – 4 pm
Phone: (510) 664-9181
email: studentcentral@berkeley.edu

FINANCIAL ASSISTANCE

Need-Based Financial Aid
Federal Direct Loans and work-study awards are administered by the Financial Aid and Scholarships Office. The programs require a Free Application for Federal Student Aid (FAFSA) to be filed, independent of the fellowship application.

Only U.S. citizens or students with permanent resident status may apply for the federal loans and work-study funds administered by the Financial Aid and Scholarships Office. In most cases, students will be eligible to borrow Federal Direct Loans sufficient to cover their academic year budget (tuition and fees, living expenses, books, etc.), less awards from other sources. If you have not filed a 2018–19 FAFSA, do so as soon as possible to ensure that you have loan funding available for the 2018–19 academic year.

Please direct questions about need-based loans and work-study programs to Cal Student Central. Or you can consult the graduate student section of the Financial Aid and Scholarships Office website.

Emergency Loan Program
Emergency loans are available for registered graduate students who need temporary assistance for living expenses or who need help to get registered.

Graduate Division Fellowships
The Graduate Division’s Fellowships office administers most university fellowships (e.g., Berkeley, Chancellor’s, DCF) as well as many external multi-year awards (e.g., NSF GRFP). For assistance with fellowship- and fee remission-related issues, it’s best to start with the advising staff in your department or School. If they are unable to assist, they will inquire on your behalf or direct you to Fellowships for assistance:

Graduate Fellowships Office
318 Sproul Hall, Berkeley, CA 94720-5900
e-mail: gradfell@berkeley.edu; (510) 642-0672

Award offers, from both the Graduate Division and campus departments, will include information on the disbursement schedule and applicable terms and conditions.

Numerous funding opportunities are available to continuing graduate students, from external multi-year fellowships (both federal and private), to dissertation research and write-up fellowships, to grants for conference travel. While departmental advisers are frequently the best source of information on relevant opportunities, the Graduate Division maintains a listing of available fellowships.

Fellowship opportunities and information on upcoming application workshops are also announced in GradNews; sign up if you are not already receiving GradNews.

Funding for Student Parents
Pregnant and parenting students may also be eligible for additional types of aid, including the Graduate Division Student Parent Grant, childbirth accommodation funding for women...
doctoral students, and reimbursement for child care expenses. For more information and to find out what you may be eligible to receive, see the Graduate Division website.

INTERNATIONAL STUDENT ARRIVALS

Berkeley International Office

Berkeley International Office provides advising on non-immigrant visa matters, financial, personal and cultural issues. For important information and requirements specific to new international students at UC Berkeley, visit the Berkeley International Office website.

The Non-Immigrant Information Form (NIF)

All non-immigrant students must complete the online NIF as part of their acceptance of admission. This includes students who intend to hold F-1 or J-1 student status, as well as other non-immigrant classifications such as A-1, E-2, J-2, H-1B/H-4 and L-1/L-2. Find more information about the NIF on the Berkeley International Office website.

Before you can access the online NIF, you must first submit your Statement of Intent to Register (SIR) to the University. It may then take up to 48 hours for the system to update before you can access the NIF in CalCentral if it has been more than 48 hours and your NIF checklist item hasn’t appeared in CalCentral, email SIShelp@berkeley.edu.

Certificate of Eligibility Form I-20 (F-1) or DS-2019 (J-1)

Berkeley International Office issues I-20 and DS-2019 documents needed for all new and continuing international students to obtain an F-1 or J-1 student visa.

To obtain your I-20 or DS-2019, access the online NIF from your CalCentral. Your I-20 or DS 2019 will be mailed within 10-15 business days from the time a complete NIF application is received.

Applying for a Student Visa

A visa is required to enter the U.S. for anyone who does not have legal U.S. permanent resident status or citizenship (with the exception of Canadian nationals who may enter the U.S. with their I-20 or DS-2019 and passport). Allow for sufficient time in your planning to apply for your visa. Start by checking the U.S. embassy or consulate website in your area to get instructions, make an interview appointment, and find out about visa appointment and processing wait times. U.S. embassy and consulate information is available on the U.S. embassy website.

To complete the iStart 101 Course for International Graduate Students

All international graduate students must complete the online pre-arrival orientation course entitled iStart 101 by Aug 22, 2018. If you have any problems accepting the email invitation or accessing the bCourses site, contact internationaloffice@berkeley.edu.

Making Travel Arrangements

According to U.S. regulations, the earliest you can arrive is 30 days prior to the start of the semester. For most programs, the Fall 2018 semester begins on August 15. You may enter the U.S. in F-1 or J-1 status only after July 16, 2018. Your specific program start date will be noted on your NIF cover page and I-20 or DS 2019. If you experience visa-processing delays, or will be unable to arrive in Berkeley for the first day of classes, contact the Berkeley International Office immediately at InternationalOffice@berkeley.edu. *If you are transferring your SEVIS immigration record from another US school, please see the BIO website for more information regarding travel.

Mandatory Online Arrival Notification

All New, Transfer, EAP, and Returning (withdrawn for one semester or more) F-1/J-1 international students are required to complete an online document check to confirm their arrival in the U.S. so that Berkeley International Office can activate their F-1 or J-1 immigration records. After your arrival in the U.S., please do the following:

- Update your local U.S. address in CalCentral (temporary or short-term addresses are accepted). See this guide to updating your address in CalCentral.
- Look up your I-94 Arrival Record online. Download and save as an image or pdf (or take a screen shot) and save it on your computer.
- Upload the file of your I-94 Record here.

International Student Orientation Programs

Berkeley International Office hosts orientation programs and social events specifically for international students new to the U.S. and Berkeley. All international students are invited to attend. The schedule for the orientation program is posted on the Berkeley International Office website.

Berkeley International Office

International House, 2nd floor
2299 Piedmont Avenue, Berkeley, CA 94720-2320
phone (510) 642-2818
email: internationaloffice@berkeley.edu

TEACHING AND RESEARCH ASSISTANTSHIPS

Many graduate students are offered academic appointments, such as Graduate Student Instructor (synonymous with “teaching assistant”), Tutor, or Reader. These titles are Academic Student Employees (ASE) and are regulated by a union contract. The contract is available online. Teaching preparation requirements for GSIs also apply and are laid out in the Graduate Council Policy on Appointments and Mentoring of GSIs. Students also may be offered an appointment as a Graduate Student Researcher.

A Graduate Student Instructor (GSI) serves as a teaching apprentice under the supervision of the instructor in charge of the course. GSI duties may include lesson planning and
lab preparation, teaching sections or labs, office and email consultation, and grading exams and papers.

**A Graduate Student Researcher (GSR)** performs research work broadly related to his or her degree program under the direction of a faculty member or principal investigator.

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

Before you begin any work, you should first meet with the personnel assistant in your hiring department to complete all the necessary paperwork and ensure that you understand what your position will entail and what to expect in terms of salary and fee remissions. For GSI appointments, the hiring department is required to send you an official appointment letter and any requisite supplemental information.

For GSR appointments, you should receive your signed copy of the GSR Appointment Form from your department outlining the details of your GSR appointment.

Your appointment is not final until you have accepted the job offer in writing. Ask about University deadlines, and make sure that you have met all the requirements for your position. For more information, please read the following documents:

- Graduate Division’s [Graduate Student Academic Appointments page](#) has comprehensive information on appointment types and levels, hiring requirements, compensation, fee remissions, tips for finding a position, and policies for academic appointments.
- [Fee Remission Program webpage](#) explains the fee remission program and is updated every semester.

The GSI Teaching and Resource Center, an academic unit in the Graduate Division, has been recognized as “a model for TA development programs everywhere” (WASC Educational Effectiveness Visiting Team Report). The Center prepares GSIs for the teaching they will do at Berkeley and in future careers. The Center’s website provides useful information and resources that can greatly assist you in your teaching.

The GSI Teaching and Research Center also assists students who do not speak English as a native language. Students who do not speak English as a native language and who do not hold a Bachelor’s degree from a U.S. institution must demonstrate oral English proficiency to be appointed as a GSI. English language proficiency for teaching is determined by the speaking section score of the iBT TOEFL or the IELTS taken prior to arrival in Berkeley. In those countries where the iBT TOEFL or IELTS is not available, students can demonstrate their proficiency by taking and passing the Oral Proficiency Test (OPT) offered on the Berkeley campus. Information on passing scores, testing options, and language courses can be found on the GSI Teaching and Resource Center’s Language Proficiency web pages.

**FIND HOUSING**

UC Berkeley graduate student housing options are outlined below or you may learn more on the [Housing website](#). The University also offers flexible meal plans for graduate students who live both on and off-campus. Learn more about convenient campus dining options and [Graduate Student Meal Plans](#) through Cal Dining.

UNIVERSITY-OWNED-AND-OPERATED HOUSING

For monthly rates and to submit an online application, visit the [Housing website](#).

Ida Louise Jackson Graduate House

Ida Louise Jackson Graduate House is located one block from the campus. The complex offers space for 120 graduate students in two-, three-, four-, five-, and six-bedroom shared apartments.
Utilities are included. A twelve-month lease is required. Jackson House is considered “off campus” for budgetary purposes with the Financial Aid office.

**Manville Apartments**
The Manville Apartments is a secured complex reserved for law and graduate students. Located three blocks from the southwestern corner of campus at Shattuck Avenue and Channing Way, Manville Apartments are within walking distance of downtown Berkeley, near shops, banks, movie theaters, restaurants, and public transportation. A twelve-month lease is required. Rent for Manville does not include electricity. Students are responsible for setting up their own electricity accounts with PG&E.

**The Garden Village Apartments**
The Garden Village apartments include single-occupancy bedrooms that are fully furnished. Units include full-size kitchens with high-efficiency appliances and high-efficiency in-unit washers and dryers. These spaces are assigned to students according to eligibility and lottery number. All apartments are single gender. Located at 2201 Dwight Way, Berkeley, CA 94704.

**Family Student Housing**
Family Student Housing offers unfurnished apartments for married/partnered students, with or without children, and single parents at University Village. The East Village Apartments include spacious two- and three-bedroom flats and townhouses, and the West Village Apartments include one-, two-, and three-bedroom apartments.

The popular University Village community is located about three miles northwest of campus in the nearby town of Albany (known for its excellent school district). Amenities include data lines for internet access, basic cable, carpeting, window coverings, tiled kitchen counters, storage closet, a balcony or patio (patios are toddler-friendly with fencing and a gate), and a parking space. The community areas include laundry facilities, grassy courtyards with outdoor benches, and play areas for children. University Village is served by AC Transit and the local bus system; registered students can ride for free.

For more information, email the Family Student Housing Assignments Office, or call (510) 642-4109.

**ALTERNATIVE AND OFF-CAMPUS HOUSING**

**The Berkeley Student Cooperative**
The Berkeley Student Cooperative, known as co-ops, include buildings that offer various accommodations, including rooms, houses, and shared apartments for single students in single or double occupancy rooms.

**International House**
International House, located at the eastern edge of the campus, provides room and board accommodations, and features an exciting array of intercultural activities and programs for students and scholars from the United States and dozens of other countries.

**Off-Campus Rental Housing**
Many graduate students reside in rental housing in Berkeley or nearby communities and find their housing through the Cal Rentals website, a rental listing service. Currently registered and newly admitted students may obtain two months of free online rental listings. Listings feature photos and maps links, as well as information to help students expedite their search. Rentals advertised include shared apartments and houses, rooms in private rooming houses and private homes, apartments and houses in the community, and work exchanges. Work Exchanges are another option for budget-conscious students. Sometimes a homeowner will seek a student to perform a job (babysitting, gardening, or managing the property) in exchange for a room or an apartment. Expect to work approximately 15 hours per week for a rent-free room.

Unlike University housing, off-campus rentals do not usually include utilities, cable TV, or internet access. Typically you will be required to pay the first month’s rent and a security deposit in advance.

**Other Housing Resources**
The Graduate Assembly has compiled an informative web page: GA's Housing Guide: Best Practices for Finding Housing. Berkeley International Office has a helpful webinar and links to Facebook groups and other helpful resources. The Graduate Division also offers helpful Housing Resources.
GET SETTLED

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

The classification process is not automatic. Continuing nonresident students who have made California their permanent home and believe that they are eligible for resident status must submit an online residency classification petition. Supporting documentation can be uploaded to CalCentral prior to established deadlines. Even though few nonresident students submit a petition to change their residency status until the end of their first academic year at Berkeley, you must start the process of fulfilling the residency requirements as soon as you arrive. This includes documenting when you arrived, that your year of physical presence in this state is coupled with your intent to make California your home, and that you are financially independent.

What Should You Do Once You Arrive in California?
Please review Residency Requirements: Graduate Students. If you remain in California during non-academic periods, it will strongly indicate your intent to make California your home. You will be required to document that you were physically present in California for at least two of the three months during the summer previous to the term for which you are petitioning for residency.

For the full text of the campus residency policy, what students should do once they arrive, and applicable deadlines, see Residency (for tuition purposes). For residency questions, contact the Residence Affairs unit.

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

Note: International students with F-1 or J-1 visas / nonimmigrant status are not eligible to establish residency.

Cal 1 Card – Your Photo ID and Much More
The Cal 1 Card is the official campus photo ID. The Cal 1 Card will allow you to access various campus services, facilities, and events and can also be used as a debit card to pay for goods and services at multiple campus dining facilities, library printing locations, as well as many other merchant locations. Cal 1 Card issuance requires that you submit a photo online and present an original valid government-issued photo ID (e.g., driver license, state ID, passport) at the time of issuance at the Cal 1 Card office. If you encounter any problem submitting your photo online, please provide the pertinent details via an email to cal1card@berkeley.edu for additional support.

Student Records and Privacy
As a student, you will have a variety of records maintained by the University of California. Disclosure of information contained in these records is governed by state and federal law and by campus policy. When releasing public directory information, the Graduate Division adheres to the Policy Governing Disclosure of Information From Student Records. Directory information will be released on request unless the student has indicated in CalCentral preference that the record be kept confidential. The Graduate Division also confirms honors and awards received by registered students for purposes of funder verification following the guidelines above. Academic appointments are considered employment data and are verified by the Human Resources Office.

ACADEMICS AND RESEARCH

ACADEMIC ADVISING
The Graduate Student Affairs Officer (GSAO) in your department will tell you which faculty member has been assigned as your Graduate Advisor to help you understand course
requirements and to plan a program of study. Eventually, you will need to designate a faculty member to serve as your major advisor and to direct your thesis or dissertation. This professor will act as your personal mentor during your graduate career and will introduce you to the academic world of your discipline.

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

**INTELLECTUAL PROPERTY**

**Research Policies**
The conduct of research at the University of California, Berkeley is governed by the rules and policies of several jurisdictions: the federal and state governments, the UC Office of the President, the Academic Senates of both the University of California system and the Berkeley campus, as well as the administration of UC Berkeley. The [links listed here](#) provide information on relevant rules, regulations, and policies.

**Intellectual Property**
The aim of UC Berkeley policies on the protection of intellectual property rights is to make research available to others for the public benefit, while providing recognition to individual researchers and inventors and encouraging the prompt and open dissemination of research results.

The UC Berkeley Office of Technology Licensing (OTL) works with campus inventors to facilitate transfers of technologies created at UC Berkeley to the commercial sector for public use and benefit. OTL has a peer division, the Industry Alliances Office (IAO), which enables innovative research relationships by negotiating research contracts between Berkeley employees and private industry.

**Publications**
Due to the variability and ambiguity in practices among different fields regarding faculty-student authorship of published work, the Graduate Council of the Academic Senate has mandated a set of processes within each department to clarify expectations concerning authorship. Guidelines, as well as an appeals process, are set at the faculty-student level and the department level. For more information, see the [policy on fairness of authorship credit](#).

**PROFESSIONAL DEVELOPMENT**

**Graduate Professional Development (GPD)** supports graduate students in developing professional skills and pursuing diverse career opportunities within and beyond the academy.

GPD provides direct student services, such as individual consultations and goal-setting groups. In addition, GPD serves as a central hub where students can find information about the extensive academic, professional, and career development programming offered by a wide range of campus units. The GPD Center, located in 309 Sproul Hall, provides a space for professional development events and workshops for graduate students. GPD also assists departments and faculty in developing professional development programming such as alumni panels, workshops, courses, and LinkedIn groups.

Resources on the [GPD website](#) include: a comprehensive calendar of campus professional development events; information about the many online tools to which Berkeley students have free access; and an [online Professional Development Guide](#) specifically for Berkeley graduate students, which offers detailed information about how to develop academic and professional skills. GPD also sends out a bimonthly Professional Development Digest, which informs students about upcoming events.
of preparing GSIs for teaching through grants, web-based materials, and an annual seminar for faculty on mentoring GSIs in teaching.

The Center’s website includes an Online Teaching Guide and a rich array of materials to assist GSIs. Visit the GSI Teaching and Resource Center at 301 Sproul Hall to find books, videos, and other reference materials on teaching. For more information, email or call (510) 642-4456.

Career Center
The Career Center offers services for graduate students including confidential appointments with Ph.D. career counselors, C.V. and résumé assistance, and career development workshops on topics such as interview skills, career exploration, negotiation strategies, and job searching within and beyond academia. The Center also offers a Masters/Ph.D. Career Fair, employer information sessions, networking events, and a Ph.D. Career Colloquium.

TECHNOLOGY RESOURCES
UC Berkeley Students have access to a wealth of technology resources to support collaboration, learning, and research on campus and beyond.

Berkeley Student Technology Services (STS)
Berkeley Student Technology Services (STS) is a student's best resource to ensure reliable network access and knowledgeable, friendly, and responsive technical support. They provide in-room, wired Internet connections for every student living in campus housing and support access to campus-provided Wi-Fi throughout all residential locations and on campus. They also work to inform students about the importance of keeping their personal data and devices secure and using legal services to get their music, movies, and other media. See more at the STS web page.

Educational Technology Services (ETS)
ETS provides audiovisual, computer projection, and podcast technology for classrooms, along with training and support of technologies to enrich teaching and learning experiences. Learn more on the ETS website including locations, hours, and technical service specifics.

bCourses
bCourses is Berkeley’s Learning Management System (LMS) powered by Canvas. It is an online system specifically designed for the delivery and communications of course content, online engagement between students and instructors, and the management of student work in support of face-to-face and hybrid classes.

Software Central
Software Central offers no- or low-cost downloads of campus site-licensed software, including Windows, Microsoft Office Suite, Adobe Creative Suite, and integrated firewall/antivirus programs. Cloud services for online storage and collaboration — Box, bDrive and Google Docs — are available at no cost to the campus community. You will need a CalNet ID and passphrase to download/access these services. See bConnected for service access information.
Campus Wi-Fi Choices
AirBears2 is the wireless service for access to the campus network. It provides access to all students, staff, and faculty, and includes a provision for the creation of short-term guest accounts for campus visitors. Guests may use CalVisitor to access the internet only. This is an open wi-fi network and requires no password.

Campus IT Service Catalog and Technology Support
The Catalog is designed to make it easier for the campus community to find information about and request campus IT services in a convenient, centralized location. The technology web page includes services offered by the Office of the CIO (OCIO), Information Services and Technology (IST), Educational Technology Services (ETS), Research IT (RIT), Student Affairs IT (SAIT), and Campus Shared Services IT (CSS IT).

The online Knowledge Base provides how-to’s and answers to commonly asked technical questions and support.

Berkeley Security Policies
Policies such as data security and copyright govern the broad range of electronic activities that you may engage in as a student. Find more information about specific regulations and topics including Phishing.

HEALTH, WELLNESS, AND MENTAL HEALTH SERVICES
University Health Services (UHS) at the Tang Center is a comprehensive health center, complete with medical, mental health, wellness, and insurance programs all within blocks of campus. Services provided include primary, urgent, and specialty medical care; pharmacy, laboratory, and radiology services; physical therapy; counseling and psychological services, including a career counseling library; health promotion services; and eTang online student portal. Registered students can use all services at UHS whether or not they have Berkeley SHIP.

Student Health Insurance Plan (SHIP)
As a condition of enrollment at the University of California, all students are required to have major medical insurance that meets UC-wide standardized criteria. Students are automatically enrolled in Berkeley SHIP, administered by UHS. SHIP coverage is worldwide and includes excellent medical, mental health, dental and vision benefits. The Fall semester coverage period is August 1 – December 31, and the Spring semester covers January 1 – July 31. Dependent plans and a free Insurance Helpline are also offered. More details are available online.

Mandatory TB & Immunization Program
All incoming and re-admitted students must satisfy TB and Immunization clearance requirements as mandated by the UC Office of the President prior to the start of their first semester. Please review the Mandatory TB & Immunizations Program website for the steps you need to complete and deadline information.
Counseling and Psychological Services (CAPS) provides a variety of services for students to help with personal, academic, career, and crisis concerns, focused on short-term therapy. There is no cost to get started. CAPS creates individualized treatment plans, and assists in coordinating referrals with local providers for students who need ongoing therapy. Professional counselors are available at the Tang Center, as well as at several satellite offices, which offer convenient access for graduate students. Graduate student-specific groups and workshops focus on managing stress, anxiety, and depression, with support groups for graduate women and men.

**Office Hours at Tang Center**
Monday – Wednesday: 8 am – 5:30 pm  
Thursday: 9 am – 5:30 pm  
Friday: 8 am – 5 pm  
Crisis Drop in Hours: Monday – Friday: 10 am – 5 pm  
After Hours CAPS line: (855) 817-5667

**Satellite office hours and locations**

Recreational Sports
You can find just about everything you’ll need to stay fit at facilities managed by the Department of Recreational Sports: swimming pools, racquetball and handball courts, weight rooms, cardiovascular machines, basketball, volleyball, badminton courts, intramural sports leagues, and more.  
Student memberships are included in campus fees, so you don’t pay anything extra to become a member. Students also receive special rates on fitness classes, personal training, intramural sports, and outdoor adventure classes.  
All members get access to the Recreational Sports Facility (RSF), the Fitness Center at Memorial Stadium, tennis courts, running tracks, the Strawberry Canyon Recreation Area, Hearst Pool, and the Golden Bear Recreation Center, Group X classes, and discounted rates on personal training, instructional fitness classes, and Cal Adventures classes at the Berkeley Marina.  
Members can sponsor one additional person, to receive a discounted Associated Student membership rate, provided they meet the following criteria: legal spouse, domestic partner, or adult (at least 17 years old) at the same shared residence. Call (510) 642-7796 for more information, or visit the Recreational Sports website.

**SERVICES FOR STUDENT PARENTS**
About one in ten of Berkeley’s graduate population is a student parent. UC Berkeley recognizes that a family-friendly academic culture is essential to the success and well-being of all students, faculty, and staff. The University is committed to supporting policies, programs, and services to help graduate student parents meet their family care obligations while they pursue their academic goals.

**Academic Policies**
The Graduate Council of the Academic Senate supports academic accommodations for graduate students with substantial parenting responsibilities, including (when applicable) extension of time for academic milestones. For details, see the Student Parent policies here.

**CHILD CARE**
The Early Childhood Education Program (ECEP) The University’s Early Childhood Education Program (ECEP) provides early childhood services to infants, toddlers, and preschoolers at five centers in Berkeley and Albany. ECEP teaches UC Berkeley’s youngest students in a safe, nurturing, stimulating environment that sparks curiosity. ECEP’s goal is to help student parents balance school, work, and family. ECEP reserves a number of spaces for the children of student parents, and also provide subsidized-free to low cost options to those who qualify. Early applications are recommended, and are available on the
ECEP website. A local child care referral agency, Bananas (510-658-0381), can provide names of other child care services in the community. For more information, visit the Early Childhood Education Program website.

Emergency Back-Up Child Care
Parents who are currently registered UCB students may be eligible for up to 60 hours per year of highly-subsidized back-up child care from a leading nationwide provider of care services. This back-up program helps student parents when their regular child care arrangements are unavailable and they need to attend to academic responsibilities on campus, at home, or away. For more information, visit the Back-Up Child Care website.

Financial Aid for Student Parents
Registered graduate student parents (single or married) with dependent children may apply for a variety of aid programs.

- Graduate Student Parent Grant
- Childbirth Accommodation Funding
- Reimbursement Program for Graduate Student Researchers
- Reimbursement Program for Academic Student Employees (GSIs, Readers, Tutors)
- Family-Related ASE Contract Policies

For more information, visit the Support for Student Parents website.

NETWORKS

Student Parent Center
This campus center provides information, child care referrals, problem-solving counseling, and advocacy for the needs of student parents. It offers a central, cheerful, inviting space for student parents who need to be on campus with their children, a relaxing area for nursing, opportunities to network with other student parents, and access to computers and kitchen facilities. For more information, visit the Student Parent Center website.

Berkeley Parents Network
Created by UC Berkeley graduate students in 1993, this independent, free, volunteer-run online community offers parent-to-parent advice and local referrals via email newsletters, on childcare, pediatricians, schools, and much more. To subscribe to the newsletters, visit the Berkeley Parents Network website.

Graduate Student Parent Advocacy Project (GSPA)
The Graduate Student Parent Advocacy Project is a working group within the Graduate Assembly that advocates for student parents and develops programs to support their academic and personal success. To see their events, visit the GSPA website or their Facebook page.

EQUITY & INCLUSION

The Division of Equity and Inclusion provides leadership and accountability to resolve systemic inequities for all members of UC Berkeley through engaged research, teaching, and public service, and by expanding pathways for access and success and promoting a healthy and engaging campus climate.

Several programs are excellent resources for graduate students.

The Office for Graduate Diversity (OGD)
The Office for Graduate Diversity is committed to ensuring that all UC Berkeley graduate students benefit from an inclusive and respectful learning experience. Focusing on those traditionally underrepresented in higher education, OGD offers services to prospective and current students with the goal of recruiting, retaining, and graduating diverse graduate scholars.

The OGD provides individual advising on admissions, application assistance, strategic planning for academic success, and post-graduation planning. In collaboration with currently enrolled students, OGD strives to promote a forum for ideas and programs designed to enhance the educational pathways of diversity students. For more information, see the Office for Graduate Diversity website.
The American Indian Graduate Program (AIGP)
AIGP promotes the inclusion and success of American Indians and Alaska Natives in graduate education at UC Berkeley. Outreach, recruitment, advice, advocacy, and many other individualized services work to eliminate barriers that prevent Native Americans from taking full advantage of educational, social, and professional opportunities. For more information, see the American Indian Graduate Program’s website.

Centers for Educational Justice & Community Engagement (EJCE) at UC Berkeley is a collaborative of offices and centers that advocate for, build capacity with, and dialogue among and across diverse communities. Its community engagement approach enriches the academic success of students while fostering a campus climate that honors the dignity of all people. The partner spaces include African American Student Development, Asian Pacific American Student Development, Chicana Latina Student Development, Multicultural Community Center, Native American Student Development, and Gender Equity Resource Center (which focuses on four key areas: women; lesbian, gay, bisexual, transgender and queer+ (LGBTQ+); sexual harassment and sexual violence; and men). For more information, see the EJCE website.

Disabled Students Program
The Disabled Students Program (DSP) provides a wide range of academic accommodation services for eligible students. Students are responsible for pursuing DSP’s disability verification requirements and applying for accommodations.

After completing the online application and interactive process with the Graduate Student Disability Specialist, it is recommended that students meet with each faculty member in courses where accommodations are required, to ensure the accommodations are understood and provided. If help is needed to complete the online application, request assistance by contacting dsp@berkeley.edu. For further details, see DSP website.

GRADUATE STUDENT LIFE

The Office of Graduate Student Life supports graduate students around issues that affect their well-being, such as health education and wellness, housing, and parenting support — and helps create a more inclusive community for all students.

The Graduate Student Life Specialist works hand-in-hand with campus partners including the Graduate Assembly, Student Affairs, and other service units to provide programs, workshops, and outreach tailored towards graduate students. The coordinator also serves as a liaison for graduate students and represents the Graduate Division on various campus committees, advocating for the unique needs of graduate students.

Graduate Assembly
The Graduate Assembly is the official representative body of the graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. The Graduate Assembly advocates for graduate student rights, funds student groups on campus, and directly manages a variety of projects that support graduate student communities.

Graduate Assembly
Eshleman Hall
2465 Bancroft Way, #444
Berkeley, CA 94720-4500
Phone: 510-642-2175

Registered Graduate Student Organizations
There are over 150 registered graduate student organizations (RGSO’s) across 15 unique interest areas, including academics, cultural identity groups, professional organizations, and many more. The LEAD Center offers administrative and advising support to all RGSO’s to assist with basic operations, leadership development, and strategic planning. Visit the CalLink Organization Directory for a complete list of Student Organizations.

Public Service Center
The PSC partners with faculty and the community to support Berkeley students in finding their path to creating a just and equitable world. The PSC has 22 programs and collaborates with more than 200 community partners, with many ways to
get involved. The PSC supports graduate students in developing community-based courses and research; identifying placement sites for students; setting up community partnerships; finding resources to support this work; and connecting graduate students to colleagues in the fields of engaged scholarship, service-learning, civic engagement, and community-based participatory research.

Public Service Center
218 Eshleman Hall
(510) 642-3916
email: publicservice@berkeley.edu

ADDITIONAL CAMPUS RESOURCES

CAMPUS SAFETY
On campus and in the Bay Area, you should take the precautions that you would in any urban setting. When you arrive, take the opportunity to tour the campus during daylight hours to become familiar with your surroundings. Notice the locations of the campus blue-light emergency phones.

The UC Police Department (UCPD), a full-service police department operating around the clock, provides a number of crime prevention and safety programs for all UC Berkeley properties within the cities of Berkeley, Oakland, Richmond, Kensington, and Albany. When you are on campus at night, stay on lighted, well-traveled walkways, or use the free Night Safety Services such as BearWALK or the shuttle programs.

UCPD regularly publishes Crime Alerts for the community, notifying of criminal activity on or near campus. Alerts will be sent to your “@berkeley.edu” email address via Nixle’s UC Berkeley Private Group. UCPD also utilizes the WarnME notification system for active threats (read more about WarnME in the Emergency preparedness section). Log into warnme.berkeley.edu to set your notification settings to SMS/text or email.

Each year, UCPD publishes the campus annual security report, containing campus crime statistics and campus security policies. For more information, see the UCPD website.

The Police Department is located in the basement of Sproul Hall.

To report an emergency on or off campus:
call 911 from any campus telephone.

From cell phones, to report on-campus emergencies:
call (510) 642-3333.

For non-emergency assistance:
call (510) 642-6760.

EMERGENCY PREPAREDNESS
The Office of Emergency Management (OEM) has information on how to prepare for earthquakes, fires, and other major emergencies. OEM has created a free emergency preparedness mobile app that contains Berkeley-specific tips and guidance for a wide range of emergencies. Please visit the OEM website for download instructions and to access further information on campus emergency procedures, including a list of supplies to keep on hand.

If you are a Graduate Student Instructor, learn where to direct your class if you need to evacuate by reviewing evacuation maps in each campus building.

To get additional information during a major campus emergency, call 1-800-705-9998, or log onto the campus’s main web page. If the main Berkeley page is down, use the emergency website, or listen to the campus radio station (KALX 90.7 FM).

UNIVERSITY LIBRARY
UC Berkeley is home to one of the finest research libraries in the U.S., encompassing over twelve million items housed in over twenty libraries, and access to an extensive array of online resources. Your Cal1 Card is your library card; you will use your Calnet ID and passphrase to access online sources from off-campus.

The Library website is your first source of information about library resources and services. Visit Information for Graduate Students and GSIs page, which includes:

Berkeley Graduate Division
Information about borrowing, off-campus access to electronic resources, Interlibrary Loan, and more. Services for instructors include in-class workshops on library research, consultations about research assignments, and course reserves.

Links to Subject Guides to learn about article databases and specialized research tools in your discipline.

How to contact your Subject Librarian, who is available to support your research and teaching.

Research assistance is also available at reference desks in the campus libraries, by e-mail, and via 24/7 chat.

The Library also supports Scholarly Communication, Digital Humanities research, and Data/GIS services.

PARKING AND TRANSPORTATION
Since Berkeley is a busy urban campus, parking near campus is limited; however, parking can usually be found in the Underhill Parking Facility between Channing and Haste Streets. Students living within two miles of the campus are not eligible to purchase parking permits. Berkeley is well-served by public transit, and many students prefer to walk or bike to campus. For more information about all of our programs, see the Parking and Transportation website.

Alternative Transportation
Alternative transportation includes the Class Pass, BearTransit campus shuttles, carpools, Bay Area Rapid Transit (BART), and taking your bicycle on public transit. There is a link to bikes on public transit, and route planning at cal.rideamigos.com. P & T also offers students a $48 High Value Bart ticket for $43.

AC Transit EasyPass Clipper Card
The AC Transit Student EasyPass Clipper Card, separate from the Cal1 Card, entitles you to free transit on AC Transit buses (including Premium Express Transbay service to San Francisco). This card will also allow you to add cash value of your own for use on BART, Muni, and 20 other transportation agencies in the Bay Area.

BearTransit Shuttle
Your Cal 1 Card is also valid on the BearTransit campus shuttles, which operates seven lines to and around campus seven days a week, including service to Moffitt Library, BART, the ASUC, and other popular destinations. Shuttle schedules, including Night Time routes are available online.

Carpool with Berkeley Moves!
Parking and Transportation encourages students to find a carpool partner through 511.org, or Berkeley Moves, Cal’s official ridematching and trip-planning platform where students, staff, and faculty can post rides online, communicate with each other, and find efficient and cost-effective carpools to campus and to various events off-campus. A CalNet ID is required to register, and there are videos to best make the use of the website.

Bicycle Commuting, Security, and Licensing
Bicycles are allowed on most paths and roads on campus, with the exception of areas where riders must dismount and walk due to heavy pedestrian traffic.

To avoid bicycle theft, make sure to properly lock your bike to a rack using a high-quality U-lock. Always lock the wheels and frame of your bike to a rack in a well-lit, well-traveled area. Secure, covered bike parking is available free of charge in four facilities, and there are bike lockers at University Hall and Recreational Sports Facilities. Please see the bicycle section of the P&T website for bike parking information.

California bicycle licenses are free to campus affiliates. Please contact UCPD for license information.

Bikeshare is also available to Cal Students. Students can purchase a monthly subscription to Ford GoBike, at $13/month with no annual commitment. Memberships will allow you unlimited, 45-minute trips between stations, where you can pickup and drop-off a bike.

Lyft/Uber Pickup and Drop-off on Campus
Four car-sharing services — Zipcar, GIG, Getaround, and Enterprise
concern. The Ombudsperson will listen to your concerns, discuss your options, coach you in conflict and communication, and help you get a new perspective so you can determine the next steps to take. They can also help to clarify policies and procedures, help you understand your rights and responsibilities, and when appropriate can serve as a mediator as well as assist in facilitating resolutions to your concerns. Call (510) 642-5754, for an appointment.

OTHER GRAD DIVISION SERVICES

The Graduate Division will work with your department to oversee your progress toward a higher degree. We are located on campus in Sproul Hall on the third and fourth floors, where you will find offices for graduate admissions, degree progress, fellowships, academic appointments, the Graduate Writing Center, the GSI Teaching and Resource Center, and Communications and Events.

Graduate Services: Appointments
The Appointments Office administers policy related to graduate student academic titles. If you choose to work in an academic role, you’ll find helpful information on the Graduate Student Academic Appointments webpage.

Graduate Services: Degrees
The Degrees Office, 318 Sproul Hall, monitors your progress as a student from first registration to graduation. The Degrees staff can help you with problems or concerns about registration, qualifying exams, advancement to candidacy, and ultimately filing for your degree.

Communications and Events
Throughout your graduate career, Graduate Communications and Events will keep you informed about academic workshops, opportunities for fellowships and grants, important deadlines, special events, and other time-sensitive issues via a monthly electronic newsletter, GradNews. This newsletter, the GradNews web page, our Facebook and Twitter pages, Gradbook, and other graduate publications can be found on the Graduate Division website.

We also bring world-renowned scholars and prominent political figures to lecture and meet with graduate students on campus. These lectures are free to students and open to the public. Visit the Berkeley Graduate Lectures website for the schedule of events.