

UC San Diego

JACOBS SCHOOL OF ENGINEERING
Mechanical and Aerospace Engineering

MAE PhD Student Handbook 2019-2020



Department of Mechanical and Aerospace
Engineering

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mae.ucsd.edu

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Welcome

June 28, 2019

Dear Incoming MAE PhD Student,

Welcome to the University of California, San Diego (UC San Diego)!

I updated and added information to this PhD Handbook to help you navigate the start of your PhD journey in the Mechanical and Aerospace Engineering Department as well as at UC San Diego.

I hope that you look through it and learn about campus policies, the PhD program, and resources.

Please let me know if you have any questions or concerns.

Sincerely,
Joana Halez
PhD Academic Advisor
jhalez@eng.ucsd.edu

PhD Student Expectations

What are the PhD Student Expectations?

Meet with your Faculty Advisor to ask what is expected of you in the lab, research, and coursework requirements. Each faculty may have their own expectations. Here is an example of PhD student expectations.

Recognize that graduate school is a job, you are getting paid by funds raised by the department or faculty advisor; therefore, you need to conduct yourself in a professional manner.

Consider a corporate job if you didn't show up on time or if you didn't perform the tasks asked of you, you'd be fired. The rules are well laid out for a company. The rules are similar for graduate school. You are expected to:

- 1) Perform research
- 2) Participate in lab events
- 3) Be respectful of your peers' and seniors' time
- 4) Take initiative and charge of your research
- 5) Know what the responsibilities and requirements for graduation are
- 6) Show up to meetings in a timely manner
- 7) Engage in research discussions with your colleagues. Research does not happen in isolation
- 8) Recognize when you are overwhelmed and seek help
- 9) Deliver documents/figures etc. in a timely manner
- 10) Realize that if you don't publish, you won't be able to graduate
- 11) Keep up with the literature. Make time to read every single day
- 12) Read emails carefully
- 13) Attend seminars

PhD Degree Requirements

MAE PhD Degree Overview:

The Doctor of Philosophy (PhD) degree is a research-oriented degree, which requires individual study and specialization in a field or the interfacing of several fields. It is not awarded solely for the fulfillment of technical requirements such as academic residence and course work. Candidates are recommended for the doctorate in recognition of having mastered in depth the subject of their discipline, and having demonstrated the ability to make original contributions through research to knowledge in their field of study. More generally, the degree constitutes an affidavit of aptitude in scholarship, imaginative enterprise in research, and proficiency in communication, including teaching.

The MAE PhD program is intended to prepare students for a variety of careers in research and teaching. Depending on the student's background and ability, research is initiated as soon as possible. In general, there are no formal course requirements for the PhD. All students, in consultation with their advisors, develop course programs that will prepare them for the MAE Departmental Qualifying Examination and for their dissertation research. However, these programs of study and research must be planned to meet the time limits established to advance to candidacy and to complete the requirements for the degree.

Typical **Timeline** for PhD Students:

- Enter in Fall quarter.
- Department Qualifying Exam by middle of 2nd year.
- Advance to Candidacy Senate Exam prior to completion of 4th year.
- Defend Dissertation usually by the end of 5th year.

Major

Click for a list of the different Majors within [Mechanical and Aerospace Engineering](#)

Students can change their Major, with approval from Faculty Advisor, by submitting an online Change of Major [form](#)

Faculty Advisor:

A MAE PhD student is typically assigned a Faculty Advisor (also known as research advisor/faculty advisor/PI) during the admissions process. In very rare cases, students may be admitted without an assigned faculty advisor. Students are not necessarily bound to their assigned advisor for the duration of their PhD program, but very careful consideration is given to the assignments, and students must speak with the Ph.D. Academic Advisor prior to requesting a switch. The Graduate Affairs Committee and corresponding faculty members take this process very seriously and strenuously endeavor to ensure a good match between student and advisor.

If a student would like to change their Faculty Advisor, they must first meet with the PhD Academic Advisor to discuss their reasons for the change. Then, the student must complete this [form](#), which must be approved by the Chair of the MAE Graduate Affairs Committee. For additional questions, please contact PhD Academic Advisor, Joana Halez, here: jhalez@eng.ucsd.edu

Course Selection:

Enroll in courses through WebReg on [Tritonlink](#).

Some courses may require Prerequisites and you may need to place a request through Enrollment Authorization System (EASy). If you'd like to request to enroll in a course with Prerequisites through EASy ensure to comment: Under "Justification" that you've taken similar courses to the ones listed in "Prerequisites" and then submit your request.

To be considered a full-time registered student you must enroll in 12 units every quarter.

All PhD students entering the program (with or without an M.S. degree) are required to take, at minimum, 6 courses.

Incoming PhD students should take courses to prepare for their Department Qualifying Exam (DQE). See the DQE guidelines below.

There are 3 PhD Exams:

Please contact PhD Academic Advisor when planning to take one of your exams to ensure you have the proper paperwork.

1. Department Qualifying Exam (DQE):

The PhD Department Qualifying Examination (DQE) is intended to determine a PhD candidate's ability to successfully pursue a research project at a level appropriate for the doctoral degree. The DQE is an oral examination administered by a **committee of three faculty members**, one of whom must be the student's faculty advisor; a fourth committee member from another department is optional.

3 Committee Members:

1. MAE Faculty Advisor
2. MAE Faculty
3. MAE or outside MAE Faculty
4. Optional 4th member MAE or Outside MAE

A PhD student must take the DQE before the end of their second full year in the program (at the conclusion of their first six quarters in residence). **The DQE is required of all PhD students, regardless of previous institution or degree level.** A written or oral M.S. examination or a preexisting M.S. degree do not serve as substitutes for the DQE.

A student can take the DQE twice; if the student fails the exam after the second attempt, the student will not be permitted to continue in the PhD program.

Students should complete the [DQE FORM](#) with guidance from Faculty Advisor. Here is an [EXAMPLE](#) of a FILLED OUT DQE FORM.

The DQE will be based on material taught over 36 units (9 courses) in three areas:

- Major (4 courses)
- Minor (2 courses)
 - If the minor is chosen from a department other than MAE, the student must take two additional courses from an MAE Major area.
- Basic Science or Mathematics (3 courses).

Refer to the [Graduate Course Structure for MS and PhD students](#) for guidance on selecting courses.

A PhD student entering the program *without* a Master's Degree must complete 36 units of coursework (9, 4-unit courses) with the following conditions:

- 6 of the 9 courses must be 200-level MAE courses, MUST be approved by the faculty advisor, and MUST be taken for a letter grade.
- 3 of the 9 courses must be 200-level or upper-division undergraduate courses in a STEM field, MUST be approved by the faculty advisor, and MUST be taken for a letter grade.

A PhD student entering the program *with* a Master's Degree must complete 36 units of coursework (9, 4-unit courses) with the following conditions:

- 6 of the 9 courses must be 200-level or upper-division undergraduate courses in a STEM field, MUST be approved by the faculty advisor, and may be taken S/U.
- 3 of the 9 courses must be 200-level MAE courses, MUST be approved by the faculty advisor, and MUST be taken for a letter grade.
- A maximum of 12 units of MAE 299 may be used to replace 3 of the 9 required courses and MUST be approved by the faculty advisor.

2. Advancement to Candidacy Senate Exam:

Students are required to take 3, 1-unit seminars [i.e. MAE 205]) before they Advance to Candidacy.

Note: You MUST have taken the 3 unit seminars before you Advance to Candidacy Senate Exam.

The Senate Exam (University Qualifying Exam) is the second examination required of MAE PhD students. In preparation for the Senate Exam, students must have obtained a faculty research advisor, have identified a topic for their dissertation research, and have made initial progress.

Upon successful completion of this examination, students are advanced to candidacy and are awarded the Candidate in Philosophy (C.Phil.) degree. The minimum residence requirement for this degree is **3 quarters of continuous** academic residence at UCSD. The C. Phil. degree cannot be conferred simultaneously with or following the award of a PhD degree.

Formal advancement to candidacy requires the student to pay a candidacy fee to the cashier prior to submitting the form to the Dean of Graduate Studies for approval. Currently this fee is \$50. Students must maintain a GPA equivalent to 3.0 or better in upper-division and graduate course work undertaken with a total of no more than eight units of F and/or U grades in order to take the senate examination and advance to candidacy.

The faculty committee conducts the Senate Exam, during which students must demonstrate the ability to engage in thesis research. This involves the presentation of a plan for the thesis research project, and progress on this project thus far.

Recommended Starting Fall 2019 Written Proposal:

A written proposal of the student's research topic must be submitted to the committee at least 2 weeks before the oral exam. This written proposal must be 5-15 pages long and must clearly outline a literature review, the critical question that is being addressed in this thesis, and a detailed plan how this question will be answered. This should lay out the problem that the student wishes to address, accompanied by a thorough review of the literature to provide context. It is often helpful to discuss it with each committee member in advance. The committee may ask questions directly or indirectly related to the project and general questions that it determines to be relevant.

The Doctoral Faculty Committee

For the Advance to Candidacy Exam and for the Final Defense Exam the committee must be constituted.

The student sends a list of committee member names to the PhD Academic Advisor. The PhD Academic Advisor then constitutes the committee. This committee conducts the qualifying examination, supervises the preparation of and passes upon the dissertation, and administers the final examination.

The committee members should be selected by the student and their faculty advisor.

The committee must consist of 5 members composed of the following:

- MAE Faculty Advisor (Chair)
- MAE Faculty
- MAE Faculty
- Outside MAE Faculty (within UCSD has to be Tenured or Emeritus)
- Outside MAE Faculty (within UCSD)

OR

- MAE Faculty Advisor (Chair)
- MAE Faculty
- MAE Faculty
- MAE Faculty
- Outside MAE Faculty within UCSD (has to be Tenured)

The committee must include at least one tenured or emeritus member from outside the student's major department. For questions concerning the committee email the PhD Academic Advisor or see the Graduate Division website for [Appointment of the Doctoral Committee](#)

The preferred means to conduct the qualifying exam is when all committee members are physically present. Graduate Council, however, has determined that a doctoral committee member can participate in one of three ways: 1) physically present (meaning they are in the room), 2) telepresent (meaning they participate by live video teleconference), or 3) in advance (if they must be absent on the exam date, it is permissible to examine the candidate in advance of the exam date).

- **More than half of the doctoral committee must be physically present. No more than two members may be telepresent.**
- **The committee chair, or one co-chair, must be physically present.**
- **The outside tenured member must be physically present or telepresent.**
- If an emergency situation arises that affects the number of committee members present, the committee chair (or co-chairs) may decide how to proceed. There must be sufficient expertise among present members (either physically or telepresent) to examine the student.

If the committee does not issue a unanimous report on the examination, the Dean of Graduate Division shall be called upon to review and present the case for resolution to the Graduate Council, which shall determine appropriate action.

Reconstituted Doctoral Committee

For a variety of reasons a doctoral committee may need to be reconstituted. The request for reconstitution of the membership of a doctoral committee must be submitted to the PhD Academic Advisor. The PhD Academic Advisor will prepare the official reconstitution documentation and obtain required signatures. The request must include the reason(s) for requesting the change.

Note: There should be 3 quarters between the Advancement to Senate Exam and the Final Defense.

3 quarters total, which includes the quarter the student officially advances and the quarter they file for graduation. Summer is not included, just the regular academic year. **Just for clarification, if you defend in Winter 2019 then the soonest you would be able to defend in Fall 2019. Again, the earliest would be Fall 2019, as long as you are registered in all three quarters.**

3. Dissertation and Final Defense Examination:

Note: You MUST have at least 1 quarter of Teaching Assistant Experience before your Final Defense Exam

The Dissertation Defense is the final PhD examination. Upon completion of the dissertation research project, the student writes a dissertation that must be successfully defended in an oral examination and public presentation conducted by the doctoral committee. The final defense must be open to the public.

A complete copy of the student's dissertation must be submitted to each member of the doctoral committee approximately four weeks before the defense. It is understood that this copy of the dissertation given to committee members will not be the final copy, and that the committee members may suggest changes in the text at the time of the defense. The form of the final draft must conform to procedures outlined in the publication: Instructions for the [Preparation and Submission of the Doctoral Dissertation](#) are located at the provided link.

The final defense/degree paperwork must be signed by ALL Committee members with a "wet signature." It cannot be scanned.

The student must make two separate [appointments](#) with the Graduate Division Office.

- The first appointment will be scheduled prior to defending and will cover, in person, formatting of the dissertation, and forms required to graduate.
- The second appointment is when the candidate submits the dissertation and all final paperwork to the Graduate Division Office.

Upon approval by the Dean of Graduate Division, files the dissertation with the university archivist, who accepts it on behalf of the Graduate Council. Acceptance of the dissertation by the archivist, with a subsequent second approval by the Dean of Graduate Division, represents the final step in the completion by the candidate of all requirements for the doctor of philosophy degree.

Advising Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am- 11:30am	Appointments: <small>(Submit request through Department website)</small>	Appointments: <small>(Submit request through Department website)</small>	Appointments: <small>(Submit request through Department website)</small>	Walk-ins	Walk-ins
1:30pm- 3:00pm	Walk-ins	Walk-ins	Closed	Appointments: <small>(Submit request through Department website)</small>	Appointments: <small>(Submit request through Department website)</small>

To set an Advising Appointment please go to the MAE website: <http://mae.ucsd.edu/grad/advising>

Walk-in Hours:

- Sign in on the computer up front in the Academic Advising office with your PID.
- Wait in lobby and for name to be called by Academic Advisor.

Advising Appointments:

You get to select Top 3 Times/Days.

An email will be sent to indicate confirmation of appointment.

If you don't receive an email then the appointment is not set/confirmed.

Please make the advising appointment 2 days in advance (if you make an appointment for the same day advisor may not get to it).

Important Websites

Here is a list of important websites that you should check frequently and will need to check for important information during your PhD studies.

- **Graduate Division:** <http://grad.ucsd.edu/>
 - Check the [New Student Guides](#) to see what you need to do.

- **Mechanical and Aerospace Engineering:** <http://mae.ucsd.edu/>
 - Academic Advising: <http://maeweb.ucsd.edu/grad/advising>
 - PhD Degree Requirements: <http://mae.ucsd.edu/grad/phd>

- **TritonLink:** <http://students.ucsd.edu/>
 - You may begin to enroll in Fall 2019 courses through WebReg on [Tritonlink](#).
 - Some courses may require Prerequisites and you may need to place a request through Enrollment Authorization System (EASy). If you'd like to request to enroll in a course with Prerequisites through EASy just ensure to comment: Under "Justification" that you've taken similar courses to the ones listed in "Prerequisites" and then submit your request.
 - Check your billing statement and other important information on this website.

- **International Student & Programs Office:** <http://ispo.ucsd.edu//index.html>
 - To-do [list](#) for new international graduate students.

UC San Diego Grading Policies

The following are policies established by Graduate Division at UC San Diego.

- **Good Academic Standing**

Good academic standing is determined by graduate students meeting departmental and graduate studies standards; a GPA of 3.0 or above, in upper-division graduate and professional course work; satisfactory spring evaluation; and having no more than a total of **eight units** of "F" and/or "U" grades.

Good Academic Standing is a requirement for:

1. Holding academic and staff appointments.
2. **Receiving fellowship, scholarship, or traineeship appointments.**
3. Advancing to candidacy for a graduate degree.
4. Going on a leave of absence.
5. Obtaining a graduate degree from UCSD.

Graduate students who are not in Good Academic Standing for any reason are subject to probation and/or disqualification from further graduate study.

- **Probation Process**

Graduate students, who do not meet the requirements for Good Academic Standing, are notified by a letter from the Dean of the Graduate Division. A copy of the letter is also sent to the department.

If it is a student's first instance of academic difficulty and the GPA is above 2.0, the letter serves as a warning and advises of their academic situation and its consequences and the next steps.

In subsequent quarters if the student:

- Raises the GPA above a 3.0, than no further action is taken;
- Raises the GPA but not to a 3.0, student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement.
- Shows no change, then student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement, however, this is dependant on the overall GPA
- Lowers the GPA further, then a hold is placed on the student's registration

Depending on the student's academic progress during the quarter following an academic probation notice, the Dean of the Graduate Division will advise the student of any further

academic action.

Any student with more than 8 units of "U" and/or "F" grades or a GPA less than a 2.0 will have their registration placed on hold for the next available quarter.

Note: due to the processing of grades after the next quarter has begun, registration holds are usually placed on the 2nd quarter after the problem arises (i.e. Fall quarter problem, registration hold placed on Spring registration. During the Summer, however, registration holds may be placed on students for Fall quarter.

Regardless of the severity of the problem, students are advised to maintain communication with the department. It is the department and student's responsibility to monitor the student's quarterly academic progress.

- **Repetition of Courses**

A graduate student assigned a grade of D, F, or U only may petition to repeat the course on the same grading basis for which it was first taken.

- Degree credit for the course will be given only once, but the grade assigned for each enrollment shall be permanently recorded.
- Both the original grade and the grade received in the repetition will be used in calculating the overall GPA for the first 16 units repeated.
- Petition must be submitted to Graduate Division for approval prior to enrollment in course to be repeated.

For more information on academic progress policies, please see [Graduate Division](#).

Enrollment and Registration Calendar

For past, present and future calendars see [Enrollment and Registration Calendar](#)

Description	Fall 2019
Billing statement available on TritonLink (eBill available continuing students)	9/3
Registration fee payment deadline (after this date, late fees apply)	9/20
Deadline for mandatory insurance health waiver - all students (after this date, \$50 late waiver fee will apply until late waiver deadline, see below)	9/20
Deadline for students not attending (who are receiving financial aid, full-fee waivers or graduate fellowships/ scholarships) to notify university that they will not attend. See the schedule of refunds for more information.	9/20
Quarter begins	9/23
Classes and wait list dropped if registration payment not received	9/25
First day of classes	9/26
Late health insurance fee waiver deadline (no waivers will be accepted beyond this date)	9/27
Automatic wait lists officially end	10/10
Deadline for all students to add or re-enroll in classes if canceled for non-payment via WebReg. Find out how to add a class	10/11
Deadline to apply for part-time status	10/11
Deadline for Graduate students to file for leave of absence , in absentia or to apply for half-time status for current quarter	10/11
Deadline to file for Advancement to Candidacy for Master's degrees	10/11

Deadline to change grading option, change units, and drop classes without "W" grade on transcript	10/25
Description	Fall 2019
Deadline to drop with "W" grade on transcript	Graduate 12/2
Last day of classes before finals	12/6
Finals week	12/7-12/14
Deadline to file for "Removal of Grade Incomplete" from previous quarter	12/14
Quarter ends	12/14
Deadline to file for a Request to receive a grade of "Incomplete"	12/16
Grades available on TritonLink	12/19

For more information regarding the schedule of classes and final examination schedules, please see [Schedule of Classes: Publication Calendar](#)

Academic and administrative holidays 2019-2020 Academic Year:

- **2019:** Jan. 1, 21; Feb. 18; Mar. 29; May 27; July 4; Sept. 2; Nov. 11, 28, 29; Dec. 24, 25, 31
- **2020:** Jan. 1, 20; Feb. 17; Mar. 27; May 25; July 3; Sept. 7; Nov. 11, 26, 27; Dec. 24, 25, 31
- Note: UC San Diego Campus is closed during the dates listed above.

Campus ID Card

You can pick-up your student ID card from the [Card Office](#) starting June 17, 2019

Location:

UCSD Campus Cards
9500 Gilman Dr. MC 0026
La Jolla, CA 92093-0026

Student Services Center, Third Floor South, Suite 354

Business Hours:

Monday-Wednesday: 8:00 a.m. – 4:30 p.m.

Thursday: 10 a.m. – 4:30 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Calendar with hours: <https://sfs.ucsd.edu/about/calendar.html>

Your Student ID Card is your key to the campus. In addition to serving as your official photo identification card, the ID Card gives you access to campus buildings and events and lets you:

- Access your meal plan or use it as a debit card at campus [dining facilities](#)
- Check out books and materials through [UCSD Libraries](#)
- Use [recreation](#) facilities and get discounts on rec. classes
- Receive services at [University Health Service](#)
- Show your affiliation, if needed, on [UCSD shuttles](#)
- Get discounts on attractions and events through the [UCSD Box Office](#)
- Get even more [discounts](#) on local arts and entertainment, computers, and more
- Use your Student ID Card for printing and copying documents, using [Imprints iaccess services](#).

Graduate students can submit a photo via the online [Photo Tool](#).

Questions? Contact Campus Cards (858) 534-6606 | campuscards@ucsd.edu

Transportation Information

If you are planning to bring your **car** to California:

- Driver's License – You need to get a California driver's license *within 10 days* of being in San Diego. You can register for an appointment online or go the day of and wait in line. Making an appointment ahead of time will save you time.
- California car registration fees – You need to register your car *within 20 days* of being in San Diego. You can do it at the same appointment when you go get your driver's license.
 - It is a California state requirement to have a new Smog Certificate upon initial registration, so make sure you do it before you go to the DMV. The DMV website has more details: <https://www.dmv.ca.gov/portal/dmv/detail/vr/smog±>
- If you want to figure out what your registration would cost, you can use the DMV's calculator: <https://mv.dmv.ca.gov/FeeCalculatorWeb/index.jsp>
- Find the DMV's around San Diego and look up all the official rules here: <https://www.dmv.ca.gov/portal/dmv/dmv/fof>
- Parking on campus: <http://transportation.ucsd.edu/>

There are many free shuttles and bus lines provided by UC San Diego. In order to use these services you must get your campus ID card stickered.

After you get your campus ID, go to the Parking Services office (in the Gilman parking structure, or the Hillcrest parking office) to get your FREE sticker that allows you access to several **public bus lines in San Diego**.

- Details can be found here: <http://blink.ucsd.edu/facilities/transportation/commuting/public.html>

In addition to the free public buses, UC San Diego has a network of **shuttles**. These run from various housing complexes to campus, and also include several routes around the campus itself.

- More information and live shuttle tracking can be found on the UCSD Transportation Services website: <http://blink.ucsd.edu/facilities/transportation/shuttles/index.html>

Many people **bike** to campus. To follow regulations at UC San Diego, you need a bike registration sticker on your bicycle. You can get this from the UC San Diego Bike Shop located in Student Center A, weekdays from 11 a.m. to 1 p.m.

<http://blink.ucsd.edu/safety/emergencies/security/bike.html>

Housing

On Campus Graduate Housing

- <https://hdh.ucsd.edu/arch/pages/>
858-534-4723
gradfamilyhousing@ucsd.edu

Off Campus Housing

- <http://students.ucsd.edu/campus-services/housing/offcampus/>

Beach communities:

- La Jolla– Technically it stretches from the beach to the graduate student housing.
- Del Mar – The beach community just north of campus. Some places in our budget range, but far from the grad-student friendly fun.
- Pacific Beach (“PB”) – The beach community just south of La Jolla. College atmosphere, young area. Traffic in and out is an issue during rush hour, but it’s a cool neighborhood with lots of bars and restaurants and housing deals.
- Mission Beach, Ocean Beach (“OB”) and Point Loma – OB and Loma might have some good deals, but they are definitely harder to get in and out of. The commute might not be worth the deal.

Inland:

- UTC/University City – The area directly south and southeast of campus. Mostly apartments, on the pricey side. Close, convenient, but might be lacking in fun.
- Clairemont – Lots of cheap, great houses and apartments, but a few not-so-great areas (check out the place before you commit). Close and easy to get to school.
- Hillcrest and North Park – These trendy urban neighborhoods are just north of downtown and have a lot to offer. A little further, but a little cooler.

Utilities

If you are living in UC San Diego On-campus Graduate Housing some of the utilities will be set up for you.

If not, be sure to check with your landlord on what will be provided.

Funding

Financial support is contingent upon full-time enrollment (12 units per quarter), satisfactory progress in the Ph.D. program as judged by your advisor, and a minimum GPA of 3.0.

Stipend and Salary Payment:

- UC San Diego pays you after you work; therefore, your first paycheck or stipend may not come until November. Plan to arrive with at least two months worth of income to get you through until then. Payroll Calendar: <http://www-bfs.ucsd.edu/pay/pdf/cal19.pdf>

Tuition and Fees:

- The 2018-2019 Tuition and Fee rates can be found here: <https://grad.ucsd.edu/financial/tuition-fees.html#Proposed-2018/2019-Tuition-&-Fe>
- Cost of attendance calculator: <https://fas.ucsd.edu/cost-of-attendance/graduate-students/index.html>

Financial Assistance Information: <http://mae.ucsd.edu/grad/finaid>

MAE Teaching Assistant (TA) Application and Information: <http://mae.ucsd.edu/grad/ta>

Taxes:

Advising staff are not authorized or trained to answer individual-specific tax questions; however, here are several resources for students:

Free tax preparation assistance (**domestic**):

<http://www.irs.gov/Individuals/Find-a-Location-for-Free-Tax-Prep>

Free tax preparation assistance (**international**) – UCSD International Center:

<https://ispo.ucsd.edu/about/contact.html>

Questions re. **1042-S (international students, only)**: [Taxes: Form 1042-S](#) and Section E of [Tax Withholding FAQ for Foreign Visitors](#) (Stipends paid on title code 3296 through PPS will be reported on the 1042-S provided by Payroll.)

Questions re. **1098 T**: 1-877-467-3821

Students can access their 1098-T at www.tsc1098t.com

Login information can be found at: <https://students.ucsd.edu/finances/fees/tax-credit.html>

The vendor, TAB Services, can be reached at: 888-220-2540

The Campus 1098-T line is 858-246-5900 | Email comes from registrar@ucsd.edu

Questions re. **W-2**: <https://blink.ucsd.edu/finance/payroll/w2/duplicate.html>

Questions re. **1099**: <https://blink.ucsd.edu/finance/tax/forms/1099.html>

General information – Graduate Division website:

<http://grad.ucsd.edu/financial/tax-information.html>

California Residency

If you are a USA citizen, you may become a California resident before the start of your second year for tuition purposes.

- We cannot fund your NonResident Tuition after your first year if you are a USA citizen. We highly encourage USA citizens from out-of-state to become California residents after their first year.

To see the requirements and criteria for becoming a Resident please see the Residency website:

<https://students.ucsd.edu/finances/fees/residence/criteria.html#presence>

Note: Make copies of all documentation to keep for your records. Start collecting these in a folder. It's *MUCH* easier if you start collecting the required documents as early as possible.

If you have questions about residency, please email: residencedeputy@ucsd.edu

Setting up JSOE Email

Information has been sent to your email account listed on your application about setting up a Jacobs School of Engineering (JSOE) email account. You will be using Engineering Google Apps with an email that ends in eng.ucsd.edu. If you receive any other information from UC San Diego Academic Computing and Media Services (ACMS) you can safely ignore it. The Jacobs School has a separate email system.

Please ensure to check your @eng.ucsd.edu email. Faculty and staff send important information only to the @eng.ucsd.edu email.

If you're having issues with it, email: support@eng.ucsd.edu

Health Insurance

Please note, you will NOT be covered by Student Health Insurance until **September 09, 2019**, so you will want to be certain that you are covered by your own health insurance over the summer.

All registered students are automatically enrolled into the UC Student Health Insurance Plan (UC SHIP). Students who are currently covered under a private health plan and do not wish to be covered by UC SHIP may submit an online application to opt out of (waive) the UC SHIP. For more information on the waiver, please visit the [Student Health Services website](#).

Fall 2019	Winter 2020	Spring/Summer 2020
Waiver Period Opens: 8/1/2019	Waiver Period Opens: 11/6/2019	Waiver Period Opens: 2/12/2020
Waiver Deadline (no late fee): 9/20/2019	Waiver Deadline (no late fee): 12/13/2019	Waiver Deadline (no late fee): 3/20/2020
Late Waiver Deadline: 9/27/2019	Late Waiver Deadline: 1/6/2020	Late Waiver Deadline: 3/30/2020

Details on the UCSD Student Health Insurance Plan:

<https://wellness.ucsd.edu/studenthealth/insurance/Pages/default.aspx>

Tuberculosis (TB) screening is a University admissions requirement for ALL newly admitted and readmitted students, including current Undergraduates who are newly admitted to a UC San Diego Graduate program.

If you do not fulfill this requirement a **hold** will be placed on your account and you will not be able to register for courses until you have fulfilled this requirement.

Holds

Check and clear your holds:

1. Go to [Holds](#)
2. Contact [Student Financial Solutions](#) for questions about outstanding account balances.

Shopping Locations Close to UC San Diego

Furniture, Hardware, and Accessories:

IKEA
2149 Fenton Parkway
San Diego, CA 92108-4739

Home Depot
4255 Genessee Avenue
San Diego, CA 92117

Home Goods:

Target
5680 Balboa Avenue
San Diego, CA 92111-2706

Wal-Mart
4840 Shawline Street
San Diego, CA 92111

Grocery Stores:

Costco
4605 Morena Boulevard
San Diego, CA 92117

Ralphs
8677 Villa La Jolla Dr
La Jolla, CA 92037-2354

Vons
7788 Regents Road
San Diego, CA 92122

Trader Joes
8657 Villa La Jolla Dr
La Jolla, CA 92037-8309

UC San Diego Campus Resources

- Counseling and Psychological Services (CAPS): <https://caps.ucsd.edu/>
- Academic Integrity Office: <https://academicintegrity.ucsd.edu/>
- Teaching and Learning Commons:
<https://commons.ucsd.edu/educators/future-faculty-programs/index.html>
- Career Center: <http://career.ucsd.edu/phd-and-masters-students/index.html>
- UC San Diego Recreation:
<https://gradlife.ucsd.edu/health-wellbeing/physical-mental-health/recreation.html>
- The Zone (Wellness center): <https://wellness.ucsd.edu/zone/Pages/default.aspx>
- CARE at the Sexual Assault Resource Center:
<http://students.ucsd.edu/sponsor/sarc/index.html>
- Triton Food Pantry: <https://basicneeds.ucsd.edu/triton-food-pantry/index.html>
- Graduate Student Association: <http://gsa.ucsd.edu/resources/>
- Asian Pacific Islander Middle Eastern Desi American (APIMEDA) Programs and Services:
<http://apimeda.ucsd.edu/index.html>
- Student Veteran Resource Center: <https://students.ucsd.edu/sponsor/veterans/>
- Undocumented Student Services Center: <http://students.ucsd.edu/sponsor/undoc/index.html>
- Black Resource Center: <http://brc.ucsd.edu/>
- Office for Students with Disabilities: <http://disabilities.ucsd.edu/about/index.html>
- Cross Cultural Center: <http://ccc.ucsd.edu/>
- LGBT Resource Center: <http://lgbt.ucsd.edu/>
- Raza Resource Center: <http://raza.ucsd.edu/>
- Women's Center: <https://women.ucsd.edu/>
- Intertribal Resource Center: <https://itrc.ucsd.edu/>
- IDEA Center: <http://jacobsschool.ucsd.edu/idea/>
- MAE Graduate Student Organizations: <http://mae.ucsd.edu/grad/getinvolved>
- Educational Technology Services: <https://acms.ucsd.edu/filessharing/general.html>

Wellness Links

iRelax

Free mp3s to help you meditate and relax through guided audio exercises. Take a break @ <https://wellness.ucsd.edu/CAPS/resources/Pages/download.aspx>

Online Mental Health Screenings

Mental health is a key part of your overall health. Brief screenings are the quickest way to determine if you or someone you care about should connect with a mental health professional - they are a checkup from your neck up. This program is completely anonymous and confidential, and immediately following the brief questionnaire you will see your results, recommendations, and key resources. Take it today @ <http://screening.mentalhealthscreening.org/sandiego>

Mental Health Mobile apps

We've compiled mobile apps to support self-help, promote wellness, and serve as adjunctive tools for mental health counseling. Download @ <https://caps.ucsd.edu/selfhelp>

Online Mini-workshops for navigating through Graduate School:

- Working with Advisors
- Writing the Dissertation
- The Imposter Syndrome
- Perfectionism
- Prioritization & Time Management
- Building & Maintaining Relationships
- Self-Care & Stress Management
- Sleep Hygiene

For more details check: <https://caps.ucsd.edu/grad.html>

Time Management

A big challenge in grad school is managing time and figuring out how to finish projects.

- Break a project into smaller tasks and set deadlines for the same.
- Break them up by priority and later.
- Resources like google calendar are very useful in learning to manage time.
- CAPS short video about time management:
https://www.youtube.com/watch?time_continue=85&v=jJu_L8bDy6A

Appendix: CAPS and Library Resources