Welcome to Berkeley

The Graduate Division is the central campus resource to help you throughout your graduate career, sometimes 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 work/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 of opportunities offered here. You have, undoubtedly, been drawn by the reputation of your particular academic program, whether in a traditional department or school or in one of our interdisciplinary graduate 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.

But Berkeley goes beyond academic rigor. It offers 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 a service club or work for a student journal. 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. Get out of the libraries and labs on occasion and 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, an incredible 95% said yes. But we don’t rest on our laurels; we are constantly striving 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
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 guide 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 August 25, 2015 from 8:30 am to 5 pm. The schedule of new student events will be available at the beginning of August, on the Graduate Division website. Please check back at the end of the summer for the full calendar of welcome activities.

WHERE TO BEGIN

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

The SLR is required of all new students except those admitted to the following programs: the Executive MBA, the Evening and Weekend MBA, the Master of Laws, and the Masters in Financial Engineering. The SLR enables the Office of the Registrar to determine the fees you will be assessed. Submit the SLR before June 1, 2015, to ensure that your registration fees are assessed properly on your billing statement.

If a final transcript, degree diploma, or other documentation is requested, it must be delivered to the Graduate Admissions Office by Friday, October 2, 2015 to ensure your continued registration and enrollment as a graduate student. An official transcript is one that has been issued by the school and is sent directly to University of California, Berkeley, Graduate Admissions, 318 Sproul Hall #5900, Berkeley, CA 94720-5900.

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.
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.

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

REGISTRATION

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

Enrolling in Classes
Tele-BEARS is the interactive computer system that allows you to enroll in classes via the Internet. As an entering graduate student, you are only able to use Tele-BEARS during Phase II of the enrollment time, beginning in early August. Contact your department for information on enrolling in classes or meet with your major advisor to obtain your Advisor Code (if required) as soon as your Phase II appointment has been generated. Go to the Office of the Registrar website for full instructions on Tele-BEARS.

Your CalNet ID is your online identity at UC Berkeley. It will be used for system access log-ins and authentication, and it will be your campus email address when combined with @berkeley.edu. Go to the CalNet ID set-up page and follow the instructions to establish your CalNet ID and passphrase. In order to create your CalNet ID, you will need your Student Identification (SID) and the Personal Identification Number (PIN) that was provided by the email from the admissions office.

Keep your CalNet passphrase confidential!
Do not disclose it to anyone. If you have forgotten your passphrase, please contact:

Cal 1 Card office
180 Cesar Chavez Center
Lower Sproul Plaza
(510) 643-6839
cal1card.berkeley.edu

With Tele-BEARS, you will be able to access your current class schedule and financial aid and award status.

There is one other student system currently available. Bear Facts is a system that will provide information regarding your registration, grades, financial aid, billing, class schedule, and more. You can use Bear Facts to update your postal address, email address, and telephone information, view and order copies of your academic transcript, access your e-Bill, and more.

Fee Payment Information
Your registration fees are billed through the Campus Accounts Receivables System (CARS) administered by the Billing and Payment Services Office. Registration fees amounts for Fall 2015 can be found on the Office of the Registrar website, when available.

Your first CARS billing statement (e-Bill) will be available in early August and must be viewed online through Bear Facts. Paper bills are not generated; your only notification will be by email. E-Bills are generated once a month and once the e-Bill is created it does not update. Before making a payment, it is important to view your updated CARS balance by logging into Bear Facts, clicking on CARS and clicking on Quick Statement/Current Balance. 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 have several options for making a payment either electronically or by check to their CARS account. A complete listing of CARS payment options can be found online on the Student Billing Services website.

Note: UC Berkeley does not accept credit cards for CARS payments.

You must pay your registration fees in full or enroll in the Deferred Payment Plan (which has a $40 participation fee). The deadline for new graduate students to select this payment option is September 15, 2015.

To be considered a registered student, at least the first installment of your fees must be paid by August 15, 2015, 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, Recreational Sports Facility, or obtain a bus pass.
Fellowship, stipend, and financial aid recipients are strongly encouraged to sign up for Electronic Funds Transfer (EFT) to expedite receipt of their disbursements or CARS refunds via direct deposit to your personal bank account. Students using EFT receive their refunds faster and avoid standing in line. EFT is secure and saves resources. See the EFT website to sign up online. CARS refunds paid to students by a paper check can be picked up in person at the Cal Student Central office located at 120 Sproul Hall. Checks that are not picked up in a timely manner will be mailed to the local address on file in Bear Facts. Make sure your local address is current on Bear Facts to avoid delays in payment and problems with returned mail due to an outdated address. For billing inquiries contact:

Cal Student Central
120 Sproul Hall
Hours: Monday to Friday, 9:00 am – 4:00 pm
Phone: (510) 664-9181
studentcentral.berkeley.edu/

FINANCIAL ASSISTANCE
To be eligible for University funding, all graduate students who are U.S. citizens or permanent residents are required to submit the annual Free Application for Federal Student Aid (FAFSA), which is available on the FAFSA website.

If you were awarded financial assistance through the University for 2015-16, you will receive information directly from the appropriate office concerning payment of the award.

Graduate students will find that there are numerous opportunities for funding once they begin their academic careers. Keep in mind that fellowships funded by foundations or government agencies often have early fall deadlines. Students should continue to apply for fellowships even if they have already received funding for their first two or three years of graduate school.

Graduate Fellowships
The Graduate Services Fellowships Office coordinates many extramural fellowships and serves as a resource center for students seeking information on fellowships funded by the University and outside sources. Check the annual calendar for the most up-to-date fellowship information. There you will find descriptions of major extramural and University awards, as well as competition deadlines. You may also contact the Graduate Fellowships Office at 318 Sproul Hall #5900, Berkeley, CA 94720-5900, (510) 642-0672. You will also receive fellowship information in GradNews, our monthly e-newsletter.

Need-Based Financial Aid
Federal Direct Loans and work-study awards are administered by the Financial Aid and Scholarships Office. The programs are based entirely on demonstrated financial need and require a Free Application for Federal Student Aid (FAFSA), independent of the fellowship application. The FAFSA form is available on the FAFSA website.

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) minus awards from other sources. If you have not filed a 2015-16 FAFSA, do so as soon as possible to ensure you have loan funding available for the 2015-16 academic year.

Questions about need-based loans and work-study programs may be directed to Cal Student Central, 120 Sproul Hall, (510) 664-9181. 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. Information on the Emergency Loan Program is on the Financial Aid website.

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

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

**What Should You do Once You Arrive in California?**
- Document your presence in the state as soon as you arrive. Save your airline ticket or bank/credit card statements showing that you were physically present in California one year prior to the beginning of the term for which you are seeking resident classification.
- Establish a California residence in which you keep your permanent belongings.
- Obtain a California Driver’s License within 10 days of arriving in California. If you have never had a driver’s license in any state, obtain a California State Identification Card.
- Surrender all out-of-state driver’s license and identification cards.
- Register your vehicle(s) in California within 20 days of arriving in the state.
- Register to vote in California, and vote in California elections.
- Pay California income taxes as a resident on all taxable income earned after your arrival in California, and file California resident or part-year resident tax returns.
- File nonresident or part-year resident out-of-state tax returns if you have out-of-state taxable income prior to arriving in California.
- Designate and use a California address as your permanent address on all records (e.g., school, employment, tax forms, military, etc).

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

Financial independence is another factor in determining eligibility for residency for tuition purposes. If you will be over the age of 24 during the year that you are petitioning for resident status, then you have fulfilled the financial independence criterion. Otherwise, you should do the following:
- Claim yourself as a tax exemption on your state and federal tax returns, and make sure no other individual claims you as a tax exemption on his/her tax returns; or
- Work as a Graduate Student Instructor/Graduate Student Researcher (GSI/GSR) at 49 percent time or more for the semester for which you are petitioning for residency.

The full text of the campus residency policy, what students should do once they arrive, and applicable deadlines can be found on the Residence Affairs website. Students with residency questions should contact the Residence Affairs unit by email (orres@berkeley.edu) or phone (510) 664-9181.

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

**Note:** This summation 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.

**CAL 1 CARD — Your Photo ID and Much More**

The Cal 1 Card is UC Berkeley’s official identification card. The Cal 1 Card has three functions:
- Official UC Berkeley nontransferable photo ID card.
- Access card to campus buildings and services, including library services, University Health Services, Rec Sports member access, rides on AC Transit buses, key-card entry to residence halls, and Cal Dining meal plan points.
- Debit card automatically set up with a declining balance debit account that can be used for purchases from more than 70 on- and off-campus merchant locations, including printing in computer labs and libraries on campus, food, Cal gear, laundry in the residence halls, textbooks and school supplies.

For a complete list of merchants and to deposit money online, visit the Call Card website and start using your Cal 1 Card debit account today! Your Cal 1 Card debit account is free with no minimum balances or overdraft fees.

Make sure to upload your photo online and sign up for notifications to be alerted when the photo is approved or rejected. You can also learn more about getting your card and managing your account online.

**BCONNECTED**

**Campus Email and Calendar**

All registered students are eligible for, and are required to have, a bConnected account — your official campus email, calendar, and document sharing account. Your campus email address is based on your online identity (your CalNet ID followed by @berkeley.edu), and it will be used by professors, departments, and university administration to send you important information on registration status, enrollment, financial aid, and class assignments. Your calendar is used for scheduling meetings, office hours, etc. Your bConnected account comes with 30GB of data storage.

After the Graduate Division transfers your new student data to the registrar’s office and you have a CalNet ID, you can create
a bConnected account. The first data transfer will begin in mid April and continue through the summer as students submit the Statement of Intention to Register (SIR). Go to the bConnected website to create your bConnected account and review important campus policies for computer use, email and online data security. You are responsible for communications sent to and from your “@berkeley.edu” address and data stored in your bConnected account. Note: please wait one business day between the creation of the CalNet ID and the bConnected ID.

TECHNOLOGY RESOURCES

Students have access to a wealth of technology resources to support collaboration, learning, and research on campus and beyond. Berkeley policies, such as data security and copyright govern the broad range of electronic activities that you may engage in as a student. Specific regulations and more information are on the Campuswide IT Policy and Privacy website.

The general access computer facilities on campus are equipped with Windows and Macintosh computers and up-to-date software, plus scanners, color and monochrome printers, and areas for those who want to work on their personal laptops. Computer facilities staff are trained to assist with issues ranging from account creation and network connections to scanner walk-throughs to in-application troubleshooting and tutoring. Locations, hours, and technical service specifics can be found on the ETS website. The Student Computer Consulting Service (SCCS), located on the first floor of Moffitt Library, can assist with software downloads and network connectivity issues.

Educational Technology Services (ETS) provides AV, 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.

CalCentral

CalCentral is UC Berkeley’s new online portal. It provides a unified and personalized one-stop way to access bConnected email, calendars, shared documents and class collaboration spaces (bCourses), as well as links to key campus services and resources. It is where students can receive timely alerts about their registration status, blocks, and financial aid messages. Additionally, students can review their CARS financial transactions, and see their class enrollments and class assignments.

bCourses

bCourses is Berkeley’s new 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.

webcast

webcast.berkeley.edu is the campus program for automated recording and publishing course lectures for student review. It is also possible to make course lecture recordings available to learners around the globe. Audio and video recordings of class lectures can be published to bCourses (campus learning management system), UC Berkeley on YouTube, and UC Berkeley on iTunes U.

Software Central

Software Central offers no- or low-cost downloads of campus site-licensed software, including Windows 7, 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 wifi network and

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INTERNATIONAL STUDENTS

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 International Office website.

The Non-Immigrant Information Form (NIF)
All non-immigrant students must complete the online NIF as part of their admissions acceptance. 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 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 72 hours for the system to update before you can login to the NIF website.

Certificate of Eligibility Form I-20 (F-1) or DS-2019 (J-1)
Berkeley International Office issues I-20 and DS-2019 documents 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, complete the online NIF form on the International Office website.

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 just the 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. See also Visa Wait Times on the U.S. Visas website.

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 2015 semester begins on August 19. Thus, you may enter the U.S. in F-1 or J-1 status only after July 20, 2015. Your specific program start date will be noted on your NIF cover page. If you experience visa-processing delays, or will be unable to arrive in Berkeley for the first day of classes, contact Berkeley International Office immediately at InternationalOffice@berkeley.edu.

Mandatory Check-In
All international students new to Berkeley (including students transferring from other U.S. schools) must bring their passport, visa, and I-20 or DS-2019 to a document check meeting prior to the first day of classes. This document check is required to maintain legal status in the U.S. The document check schedule is available on the International Office website. If you are not able to complete your document check during these times, contact Berkeley International Office immediately upon your arrival.

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 International Office website.

Berkeley International Office
International House, 2nd floor
2299 Piedmont Avenue, Berkeley, CA 94720-2320
phone (510) 642-2818, email: nif@berkeley.edu
requires no password. **attwifi** is a service provided by AT&T Wireless. It is available to AT&T customers with devices that are provisioned for the service. Members of the general public may also access it for a fee on the IST website.

**Technology Support**
The online Knowledge Base provides how-to's and answers to commonly asked technical questions.

**The CSS-IT Help Desk** can answer specific questions. Contact the Help Desk at (510) 664-9000, then option 1.

**Phishing**
Phishing is a type of attack carried out in order to steal usernames, passwords, credit card information, Social Security Numbers, and other sensitive data by masquerading as a trustworthy entity. Phishing is most often seen on campus in the form of malicious emails pretending to be from credible sources such as UC Berkeley technology departments or financial organizations related to the university. If you receive an email you are not sure about, don't reply — forward the suspicious email to consult@berkeley.edu or call the CSS-IT Service Desk at (510) 664-9000.

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

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

**UNIVERSITY LIBRARY**
UC Berkeley is home to one of the finest research libraries in the country, with collections encompassing over 11 million items housed in over 20 libraries and access to an extensive array of electronic resources.

The **Library website** is your first source of information about library resources and services. Visit:

- Information for Graduate Students and Graduate Student Instructors to find 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.
- Library Subject Guides to learn about reference sources, article databases and specialized research tools in your discipline.
- Liaisons for academic departments and programs to find the contact information of the library liaison for your academic department. Your liaison is available to support your research and teaching and answer questions regarding library services, collections research tools.
- Research Help is also available at reference desks in the campus libraries, by e-mail, and via 24/7 chat.

Your Cal1 Card is your library card; you will use your Calnet ID and passphrase to access online sources from off-campus.
HOUSING OPTIONS
The options for graduate student housing at Berkeley outlined below are described in greater detail on the “Explore Housing Options” web pages for graduate students.

UNIVERSITY-OWNED-AND-OPERATED HOUSING
Ida Louise Jackson Graduate House
Ida Louise Jackson Graduate House is reserved for single graduate students and located one block from campus, this complex consists of shared apartments that are furnished and have single-occupancy bedrooms, shared bathroom, kitchen facility, and living/dining room area. Data and phone lines are provided in bedrooms. Rents are per-person and are determined by apartment size. Utilities (including water, garbage, electricity, ethernet data line and basic cable) are included. Phone services are provided by Residence Telephone Services. For monthly rates visit the Ida L. Jackson housing website.

Manville Apartments
The Manville Apartments are unfurnished single studios for law students and other single graduate students and are located three blocks from campus, at Shattuck Avenue and Channing Way. These apartments are within easy walking distance of downtown Berkeley shops, banks, movie theaters, restaurants, and public transportation. Utilities include basic cable and Ethernet data line, students pay for electric service. For monthly rents visit the Manville housing website. You can submit an application online at housing portal for Manville and/or Jackson House.

Family Student Housing
Family Student Housing offers apartments for married/partnered students or students in a committed relationship, with or without children, and single parents. The East Village Apartments include spacious two and three-bedroom flats and townhouses, and the newer West Village Apartments added additional one, two, and three-bedroom apartments. The popular University Village community is located about three miles due west of campus in the nearby town of Albany (known for its excellent school district). Rents include all utilities, ethernet data line, basic cable and one parking space. University Village is served by AC Transit, the local bus system, and registered students ride for free.

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

ALTERNATIVE AND OFF-CAMPUS HOUSING
Berkeley Student Cooperative, known as Co-ops, offers room and board, houses, and shared apartments for single students in single or double occupancy rooms.

International House
International House provides room and board accommodations featuring an exciting array of intercultural activities and programs for students and scholars from the United States and 80 additional countries.
**Child Care**

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. It is ECEP's goal to help student parents balance school, work, and family. We reserve a number of spaces for the children of student parents, and also provide subsidies to those who qualify.

Early applications are recommended, and are available on the Early Childhood Education 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:

**Early Childhood Education Program**
University of California  
2339 Haste Street, Berkeley, CA 94720-7416  
(510) 642-1827  
ecep@berkeley.edu  
http://ece.berkeley.edu/

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**Campus Safety**

On campus and in the surrounding 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.

The UC Police Department (UCPD) is a full-service police department operating around the clock. The UCPD provides a number of crime prevention and safety programs.

If you need to be on campus at night, stay on lighted, well-traveled walkways, or use Night Safety Services such as BearWALK. UCPD regularly publishes Crime Alerts for the community, notifying of criminal activity on or near campus. Alerts are posted via Twitter and Facebook, or you can sign up to have them sent directly to your email inbox. For more information, see the UCPD website.

Each year, UCPD publishes the campus annual security report, containing campus crime statistics, and campus security policies. A print copy is available on request. To receive print copies, call UCPD Marketing at (510) 643-6442, or email UCPD.

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

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

**Or from cell phones, to report on-campus emergencies:**  
Dial (510) 642-3333.

**For non-emergency assistance:**  
Call (510) 642-6760; this number is available 24 hours a day, every day.

**Emergency Preparedness**

The Office of Emergency Management (OEM) has information on how to prepare for earthquakes, fires, and

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**Off-Campus Rental Housing**

Many graduate students reside in rental housing in Berkeley or in nearby communities and find their housing through the Cal Rentals website. Cal Rentals is a rental listing service assisting the Berkeley community to find housing. For a $20 subscription fee, you receive three months of access to rental listings from landlords who seek Cal students as tenants. Rentals advertised include shared apartments and houses, rooms in private rooming houses and private homes, apartments and houses in the community, and work exchanges. Typical off-campus rents per month are:

- $909 for a room in a shared apartment or house
- $1411 for a studio or efficiency
- $1757 for a one-bedroom apartment
- $2849 for two bedrooms

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

You may also want to use the “Roommate Available” feature which allows you to submit yourself as available to be a roommate in a shared housing situation.

**Work Exchanges** are another option for budget conscious students. Sometimes a homeowner will seek a student to perform a job (baby-sitting, gardening, or managing the property) in exchange for a room or an apartment. Expect to work approximately 15 hours per week for a rent-free room.

**Cal Rentals**

2610 Channing Way  
(510) 642-3644, homeinfo@berkeley.edu  
Monday through Friday, 10 am to 4 pm  
calrentals.berkeley.edu
other major emergencies. Make your home and office safer by securing items that could fall or shatter. If you are a Graduate Student Instructor, learn where to direct your class if you need to evacuate. For a list of supplies to keep on hand and other important information to keep you safe, call the Office of Emergency Management, (510) 642-9036, or visit the OEM website. As a Graduate Student you have been automatically enrolled in WarnMe, the campus alert system via your berkeley.edu email address. To receive WarnMe emergency warnings via any other method, such as by text or phone, you must log onto the WarnMe website and input your contact information. Text messages are the fastest way to get notified and should be your first alert priority.

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). You can also go to the Safe and Well website, a virtual bulletin board to find friends and leave messages for family and friends during a large-scale emergency.

PARKING AND TRANSPORTATION
Since Berkeley is a busy urban campus, parking near campus is limited; however, parking can generally be found in the new 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.

Student AC Transit Class Pass
All graduate and undergraduate students pay a mandatory student fee for a Class Pass validation sticker issued at the beginning of the fall and spring semesters that provides year-round access to AC Transit buses.

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

BearTransit Shuttle
Your Cal 1 Card is also valid on the BearTransit campus shuttles, which operates 11 lines to and around campus nearly 24 hours a day, including service to Moffitt Library, BART, the ASUC, and other popular destinations. Shuttle schedules are available on the P&T website. The Night Time Routes’ schedules are also available online.

Parking Permits
Students who live at least two miles from campus can purchase parking permits. To manage local demand, parking permits are strictly enforced on campus and in the surrounding neighborhoods.
rides within the UC Berkeley community. For information on Alternative Transportation, see the Parking and Transportation website. P&T also offers students a $2 per month subsidy on BART fare.

**Car Sharing**

Three car-sharing services, (Zipcar, City Carshare and Enterprise) are now available on or near campus. Each service provides its members with short-term car rentals. Car-sharing is an excellent alternative to automobile ownership for students. Use a vehicle when you need it for grocery runs and errands instead of owning, insuring, parking, and maintaining your own vehicle. For information, see the Parking and Transportation website.

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**HEALTH SERVICES AND INSURANCE**

University Health Services (UHS) at the Tang Center is a comprehensive outpatient center, complete with medical, mental health, and wellness units. Services provided include primary, urgent, and specialty medical care; pharmacy, laboratory, and radiology services; physical therapy; counseling and psychological services, including a career counseling library; occupational health care; health-promotion services; and eTang online student portal. Registered students can use all services at UHS whether or not they have the Student Health Insurance Plan (SHIP).

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

A free Insurance Helpline is offered through our broker Barney & Barney, assisting you with insurance needs for your dependents/spouse/children, or helping you decide between SHIP and other insurance options. Students with comparable insurance may waive SHIP online.

For information about UHS, call (510) 642-2000, or visit the UHS website. For questions about insurance and SHIP, call (510) 642-5700, email ship@uhs.berkeley.edu, or visit the SHIP website.

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**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 now included in campus fees, so

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TEACHING AND RESEARCH ASSISTANTSHIPS

Many graduate students are offered academic appointments, such as Graduate Student Instructor (synonymous with “Teaching Assistant”), Tutor, or Reader. These titles are within the Academic Student Employees Unit (ASE) and are regulated by a union contract. The contract is available online. You 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 on average 16 to 20 hours per week. 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, your hiring department is required to send you an official appointment letter and any supplemental information required.

For GSR appointments, you should also 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. Many departments appoint graduate students for less than half time.

For more information, please read the following documents:

- **GSI, GSR, Reader, or Tutor Guide** This website has general job descriptions and requirements, tips for finding a position, and policies for academic appointments.
- **Fee Remission Program Bulletin** This website 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. In those countries where the internet-based (iBT) TOEFL is available, English language proficiency for teaching is determined by the speaking section score of the iBT TOEFL. In those countries where the iBT TOEFL is not available, students can demonstrate their proficiency by taking and passing the SPEAK test offered on the Berkeley campus. Information on passing scores, testing options, and language courses can be found on the GSI Teaching and Resource Center’s Language Proficiency web pages.
you don’t need to pay anything extra to become a member — although you will still need to fill out a liability waiver. Students also receive special rates on fitness classes, personal training, intramural sports, and outdoor adventure classes.

All members get access to the 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 exercise classes, and discounted rates on personal training, instructional fitness classes, massage therapy, and outdoor adventure classes at the Berkeley Marina.

Members can sponsor one additional person who meets the following criteria: legal spouse, domestic partner, or adult (at least 17 years old) at the same shared residence. Call (510) 642-7796 for more information, or visit the Recreational Sports website.

**EQUITY AND INCLUSION**

The Graduate Diversity Program (GDP) provides services to prospective and continuing students on the Berkeley campus in an effort to maintain a more diverse graduate student community. GDP serves as a confidential resource for the admissions process, strategic planning for academic success, financial advice, professional development, and post-graduation planning. It also provides a forum for ideas and programs designed to enhance the educational experience of diversity students, including those who are educationally and financially challenged.

Graduate Diversity Program
327 Sproul Hall
(510) 643-6010, grad.diversity@berkeley.edu
http://diversity.berkeley.edu/graduate/gdp

The American Indian Graduate Program (AIGP) promotes the inclusion and success of American Indians and Alaska Natives in graduate education at UC Berkeley. Our outreach, recruitment, advice, advocacy, and many other individualized services eliminate barriers that prevent Native Americans from taking full advantage of educational, social, and professional opportunities. For more information, please visit the AIGP website.

The American Indian Graduate Program
598 Barrows Hall
(510) 642-3228, aigp@berkeley.edu
http://diversity.berkeley.edu/graduate/aigp

The Disabled Students’ Program (DSP) provides a wide range of services, including federal and state mandated services and accommodations for eligible students with verified disabilities, non-mandated services, and exam proctoring services for faculty. A student may wish to contact DSP to determine if there are any accommodations to which he or she is entitled, including but not limited to, accommodations for visual and hearing disabilities, Attention-Deficit/Hyperactivity Disorders, learning disabilities, chronic health conditions and other functional impairments, mobility impairments, and psychological disabilities such as depression. Students verify a disability and obtain accommodation to assist them as they progress through their graduate careers by registering with the DSP Program, which has the authority to issue a Letter of Accommodation which guides departments in modifying a student’s academic program. Students are responsible for pursuing DSP’s disability verification requirements and applying for accommodations. Please see the DSP website for further details.

**GRADUATE 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 (third & fourth floors), where you will find offices for graduate admissions, academic appointments, communications and events, degrees, fellowships, Academic Services (a writing program for graduate students), and the GSI Teaching and Resource Center.
Academic Services
Academic Services assists graduate students in the development of academic skills necessary for the successful completion of their graduate programs, such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication. This program offers workshops, writing groups, and a graduate-level course on academic writing (GSPDP 320). In conjunction with the GSI Teaching and Resource Center, Academic Services also sponsors the Summer Institute for Preparing Future Faculty and the Student Mentoring and Research Teams (SMART) Program. Workshops are announced through departments and GradNews. For more information, contact Graduate Division Academic Services, (510) 643-9392.

Appointments Office
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 in GSI, GSR, or Tutor Guide, available from the Appointments Office, 318 Sproul Hall.

Graduate Services: Fellowships
The Fellowships website is an excellent place to begin researching extramural fellowships, including those awarded by government agencies, foundations, and corporations. Graduate Services Fellowships also offers workshops on some extramural fellowships (i.e., Fulbright, FLAS, NSF, etc.). Fellowship workshops are announced via email to Graduate Student Affairs Officers in departments and via GradNews.

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.

The Graduate Student Instructor (GSI) Teaching and Resource Center
The GSI Teaching and Resource Center provides teaching support for new and continuing GSIs and prepares graduate students for the teaching they may do in future academic and nonacademic careers. The center’s programs include teaching conferences, workshops, course improvement grants, teaching awards, consultations, and a Certificate in Teaching and Learning in Higher Education. The Center’s Language Proficiency Program administers SPEAK (Speaking Proficiency English Assessment Kit) and OPT (Oral Proficiency Test) exams for prospective GSIs who do not speak English as a native language. The Center also assists departments and faculty in their role of preparing GSIs for teaching through grants, web-based materials, and an annual seminar for faculty on mentoring GSIs in teaching.

In tandem with Graduate Division Academic Services, the center sponsors a Summer Institute for Preparing Future Faculty. 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, please call (510) 642-4456, or email them at gsi@berkeley.edu.

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 Grad News website, our Facebook and Twitter pages, 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 Graduate Council Lectures website for the schedule of events.