

# UC San Diego

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## **MATERIALS SCIENCE AND ENGINEERING PROGRAM**

### **New Graduate Student Handbook 2019-2020**

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La Jolla, CA 92093-0418

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## Requirements for the M.S. and Ph.D. Degree

### I. Completion of Materials Science and Engineering Program M.S. Degree requirements or equivalent thereof.

(36 units) 9 classes

- a. All students must complete four Mandatory Core Courses and at least two of the ten Elective Core Courses: see below.
- b. Enroll in MATS 200, as required.
- c. Remaining courses to complete the thirty-six unit requirement for the MS degree may be selected from an approved list of graduate courses with the consent of a faculty adviser.
- d. Courses must be taken for a letter grade. P/NP or S/U grades will not be accepted, with the exception of MATS 200 and MATS 299.
- e. Students either complete a thesis (Plan I) or pass a comprehensive examination (Plan II).
- f. Students in thesis (Plan I) must complete six to twelve units of MATS 299.
- g. For students initially accepted into the PhD program who are completing MS requirements in Plan II, six units of MATS 299 may be used to fulfill the thirty-six unit requirement with both adviser and program chair approval.
- h. Students must meet all other requirements established by the university.
- i. Students who transfer with some graduate credit or an MS from another institution will have their records reviewed by a faculty adviser, and an appropriate individual course of study may be approved.

### II. Materials Science and Engineering Comprehensive Examination

The comprehensive examination is a written examination that covers subject matter from six of the core courses.

#### Mandatory Core Courses

|           |   |
|-----------|---|
| MATS 201A | Thermodynamics of Solids                    |
| MATS 201B | Solid State Diffusion and Reaction Kinetics |
| MATS 201C | Phase Transformations                       |
| MATS 227  | Structure and Analysis of Solids            |

#### Elective Core Courses

|           |   |
|-----------|---|
| MATS 205A | Imperfections in Solids                         |
| MATS 251A | Electronic Photonic Properties of Materials     |
| MATS 251B | Magnetic Materials: Principles and Applications |
| MATS 252  | Biomaterials/Med Devices                        |
| MATS 253  | Nano-materials                                  |
| MATS 256  | Energy Materials & Applications                 |
| MATS 257  | Polymer Science & Engineering                   |
| MATS 261A | Processing of Polymers and Composites           |
| MATS 261B | Mech. Behavior of Polymers and Composites       |
| PHY152    | Introduction to Solid-State Physics             |

The examination will consist of twelve questions. A passing grade of 60% is needed for the MS program, and 70% is needed to stay in the Ph.D. program. The examination will not exceed six hours in duration. The examination will be administered two weeks after Spring Quarter finals in June. This exam is taken by students pursuing a MS or PhD degree. *This exam may only be repeated once before the end of the second year of study.*

### III. Literature Review (2<sup>nd</sup> year exam)

See handout *This review requirement must be completed before scheduling the Ph.D. Qualifying Exam.*

### IV. Ph.D. Qualifying Exam (Senate Exam) to Advance to Candidacy

See handout *This examination is typically taken at the end of the third year of study.*

**V. Successful completion of 3 (three) advanced graduate courses (in addition to those courses required for the M.S. Degree), in an engineering-related field, 4 units each, and approved by the student's advisor. Courses must be taken for a letter grade. P/NP or S/U grades will not be accepted.**

**VI. Meeting all the University's residency and other requirements.**

**VII. Successful completion and defense of a dissertation which, in the opinion of the dissertation committee, contains original work.**

## **MATERIALS 200 SEMINAR CLASS**

### **Professor Prabhakar Bandaru**

MATS 200 seminar students are expected to attend and listen to 9 seminars per quarter. You can choose the 9 seminars from any seminar held within UCSD's Engineering department or related engineering (chemistry, physics) fields. The 9 seminars should be summarized and emailed to Dr. Prab Bandaru (pbandaru@ucsd.edu) no later than 5:00 PM Friday, the 10th week of the quarter.

The summary for each seminar (**1/2 TO 1- page long, single spaced**) should include the seminar title, speaker's name and affiliation, date of the seminar and a brief description of the seminar. You may optionally comment on the quality of the seminar, analysis and interpretations of the speaker, and discuss whether you agree or disagree with the speaker's analysis/conclusions.

The participation in seminars is to improve skills for extracting useful knowledge from a short presentation is a part of your professional training.

#### **Reminder:**

**MS** students must enroll for the MATS 200 for **3 three quarters**. **PHD** students must enroll for **6 six quarters**.

## **MATERIALS SCIENCE AND ENGINEERING PROGRAM**

### **The Literature Review Examination (2<sup>nd</sup> year Exam)**

The examination will consist of a submission of a written report on a literature review to the student's thesis advisor, with the topic to be selected in the field related to the proposed thesis research. The report can be a word document or a power point file. The length, format, and coverage of the report can be decided via consultation with the thesis advisor. This exam must occur within one year of the student having passed the Comprehensive Examination. For those students with the Comprehensive Examination waived, the Literature Review Examination must occur at least two weeks before the Senate Examination.

## [Advancing to Candidacy \(Senate Exam\)](#)

Doctoral students undertake an oral Qualifying Examination to show they are qualified to advance to candidacy. Advancing to candidacy means you have completed all course and any other program requirements and are ready to research and write a dissertation (this stage is sometimes referred to as “all but dissertation” or ABD). Requirements and standards for advancement vary by program. Students must consult with the program's faculty graduate advisor or coordinator for their specific requirements.

- Students must have completed 3 quarters of continuous residency and be registered in the quarter in which they advance.
- Students must have a GPA of 3.0 or above in upper division and graduate coursework, and no more than eight units of F and/or U grades.
- At least four weeks prior to the qualifying exam, a request to constitute the doctoral committee must be submitted to and approved by the Dean of the Graduate Division. Students work with their graduate coordinator to submit the online form. Graduate Coordinators access the [Committee Membership tool here](#).
  - The exam may not be taken prior to receiving written approval of the doctoral committee from the Dean of the Graduate Division.
- 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.
  - Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.
- All committee members must sign the *Report of the Qualifying Examination and Advancement to Candidacy for the Doctoral Degree* form (obtained from the graduate coordinator). **Original signatures of each committee member and of the program chair are required (proxy signatures are not accepted).**
- Advancement to candidacy requires the student to pay a candidacy fee to the cashier prior to submitting the form to the Dean of the Graduate Division.
- Programs that offer the Candidate in Philosophy degree must check "Yes" in response to, "Is student eligible for C Phil degree" on the *Report of the Qualifying Examination* form.

- **Non-resident students:** to be eligible for the full reduction of non-resident supplemental tuition, the *Report of the Qualifying Examination* form must be received by the Graduate Division on or before the first day of instruction. If the form is turned in after the first day of instruction the reduction will be implemented in the following quarter. Non-resident doctoral students who have advanced to candidacy will receive a 100% reduction in non-resident tuition for up to three consecutive years (nine quarters). Requests to extend the tuition reduction for up to three quarters of approved leave of absence may be made in writing to the Dean of the Graduate Division. Extensions beyond three quarters or other exceptions will not be granted.
- **Advancement to Candidacy Date:** Students may schedule their Qualifying / Advancement to Candidacy Examination between quarters (including summer) to accommodate their doctoral committee members' schedules; in order for any academic event to be recorded, a student must be registered. Advancement to Candidacy can only be posted to the academic record during a quarter of registration. The following information will be listed on an advanced students' transcript:
  - The actual date of the exam (as listed on the *Report of the Qualifying Examination*).
  - For students who take the exam between quarters (including summer), the Advancement to Candidacy date will be listed as the first day of instruction of the next quarter of registration.
  - For students who take the exam during a registered quarter, the Advancement to Candidacy date will be listed as the date the form is received in the Graduate Division.
  - Students receiving a Candidate in Philosophy degree as part of the advancement will have the award date listed as the last day of the quarter. This is consistent with all other graduate degree posting.

## Degree Completion

### Master's Students (ALL)

- The minimum residence requirement is three academic quarters; AT LEAST ONE of which must follow advancement to candidacy. Residence is established by satisfactory completion of six units or more per quarter, some of which must be at the graduate level.
- A student must maintain a GPA of 3.0 or above in upper division and graduate course work, have no more than 8 units of F or U, and resolve any outstanding grading problems.
- A student must be registered or file a *General Petition* to pay the filing fee in lieu of registration.

The deadline to submit final degree paperwork to the Graduate Division is the 11<sup>th</sup> Friday of each quarter or early September for summer graduation (see our [general deadlines](#) and the [Registrar's Enrollment and Registration Calendar](#) for more information on deadlines and specific dates). If the deadline is missed the degree will be awarded in the next quarter.

### Plan I Thesis

**Master's thesis and Master of Fine Arts students** should check with their advisor regarding when the thesis must be submitted for review by the master committee.

- A student must [make an appointment](#) with the Graduate Division for a preliminary check of his/her thesis . At that appointment the format is checked and instructions on the final preparation and submission of the thesis are given. The thesis must be formatted according to the requirements explained in the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses".
- The thesis committee shall supervise and approve the student's thesis by signing the thesis signature page; signatures must be original. Proxy signatures are not accepted.
- The requirement for a thesis defense varies by department; students should check with their committee chair or with the graduate coordinator. For departments that require a defense, the following applies. The preferred means to conduct the defense is when all committee members are physically present. Graduate Council, however, has determined that a master's 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 master's committee must be physically present. No more than one member may be telepresent.
  - The committee chair, or one co-chair, must be physically present
  - 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.
  - Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

- The *Final Report of the Thesis or Comprehensive Examination (Plan I or II) for the Degree of Master of Arts or Science* or the *Final Report of the Modified Thesis Examination, Plan III, for the Degree of Master of Fine Arts* must have the original signatures of all members of the thesis committee, the program's graduate advisor, and the program's chair. The form for Plan I must also indicate if the student will continue at UC San Diego or will terminate. (The *Final Report* forms are obtained from the graduate coordinator). Proxy signatures are not accepted.
- The final version of the thesis must conform to procedures outlined in the "[Preparation and Submission Manual for Doctoral Dissertations and Master's Theses](#)."
- The thesis submission fee must be paid at the cashier's office prior to the student's final appointment with the Graduate Division.
- The student submits the final approved thesis along with the *Final Report of the Thesis* to the Graduate Division [at the final appointment](#) (Final Report form is obtained from the program's graduate coordinator). Final approval and acceptance of the thesis by the Dean of the Graduate Division (on behalf of the University Archivist and Graduate Council) represents the final step in the completion of all requirements for the Master's degree.

The deadline to submit final degree paperwork to the Graduate Division is the 11<sup>th</sup> Friday of each quarter or early September for summer graduation (see [general deadlines](#) and the [Registrar's Enrollment and Registration Calendar](#) for more information on deadlines and specific dates). If the deadline is missed the degree will be awarded in the next quarter.

- [Academic Senate regulations for the MA/MS Thesis \(Plan I\)](#)
- [Academic Senate regulations for the MFA](#)

## **Plan II Comprehensive Exam**

The *Final Report of the Thesis or Comprehensive Examination (Plan I or II) for the Degree of Master of Arts or Science* is submitted to the Graduate Division. The *Final Report* must list the date the examination was completed, and must have original signatures of the program's graduate advisor and the program's chair. The form must indicate if the student will continue at UC San Diego or will terminate. (The *Final Report* form is obtained from the graduate coordinator).

The deadline to submit final degree paperwork to the Graduate Division is the 11<sup>th</sup> Friday of each quarter or early September for summer graduation (see [general deadlines](#) and the [Registrar's Enrollment and Registration Calendar](#)) for more information on deadlines and specific dates). If the deadline is missed the degree will be awarded in the next quarter.

- [Academic Senate regulations for the MA/MS Plan II](#)



## Doctoral Students

- A student must have completed 6 quarters of academic residency, of which 3 quarters must be between advancement and the final examination/defense. Residence is established by the satisfactory completion of six units or more per quarter, at least some of which must be at the graduate level. Joint doctoral students meet the UC San Diego academic residency requirement by successfully completing a minimum of thirty-six units of course work at UC San Diego.
- A student must maintain a GPA of 3.0 or above in upper division and graduate course work, have no more than 8 units of F or U, and resolve any outstanding grading problems.
- A student must be registered or file a *General Petition* to pay the filing fee in lieu of registration.
- The doctoral dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination.
- A student must [make an appointment](#) with the Graduate Division for a preliminary check of his/her dissertation . At that appointment the format is checked and instructions on the final preparation and submission of the dissertation are given. The dissertation must be formatted according to the requirements explained in the "[Preparation and Submission Manual for Doctoral Dissertations and Master's Theses](#)".
- The doctoral committee shall supervise and approve the student's dissertation. [Academic Senate policy](#) states that the committee conducts the final oral examination/defense, which is to be public and announced as such.
- The preferred means to conduct the final 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.
  - Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.
- The *Final Report* and the dissertation signature page must have the original signatures of all members of the doctoral committee; the *Final Report* must also be signed by the program chair. Proxy signatures are not accepted.
- The final version of the thesis must conform to procedures outlined in the "[Preparation and Submission Manual for Doctoral Dissertations and Master's Theses](#)"
- The student submits the final approved dissertation along with the *Final Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree* to the Graduate Division [at the final appointment](#) (the Final Report form is obtained from the program's graduate coordinator). Final approval and acceptance of the dissertation by the Dean of the Graduate Division (on behalf of the University Archivist and Graduate

Council) represents the final step in the completion of all requirements for the doctoral degree.

## Dissertation & Thesis Submission

- The doctoral dissertation/master's thesis must be submitted to each member of the doctoral/thesis committee at least four weeks before the final examination/defense.
- Review the requirements regarding committee participation at the defense found [here for doctoral students](#) and [here for master's students](#)
- A student must [make an appointment](#) with the Graduate Division for a preliminary check of his/her dissertation/thesis. At that appointment the format is checked and instructions on the final preparation and submission of the dissertation/thesis are given.
- The final version of the dissertation/thesis must conform to procedures outlined in the "[Preparation and Submission Manual for Doctoral Dissertations and Master's Theses.](#)"
- A student must [make a final appointment](#) with the Graduate Division for the submission of all final degree paperwork and the final dissertation/thesis. Please see the "[Preparation and Submission Manual for Doctoral Dissertations and Master's Theses](#)" for detailed instructions.
- Please print the [Dissertation/Thesis Release Form](#) and bring it with you to discuss during your preliminary appointment.
- An overview of the dissertation/thesis submission process and formatting guidelines can be found [here](#). Please refer to the full formatting [manual](#) for detailed information.

## [Appointment of Master's Thesis Committee](#)

- Submit your committee to the MATS coordinator using the [MATS Exam Form](#) no later than 4 weeks prior to your exam.

The following policy is a general one for all master's thesis students at UC San Diego. A department may have more specific requirements for appointments (e.g., a departmental ladder rank faculty member on each committee) and the department chair has final departmental authority to recommend a committee.

A master's thesis committee consists of three faculty members, at least two of whom must be from the candidate's major department. (Graduate Council, January 4, 1991)

Departments are advised to refer to the Doctoral Committee Membership Table , which specifies which academic titles may serve on graduate student committees (doctoral or thesis). The faculty titles listed on the chart refers to UC San Diego faculty members only (with the exception of the "Professor from another UC campus" title).

The department chair's electronic approval of the committee form is certification that the composition of the master's committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

The Dean of the Graduate Division will consider exceptions to individual committee membership with plausible justification from the graduate program. Requests for exception are submitted electronically via the [Committee Membership tool](#).

### **Graduate Council Action 4/8/93**

A professor who leaves UC San Diego may continue to be on the committee and may serve as co-chair, but may not continue as chair.

A committee chair from outside the department may not also serve as the tenured, outside member.

A professor from another UC campus may be an inside or an outside member.

### **Graduate Council Action Regarding Committee Participation at the Master's Thesis Defense 11/8/18**

The preferred means to conduct a master's defense is when all members of the committee are physically present. The Council recognizes, however, that practical exigencies do not always make this possible. Therefore, the Council approves the following rules for conducting master's defenses:

1. A master's 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).

2. More than half of the master's committee must be physically present. No more than one member may be telepresent.
3. The committee chair, or one co-chair, must be physically present.
4. 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.
5. Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

## Appointment of Doctoral Committee

- Submit your committee to the MATS coordinator using the [MATS Exam Form](#) no later than 4 weeks prior to your exam.

A doctoral committee conducts the qualifying examination, supervises the preparation of the dissertation, passes the dissertation, and administers the final defense. An advancement exam or defense must not be scheduled unless the Graduate Division has approved the student's committee. Students are advised to consult the department graduate advisor and/or coordinator at least six weeks prior to the exam.

The following policy is a general one for all doctoral students at UC San Diego. A department may have more specific requirements for appointments (e.g., a departmental ladder rank faculty member on each committee) and the department chair has final departmental authority to recommend a committee.

Membership of the **Ph.D.** committee must comply with the [Manual of the San Diego Division, Academic Senate, Regulation 715](#), which states:

*A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department. [Am 10/26/93]*

The Graduate Council confirms that either of the following Ph.D. committee compositions are in compliance with Regulation 715:

1. Four members from the student's department and one tenured or emeritus member from outside the student's department, as long as two members' academic specialties differ from the student's (i.e., a 4+1 committee).
2. Three members from the student's department and two members from outside the student's department, including one tenured or emeritus outside member, as long as two members' academic specialties differ from the student's (i.e., a 3+2 committee).

Departments are responsible for ensuring that a Ph.D. committee complies with Regulation 715 by appointing at least two members differing in academic specialty from the student, regardless of whether these members are from inside or outside the student's department.

Membership of the **Ed.D.** doctoral committee must comply with the [Manual of the San Diego Division, Academic Senate Regulation 718](#)

Departments are advised to refer to the Doctoral Committee Membership Table, which specifies which academic titles may serve on doctoral committees and in what capacity. The faculty titles listed on the chart refer to UC San Diego faculty members only (with the exception of the "Professor from another UC campus" title). Please note: A

Research Scientist/Scholar **must** have a lecturer's appointment to be eligible to serve on a committee.

The department chair's electronic approval of the committee form is certification that the composition of the doctoral committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

### **Graduate Council Action Regarding Committee Participation at the Qualifying Examination and/or Final Defense 11/8/18**

San Diego Senate Regulation 715, Requirements for the PhD Degree at San Diego, requires that the doctoral committee conduct the qualifying examination and final oral examination (the dissertation defense). The preferred means to conduct these examinations is when all members of the doctoral committee are physically present. The Council recognizes, however, that practical exigencies do not always make this possible. Therefore, the Council approves the following rules for conducting PhD qualifying exams and defenses:

1. A doctoral committee member can participate in one of three ways: physically present (meaning they are in the room), telepresent (meaning they participate by live video teleconference), or in advance (if they must be absent on the exam date, it is permissible to examine the candidate in advance of the exam date).
2. More than half of the doctoral committee must be physically present. No more than two members may be telepresent.
3. The committee chair, or one co-chair, must be physically present.
4. The outside tenured member must be physically present or telepresent.
5. 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.
6. Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

[Doctoral Committee Membership Table](#)

## Additional Information- Appointment of Doctoral Committee

There are three general methods to constitute a Materials Science and Engineering Doctoral committee. The most significant members are your PI/Faculty Advisor/Chair, and the Outside Tenured Member. *Note:* Tenured means Associate or Full Professor. Your PI/Faculty Advisor/Chair should be within Materials Science and Engineering Affiliated Faculty.

It is always a good idea to have the MATS Graduate Coordinator “check” over your committee to ensure it fulfills all the university policies, prior to reaching out to faculty. To do so, simply email the MATS Graduate Coordinator with the five committee members and request a check.

### Method One

- Choose all five members from the Materials Science and Engineering Affiliated Faculty List.
  - <http://mae.ucsd.edu/matsci/faculty/professors>
- The discipline of your PI and Outside Tenured Member must be different.
- Example: PI- Dr. Smith (Discipline- Mechanical and Aerospace Engineering), Outside Tenured Member- Dr. Frank (Discipline- Electrical and Computer Engineering).
- This is the most typical committee type utilized by students.

### Method Two

- Choose four members from the Materials Science and Engineering Affiliated Faculty List (including your PI).
  - <http://mae.ucsd.edu/matsci/faculty/professors>
- Choose your Outside Tenured member, from faculty completely outside of Materials Science and Engineering (the faculty member should *not* be listed on the website above).
  - This member will “default” to your Outside Tenured member.
  - To ensure a faculty member is tenured, you may use the “Find Faculty/Staff” tool below to search for the faculty member. If the faculty member is listed as Associate or Professor, they are considered tenured.
  - <https://blink.ucsd.edu/>

### Method Three

- Choose three members from the Materials Science and Engineering Affiliated Faculty List (including your PI).
  - <http://mae.ucsd.edu/matsci/faculty/professors>
- Choose two members, including your Outside Tenured member, from faculty completely outside of Materials Science and Engineering (the faculty members should *not* be listed on the website above).
  - One of the two members will “default” to your Outside Tenured member.
  - To ensure a faculty member is tenured, you may use the “Find Faculty/Staff” tool below to search for the faculty member. If the faculty member is listed as Associate or Professor, they are considered tenured.
  - <https://blink.ucsd.edu/>

# Admitted Students

## What to Do Immediately

### Accept your admission offer and submit your SSN

Please log in to your [GradApply](#) account and indicate your admission decision by clicking “Make a Decision.” UCSD supports the Council of Graduate Schools' [Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants](#), which states that you are under no obligation to respond to offers of financial support prior to **April 15**.

**\*\*Please note that after you accept admission, you must wait at least 48 hours before completing your next checklist items.\*\***

#### **Submit your SSN:**

*Please wait at least 48 hours after accepting admission to complete this step.*

Log in to your [GradApply](#) account and submit your Social Security Number / Taxpayer Identification Number. This is necessary for a number of business processes.

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### Set up your UCSD password

*Please wait at least 48 hours after accepting admission to complete this step.*

It is important that you [set up your password](#) for your Personal Identification number (PID) to enable you to access resources such as class registration and financial tools. You will need your PID which can be found on your application status page of [GradApply](#).

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### Complete and Return the Statement of Legal Residence

*Please wait at least 48 hours after accepting admission to complete this step.*

**This step is not required for MAS, MCEPA, MF, MSBA, or Flex MBA students.**

**Not required for joint doctoral students in the following programs: JDP-AUD, JDP-BENG, JDP-ECE, JDP-LCD, JDP-MSED, JDP-MAE, or JDP-SE.**

Applicants who accept an offer of admission must complete and return the Statement of Legal Residence form **within 2 weeks of accepting admission**. Submit the Statement of Legal Residence form as an attachment and email it



to [residencedeputy@ucsd.edu](mailto:residencedeputy@ucsd.edu) with your name and PID in the subject line. Your registration cannot be completed until this form is on file. If after accepting admission you decide not to enroll, notify **your department** immediately in writing or by email. More information about residency can be found at the [Registrar's website](#). Questions about residency status should be addressed to the [Residency Deputy](#). Read about possible exemptions, waivers, and definitions at <http://students.ucsd.edu/finances/fees/residence/exemptions.html>. To request an AB 540 nonresident waiver, email [residencedeputy@ucsd.edu](mailto:residencedeputy@ucsd.edu).

[DOWNLOAD STATEMENT OF LEGAL RESIDENCE](#)

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## Sign-up for housing

San Diego is known as America's Finest City and we are sure you will enjoy living here. UC San Diego provides diverse and affordable housing options just for graduate students. However, the waiting list for on-campus housing is long. We recommend you apply for housing as soon as you receive your admission offer so you can get on the waiting list right away.

- Learn more about UC San Diego housing opportunities [here](#).
- Get on the waitlist by submitting a [housing application](#) online.
- Additional information on both on-campus and off-campus can be found on the [Grad Life](#) site.

## Before You Arrive on Campus

### Complete the TB questionnaire

*Please wait at least 48 hours after accepting admission to complete this step.*

Tuberculosis Screening Questionnaire: All incoming students are required to complete a [TB risk Assessment Questionnaire](#). For more information and deadlines please see [Tuberculosis Admission Requirement](#) on the Student Health Services site.

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### Complete the immunization requirements

*Please wait at least 48 hours after accepting admission to complete this step.*

Complete the UC Immunization Requirements: All incoming students are required to submit proof of specific vaccinations/immunizations as per California Department of Public Health recommendations [UC Immunization Requirements](#). For more information and deadlines please see Immunization Requirements (<https://wellness.ucsd.edu/studenthealth/health-requirements/Pages/default.aspx>) on the Student Health Services site.

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### Submit your pending admissions documents

Log into your [GradApply](#) account and submit all documentation listed on your application status page. If you have any coursework currently in progress, please wait until all coursework is completed and degrees have been conferred and posted prior to sending your transcript. All coursework must be completed prior to beginning graduate study at UC San Diego.

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### Learn about student health insurance

Payment of your Tuition and Fees includes a fee payment for the UC Student Health Insurance Plan (UC SHIP). Enrollment in UC SHIP is automatic. Effective dates for UC SHIP can be found on the [Student Health Services Website](#).

If you need medical attention prior to the effective date of UC SHIP you will be responsible for the cost of any medical services incurred prior to the start of your student plan. Therefore, if you intend to arrive to the San Diego area before the effective date of UC SHIP it is highly recommended that you purchase your own personal health

insurance that will cover you until the effective date of UC SHIP. Short term plans are offered by many different insurance companies. For more information we recommend you research those options to select the short term insurance plan that will meet your needs.

**Student Health Insurance Waiver:** All students are automatically enrolled in UC SHIP each academic year. However, students who are able to demonstrate they have comparable coverage may be able to opt out of UC SHIP. For more information on this option please see [How to Waive UC SHIP](#).

*Students in joint doctoral programs (JDPs) should check with their department regarding eligibility for UC SHIP.*

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## Read the UCSD Policy on Integrity of Scholarship

[The Academic Integrity \(AI\) Office](#) promotes and supports a culture of academic integrity in order to reinforce quality teaching and learning at UC San Diego. It's your responsibility to be aware of [the policy on academic integrity](#). The University expects both faculty and students to honor the policy. For students, this means that all academic work will be done by the individual to whom it's assigned, without unauthorized aid of any kind.

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## Read the Principles of Community

[The Principles of Community](#) are vital to the success of the university and the wellbeing of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

## [When You Arrive on Campus](#)

### Pick-up your student ID

All students enrolled for the current school quarter are entitled to a Triton ID Card. This is your official university ID card, and you are issued just one active card. <https://students.ucsd.edu/finances/campus-cards/how-to-get.html#Graduate-students>.

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### Update your contact information on Triton Link

Please make sure to keep your contact information up to date on [Triton Link](#).

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### Attend the Graduate Division Orientation

There will be two orientation sessions for Fall 2019: September 10th & 11th. For more information, please see the [Grad Life website](#).

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### Check-in with your department and attend their orientation if applicable

Some departments and programs host their own orientation. Contact your department for more information.

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### Complete the Sexual Assault Prevention and Resource Training

The mandatory training, *Campus Clarity: Think About It* will be available on August 27th. Please look for an announcement and invitation to the course in your [@ucsd.edu](#) email account. The course is hosted externally, and the invitation will come from [admin@campusclarity.com](mailto:admin@campusclarity.com). All students are required to take this online course. The course will give you the tools to identify, prevent and report sexual harassment, sexual assault, dating violence, domestic violence and stalking.

**The course must be completed by November 2nd. If you do not complete the course by the deadline, a hold will be placed on your registration for Winter quarter.**

## Admitted International Students

### Apply for I-20 or DS-2019

*Please wait at least 24 hours after accepting admission to complete this step.*

International students requiring an F-1 or J-1 visa to study in the USA must request a form I-20 (certificate of eligibility for non-immigrant F-1 students) or form DS-2019 (certificate of eligibility for non-immigrant J-1 exchange visitors). The I-20 or DS-2019 is required to apply for the F-1 or J-1 visa. International students who are currently in the U.S. in F-1 or J-1 status and plan to transfer their SEVIS record to UC San Diego are also required to submit the I-20 or DS-2019 request.

- Submit the I-20 or DS-2019 request through iPortal. To access [iPortal](#), you must first [Set up password for your UCSD Personal ID \(PID\)](#). Please allow at least 24 hours after submitting your Statement of Intent to Register and creating your account and password to access the iPortal. The International Students & Programs Office will begin reviewing I-20 requests on April 2, 2018.
- Refer to this link for required funding for your program: <http://ispo.ucsd.edu/prospective-students/costs-grad-students.html>.
- Review the [Pre-Arrival Checklist](#) and make plans to attend the [International Student Orientation](#) in September.

For questions regarding your I-20/DS-2019 or F-1/J-1 Visa, please visit here: <http://ispo.ucsd.edu/new-students/graduate-students/index.html>

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## Attend Graduate Student Orientation

International Graduate Students must attend the [International Student Orientation](#). This is in addition to the Graduate Division New Graduate Student Orientation.

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## Meet the English Language Requirement

### English Language Requirement for International Teaching Assistants (TA)

International graduate students who are nonnative speakers of English must be **certified** as having requisite language skills **before** they can serve as teaching assistants (TAs; UC San Diego Graduate Division [policy](#) in compliance with Assembly Concurrent Resolution No. 41).

### Evidence of English Language Proficiency : Certification as Teaching Assistant Cut Off Scores

Students may be certified either on the basis of their score on one of the following:

- have a TOEFL iBT Speaking subscore of 28-30
- have an IELTS Speaking subscore of 8.5-9.0
- have a PTE Speaking sub-score of 83-90, and 2
- be an international graduate students who serve as language assistants in courses conducted in their native language.

Those students with **TOEFL speaking scores of 23 – 27, IELTS speaking scores of 7-8, or PTE speaking scores of 65-82 are required to take the [English Language Certification Exam](#).**

Students who do not pass the English Language Certification Exam are given the opportunity to improve their language skills.

Those students who are admitted but have a **speaking TOEFL score below 23** will not be allowed to take the certification test. Students who fall into this category may acquire the required English language proficiency skills via courses offered in the [English Language Institute](#) and the [English for Academic and Professional Development Program](#).

## Watch ISPO Webinars

The Graduate Division and International Students and Programs Office (ISPO) are offering a series of webinars this summer to provide information to incoming international graduate students. Presentations will be posted here after the webinar has ended.

[I'm an International Graduate Student. What's Next? - April 19, 2018](#)

[Immunizations - May 16, 2018](#)

[Housing - June 6, 2018](#)

[Graduate Student Funding - June 27, 2018](#)

[Graduate Student Life - July 18, 2018](#)

## Tuberculosis (TB) Screening Requirements

The health of the individual can affect the health of the campus community, and UCSD is committed to protecting the well-being of all our students. All incoming and re-admitted students are required to meet the UC Immunization and Tuberculosis (TB) Screening Requirements.

**Clearance can take 5-10 days after receipt, so please start this process early! NOTE: Student Health Services is transitioning to a new electronic medical record system in mid-August. Please insure ALL your incoming requirements are met as early as possible to avoid delays in the lifting of holds on your account.**

### General Information

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- What you will need: your **student ID number** and an active **UCSD e-mail address**
- Sign on to your student health record via Single Sign On (SSO) at: <https://shs.ucsd.edu>
- Enter your cell phone NUMBER and CARRIER in your profile so you will receive alerts we send you via secure message
- **Be sure to ENTER all your immunization information and dates on the online form before you upload!**
- When your forms are ready, either **UPLOAD** or **FAX** them - do not do both.
- **UPLOAD to:** <https://shs.ucsd.edu> **FAX to: 1-858-246-2414**
- Clearance can take 5-10 days after receipt, so please start this process early! **NOTE:** Student Health Services is transitioning to a new electronic medical record system. Please insure ALL your incoming requirements are met as early as possible to avoid delays in the lifting of holds on your account.
- **NOTE:** If you are coming from a country that does not have specific vaccines (such as Tdap), you will have until Nov 1, 2019 to receive those vaccines.

### Tuberculosis Requirement - Fall Deadline is July 15, 2019

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Failure to meet this deadline will result in a HOLD being placed on your account and you will not be able to enroll for Fall classes.

1. In the student health portal <https://shs.ucsd.edu>, select "TB Requirement". Answer the five screening questions.
2. If you are required to do further testing, an additional form (TB Screening Admission Requirement) will be provided to download. If you are not required to do further testing, this is the end of the process!
3. Access the TB Screening Admission Requirement form: [tbassessment.pdf](#)



4. If you are required to complete the TB Screening form, please take the form to your health care provider's office for completion and to obtain additional testing.
5. YOUR HEALTH CARE PROVIDER MUST SIGN THE FORM.
6. Tuberculosis testing MUST BE PERFORMED WITHIN 1 YEAR OF ENTERING the University. For example, students entering in Fall 2019 must have had TB testing done since Sep 2018.
7. When your forms are ready, either **UPLOAD** or **FAX** them - do not do both.
8. **UPLOAD** to: <https://shs.ucsd.edu>      **OR**      **FAX** to: 1-858-246-2414
9. If you have medical questions, please go to MESSAGES in your student health portal <https://shs.ucsd.edu> and select "Ask-A-Nurse Tuberculosis" (this is a secure form of communication). You will receive notification of a response through your UCSD e-mail account. Be sure your e-mail account is active.
10. Technical questions can be e-mailed to [shstb@ucsd.edu](mailto:shstb@ucsd.edu). No medical related questions will be responded to via this e-mail.
11. You can check your TB compliance status at: <https://shs.ucsd.edu> by clicking on "Immunization"

## Immunization Requirements - Fall Deadline September 15, 2019

1. Please download this form and take it to your doctors office to complete: [immreqs2019.pdf](#)
2. Log into your student portal <https://shs.ucsd.edu> and click on "Immunization Requirement" and **enter your immunization information into the online Immunization Record**
3. After entering your immunization dates, upload OR Fax 1-858-246-2414 your signed form or other immunization record so we can verify your record.
4. If you have a medical question, go to: <https://shs.ucsd.edu> and click on MESSAGES "Ask a Nurse – Immunization". You will receive a notification of a response through your UCSD e-mail account. Be sure your e-mail account is active.
5. Technical problems, e-mail [shsmr@ucsd.edu](mailto:shsmr@ucsd.edu). Please do not include any medical information as this is not a secure form of communication.
6. You can check your immunization compliance at: <https://shs.ucsd.edu> and clicking on "Immunization"

## Graduate Enrollment

# How to Add a Class

## Before classes begin, through Week 2

1. **To add a class that's open**, follow the regular enrollment procedure in [WebReg](#). **If you wish to switch sections of course, it is considered a drop and add transaction, and all drop/add/ change deadlines apply.**
2. **If a class is full**, you may add your name to the wait list via [WebReg](#), and follow the [wait list procedures](#).
3. **Graduate students**, work with your graduate coordinators when altering your quarter class schedule to ensure you are meeting all campus, graduate program, and field area requirements and standards.

**Note:** The official university deadline to add classes (including [Special Studies classes](#)) is Friday of Week 2.

## Week 3 through Week 10

1. Requests to add classes after Week 2 are not guaranteed. Check with the academic department offering the course for specific guidelines.
2. Submit a request through [EASy](#), giving enough time to be approved by 4 p.m. on Friday of the final week of instruction.

# How to Drop a Class

## Before the start of the quarter, through Friday of Week 2

- Use [WebReg](#) to drop the class. (You may not use WebReg to drop a class after the first 2 weeks of the quarter.)
- You may not drop below 12 units if you hold an appointment at 50% time or are receiving a fellowship, traineeship, or scholarship.
- If you are enrolled in fewer than 12 units, then you are eligible for a 25% time appointment at the discretion of your graduate department.

## Weeks 3 to 9

- **If you want to drop a class after the end of Week 2**, you must receive approval from both your [advisor/ department](#) and the [Graduate Division](#).
- To drop a class, you must submit a request through the [Enrollment Authorization System \(EASy\)](#)

- If you drop a class by the end of Week 4, it will not appear on your transcript.
- If you drop a class after the end of Week 4, it will appear on your transcript with a "W" grade. A student may receive a maximum of one "W" per course.

**Warning:** Drops made after Week 2 are reviewed by the Graduate Division for potential impact on financial support.

## After Week 9

- You are not permitted to drop a class after Week 9.

## GENERAL DEADLINES GUIDANCE

The following deadlines are specific to graduate students and are consistent through all three quarters:

The 2nd Friday of each quarter is the deadline to submit:

- Half-time Study requests
- Leave of Absence requests
- In Absentia requests
- Applications to Candidacy for the Master's degree (in order to receive the Master's in the same quarter)

The 4th Friday of each quarter is the deadline to submit requests to change a grading option, change number of units, drop a course without a W.

The 9th Friday of each quarter is the deadline to submit drop requests.

The 10th Friday of each quarter is the deadline to submit add requests.

The 11th Friday of each quarter (finals week) is the deadline to submit:

- Final Paperwork for degree completion
- Fully completed forms must be received in the Graduate Division by the deadline date; department approval alone does not constitute meeting a deadline.

The **Summer degree deadline** is the last Friday of summer session II (usually in early September).

**Please note:** Fully completed forms must be received in the Graduate Division by the stated deadline date. Departments may set earlier submission deadlines for internal processing; please check with your home department for details.

# UCSD Policies

## Academic Standing and Probation

### Good Academic Standing

Good academic standing is determined by 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. Some departments specify more stringent grade requirements.

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 UC San Diego.

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 of their poor academic standing by a letter from the Dean of the Graduate Division. Letters are available to students via the Graduate Division's [Student Portal](#) and to staff via the [Student Database](#).

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 the student of the academic situation, its consequences, and the next steps.

In subsequent quarters if the student:

- Raises the GPA above a 3.0, 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 faculty 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 faculty with a plan for improvement; however, this is dependent on the overall GPA
- Lowers the GPA further, 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 via letter posted to the Graduate Division's [Student Portal](#). Staff access is through the [Student Database](#).

Any student with more than 8 units of "U" and/or "F" grades or a GPA less than a 2.0 will have a hold placed on his/her registration 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.

## Grade Changes

### Clerical Errors

Grade changes due to clerical errors may be corrected by the instructor of record via eGrades (for a course taken within one calendar year). This includes such errors as the incorrect grade was assigned or no grade was assigned and the course has lapsed to a U or F. In these cases nothing is submitted to the Graduate Division.

### Incomplete that has lapsed to a U or F

If the deadline to replace an "I" with a grade is missed (the last day of the quarter), the "I" will lapse to a U or F; the program chair and instructor must petition the Dean of the Graduate Division and the Educational Policy Committee (EPC) to retroactively assign the grade. The following items must be submitted to the Graduate Division for the Dean's review. If approval is recommended, the Graduate Division will forward the request to EPC for their final decision.

1. General Petition with the "other" section filled out with **ALL** course information (grade to be assigned, course number, section, section id, number of units, and quarter the course was taken). Petition must be signed by the instructor and the Chair of the student's home department.
2. Official supporting documentation explaining circumstances that prevented the grade from being assigned prior to the deadline.

After the Dean's review, the Graduate Division will submit the request to the EPC for their final decision.

### Extension of an Incomplete Grade

Extensions are **not** granted due to a leave of absence. Senate policy requires that an incomplete be completed by the end of immediately subsequent quarter, regardless of the student's registration status in that quarter. Extensions are considered **ONLY** in extenuating circumstances beyond the student's control; health reasons require verification from the health care provider. Request must be filed before the incomplete lapses to an F or U.

1. General Petition with the "other" section filled out with ALL course information (course number, section, section id, number of units, and quarter the course was taken). Petition must be signed by the instructor and the Chair of the student's home department.
2. Official supporting documentation addressing the student's inability to complete the pending work by the deadline.

After the Dean's review, the Graduate Division will submit the request to the EPC for their final decision.

**\*\* Grade changes beyond one calendar year** require the following:

1. General Petition with the "other" section filled out with **ALL** course information (grade to be assigned, course number, section, section id, number of units, and quarter the course was taken). Petition must be signed by the instructor and the Chair of the student's home department.
2. A Clerical Error form recording the grade for the course and signed by the instructor.
3. Official supporting documentation explaining circumstances that resulted in the assignment of an incorrect grade.

After the Dean's review, the Graduate Division will submit the request to the EPC for their final decision.

Academic Senate: [Procedures for Requesting Exceptions to Senate Regulations](#)

## [Leave of Absence/Withdrawal](#)

Graduate students are eligible for a maximum 3 quarters leave of absence with department approval. Students access the online form through the Graduate Division's [Student Portal](#). Graduate Coordinators access the online form through the Graduate Division's [Student Database](#). A graduate student who is bearing a child, who has primary responsibility for the care of an infant or child under the age of five, and is in good academic standing may request an additional 3 quarters leave of absence (follow the same procedures below but specify "parenting" or "maternity" on the leave form as the reason)

## Leave of Absence

- A student who does not continue graduate study with the intention of resuming during a later quarter files a "Leave of Absence / Extension" form prior to leaving the campus.

- A graduate student must have completed at least one quarter of academic residence and be in good academic standing (GPA of 3.0, and no more than 8 units of "F" or "U") to be granted a leave.
- Online form must be filed no later than the end of the second week of instruction of the quarter in which the leave is to begin.
- International students must also obtain approval from the International Center.
- A student who has registered, paid fees and enrolled for the quarter in which a leave is being requested, is subject to the refund schedule published in the Schedule of Classes. Students are only eligible for a 100% refund if withdrawing from graduate studies on/by the 1st day of instruction.
- A student seeking to maintain health coverage must contact the Student Health Center to purchase insurance.
- While on leave, a student may not be employed by UCSD, UCSD Extension, or UCSD Medical Center or hold a fellowship, traineeship, or similar appointment administered by the University. Students may not use any University facilities or place demands on faculty.
- A leave of absence or withdrawal does not extend the period during which an "Incomplete" or No Record of a grade must be resolved.

## Extension of a Leave of Absence

- To extend an approved leave of absence, a student must notify the major department or group graduate coordinator at least two weeks prior to the end of the quarter in which the leave terminates.
- An extension requires approval of the department. The International Center must approve a Leave of Absence extension for all international students.

## Returning from a Leave of Absence

- When planning on returning from a Leave of Absence, a student must notify the graduate coordinator of the quarter in which s/he intends to register. This notification can be sent to the graduate coordinator via the Leave of Absence tool in the [Student Portal](#). The coordinator notifies Graduate Division who then reinstates the student. The student cannot register until this is done. Notification of return from a leave can only be given to the Graduate Division by the department.
- When returning from a leave of absence of two quarters or more, a student must file a Statement of Legal residence with the Office of the Registrar prior to registering. The form can be obtained from the Graduate Coordinator or the Registrar's Office.
- For readmission refer to the section on the General Petition.

## Withdrawal

- A student leaving the University and not planning to return must return all borrowed library material, set up an exit interview with the Student Business Services Office, and obtain all other clearances listed on the on-line form.
- A student withdrawing during the first thirty-five calendar days of a quarter will receive a refund of fees according to the Schedule of Refunds for Tuition, Educational Fee, University Registration Fee, and other Student Fees. The date of withdrawal used in



calculating a refund will be the date on which the form is submitted to the Graduate Division. Refer to the Schedule of Classes for refund information.

- A student on a leave of absence who subsequently withdraws must obtain all clearance signatures for the withdrawal.

## Withdrawn Student Returning to Defend

- A withdrawn student who returns only to defend and submit the dissertation may need to reconstitute the doctoral committee and will need to pay the following fees:
  - Readmission fee
  - (Re)advancement fee **if** the original advancement was more than 5 years ago
  - Filing fee, in lieu of registration
- Students are advised to discuss and coordinate the above with their graduate coordinator well in advance of the scheduled defense.

## In Absentia

- Used if research or coursework is conducted outside the state of California during a given quarter.
- Student to remain enrolled in full-time study with the University while paying 15 percent of the combined Educational and Registration Fees, and paying all the campus based fees.
- The fee for UC Student Health Insurance Plan (UCSHIP) is included as a campus based fee; however, students may waive UCSHIP with qualifying coverage. <https://wellness.ucsd.edu/studenthealth/insurance/waive-uc-ship/Pages/default.aspx>
- A student who holds a fellowship, traineeship, or a research assistantship and desires to study off campus may do so under the following circumstances:
  - Master's and graduate professional students must have completed at least one year of coursework by the time the In Absentia status would begin.
  - Academic doctoral students must have advanced to candidacy by the time the In Absentia status would begin.
  - Agree to comply with the rules and regulations governing the In Absentia Guidelines
- Fill out and submit online form listing where the student will be studying (Be as specific as possible. For example: City, State/Country; or Name of Institution/archive and City, State/Country).
- Must be signed by department chair and student's faculty advisor
- Student or department must submit a separate request for each quarter.  
Eligibility is the following:
  - Up to 3 quarters for master's and graduate professional students.
  - Up to 6 quarters for academic doctoral students.

## Readmission

### Readmission (to the same program)

- A student, not on an approved leave of absence, whose status has lapsed due to an interruption in registration, must petition for readmission.
- Student obtains a General Petition for readmission from the program and must pay a readmission fee at the Cashier's office (\$105). Submit the General Petition, with the readmit fee paid, to the Graduate Division's Academic Affairs unit.
- Students must submit supplementary transcripts of all academic work undertaken since last enrollment at UC San Diego.
- A **Statement of Legal Residence** is required by the Office of the Registrar for any student returning from an absence of two or more quarters.
- The program may be required to submit a request for re-calculation of time limits if the student is a returning doctoral student.
- After an absence in excess of 3 quarters, previous doctoral candidates may be required to re-advance to candidacy (\$50).
- Petitioners must have been in good academic standing (GPA 3.0 or higher with no more than 8 units of U or F) at time of withdrawal.

### Readmission (to a different program)

- Students who have previously enrolled in a graduate program at UC San Diego must also go through the readmission process if they wish to begin a different graduate program. This process is coordinated by the new program, the original program, and the Graduate Division's Academic Affairs unit.
- Students should contact the program of interest to check the requirements for readmission. Programs *may choose* to have students apply for readmission by using [Grad Apply](#) in order to review the application materials along with all other applicants. After the application is complete, the readmit candidate is directed to inform the program in lieu of submitting the application and paying the application fee.
- Regardless of whether [Grad Apply](#) is used, once the program decides to readmit the student, the final step is to submit a completed General Petition to the Graduate Division's Academic Affairs unit (with the readmission fee of \$105 paid). The General Petition is obtained from the new program.
- The new program may be required to submit a request for re-calculation of time limits if the student is entering a doctoral program.

### Withdrawn Student Returning to Defend

- A withdrawn student who returns only to defend and submit the dissertation may need to reconstitute the doctoral committee and will need to pay the following fees:
  - Readmission fee
  - (Re)advancement fee **if** the original advancement was more than 5 years ago
  - Filing fee, in lieu of registration
- Students are advised to discuss and coordinate the above with their graduate coordinator well in advance of the scheduled defense.

## Repetition of Courses

- A graduate student assigned a grade of D, F, or U only may request 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 student's cumulative GPA.
- Fill out and submit online form to the Graduate Division **prior** to enrollment in course to be repeated.

## Time to Doctorate Policy

In Spring 1988 the Graduate Council approved the establishment of a new policy on doctoral time limits which became effective Winter 1990. The goal of this policy is to encourage students to complete their doctorates and to stimulate faculty to guide their students so they can advance to candidacy and complete dissertations of high quality in a timely manner.

Basic provisions of the policy are given below. The complete text of the policy may be obtained from departmental graduate offices. Time limits vary by department. Students may consult their department graduate coordinators for their department's specific time limits. At the end of their first year of study, doctoral students will receive a letter from the Graduate Division explaining their time limits. Another notification of time limits will be sent when a student advances to candidacy. Students may log on to the Graduate Division's [Student Portal](#) to access their letters.

This policy applies to all students in the Doctoral programs.

### **Each doctoral program has three time limits:**

- Pre-candidacy limit (PCTL) - Maximum registered time in which a student must advance to doctoral candidacy.
- Support limit (SUTL) - Maximum time during which a doctoral student is eligible for financial support.
- Total time limit (TRTL) - Maximum registered time in which a student must complete all doctoral requirements.

In addition, each program has a Normative Time, the period within which students, under normal circumstances, are expected to complete requirements for the doctorate. Students may not remain in campus housing after the expiration of normative time plus one year. Normative Time **cannot** be extended.

Departments may establish earlier doctoral time limits which are administered solely by the department.

### **Time limits are affected by the following:**

- Up to three quarters time spent on approved leave of absence from the graduate program will not count in the above limits.
- Time spent withdrawn from the graduate program will count toward all time limits (pre-candidacy, support, total, and normative) for a student who is readmitted to the graduate program.
- Time spent at UC San Diego as a master's, non-degree graduate, or intercampus exchange student will count in the above time limits.
- Adjustment to the time limits for students who change departments or enroll for one year or more of half-time study may be made upon departmental recommendation and approval by the Graduate Dean (normative time is **not** adjusted for quarters registered at half-time status). Students who withdrew from the University prior to Winter 1989 and who have subsequently been readmitted will not have periods of withdrawal in excess of three quarters counted against their support time limit.

Students will not be permitted to continue in doctoral status if they have not advanced to candidacy before the expiration of the pre-candidacy time limit or if they have not completed their program before the expiration of the total time limit. Students will not be permitted to receive UC San Diego administered financial support after the expiration of their support time limit.

## Spring Evaluations

Graduate Council policy requires that all doctoral and MFA students be evaluated every Spring. A **satisfactory evaluation on file in Graduate Division is necessary for future support to be approved.** The following are exempt from Spring evaluations:

1. A student advancing to Doctoral or MFA candidacy during Winter or Spring of the current academic year.
2. A student on an approved leave of absence during Spring of the current academic year. In this instance an evaluation must be submitted by the end of the first quarter of return to continue support.

Students are advised to work with their advisor and graduate coordinator for the timely submission of their evaluation so that student support for the future is not jeopardized.

The student signature is required on every evaluation. Student signature does not indicate agreement with the evaluation and student comments are encouraged. Each student should receive a copy of his/her evaluation.

**ALL REQUESTS FOR EXCEPTION, INCLUDING TIME LIMITS OR PERCENTAGE OF SUPPORT, MAY ONLY BE REQUESTED IF A CURRENT SPRING/ANNUAL EVALUATION IS ON FILE AT the Graduate Division.**

Following is a summary of the policies regarding evaluations.

## Policy for Pre-Candidacy Students

The Graduate Council policy on January 11, 1974 regarding these evaluations is as follows:

[The] evaluation [is to] to be made available to students who will sign it to indicate that they have read it, whether or not they agree with it; ... a copy of this evaluation shall be sent to the Graduate Division, to be made part of the student's permanent file. This evaluation will indicate: the degree to which students are, over-all, progressing satisfactorily in their studies; their strengths and weaknesses as students and, where applicable, as teaching and/or research assistants. These evaluations should contain cogent and clear advice to students.

## Policy for In-Candidacy Students

Graduate Council policy (November 11, 1988) on in-candidacy evaluations is as follows:

Each student in doctoral candidacy is to receive an annual substantive progress review. At least three members of the student's doctoral committee are to participate in the review. The review should cover the student's progress to date, recommend the modifications to the dissertation's scope or methodology, timetable for completion, and recommendation for support in the following year.

The doctoral committee chair shall write up the results of the review and discuss them with the student. All members of the doctoral committee participating in the review, the student, and department chair are to sign the progress review.

## Procedures

- It is expected that an evaluation will include a face-to-face meeting between the faculty member(s) and the student, and also that the student will feel free to make comments on the evaluation.
- It is important to note that Spring/Annual evaluations affect not only future support but are required before any exception can be requested of the Graduate Council, and, if there are academic difficulties, will be relied upon heavily in the Dean's action. In many instances, they are the only narrative documentation of a student's progress, other than the transcript.
- Graduate Division monitors the receipt of Spring evaluations by program.

# Advisor/Student Relationship

## Student Commitment

The student will work on a research project approved by the advisor. The student will regularly meet with the advisor and provide written/ oral presentation updates on his or her progress.

The student will maintain “good academic standing,” which involves maintaining a minimum of 12 units; a GPA of 3.0 or above; scheduling and passing the **Comprehensive Exam** at the end of the first year; and the **Literature Review** by the end of Spring quarter of the second year; scheduling and passing the **Senate Exam** by the end of the third year.

## Advisor Commitment

The advisor will guide the work of the student. The advisor will regularly meet with the student to provide guidance, and provide feedback to the Program and Program Director via annual spring evaluations.

# Materials Science and Engineering Program Conflict Resolution Policy

\*Discussions and conversations held between the student and departmental faculty or staff shall be confidential unless otherwise mutually agreed upon.

- 1) The process should begin informally with a discussion between the student and the decision maker involved. For example, this may involve the faculty regarding a grade, or the graduate coordinator regarding travel funds.
- 2) Student complaints will receive timely responses. The decision maker should be available to meet the student within a reasonable time after the request.
- 3) If informal resolution is not successful, the student should take the concern to the graduate coordinator, or to the Program Chair. The student should produce written documentation of her/his complaint, including steps taken to resolve the matter. At this time, a file will be created and presented to the Materials Science and Engineering Program Executive Committee for discussion and resolution. This file and its contents are confidential and will be stored in a secure location.
- 4) If the above steps are unsuccessful in reaching conflict resolution, the student should seek assistance from the Student Affairs Manager, or Graduate Division. The student should contact the Student Affairs Manager or Graduate Division, and provide written documentation concerning the matter.

## Direct Deposit Information

There are 3 offices on campus that provide direct deposit for graduate students:

1. [Student Financial Solutions](#) (stipend payments for domestic students)
2. [Payroll](#) (TA and GSR employment checks)
3. [Disbursements](#) (travel and other personal reimbursement)

### **Stipend Payments for International Students:**

- If an international student has a current PPS appointment (GSR, TA, etc.), the stipend payment will be issued according to the direct deposit information in PPS.
- If the student does not have a current PPS appointment at the time the title code 3296 appointment is created in PPS, the stipend payment will be issued according to the direct deposit information in Disbursements.
- To be on the safe side, **an international student** may want to sign up for both:
  - [Payroll](#)
  - [Disbursements](#)



## STIPEND AND TAXES

- You must pay taxes!
- UCSD 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.
- International students will have their stipends taxed.

For more information, please see the Graduate Division site on taxes:

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

**UC SAN DIEGO  
CAMPUS NOTICE**

**ACADEMIC COMPUTING AND MEDIA SERVICES**

August 6, 2014

**ALL ACADEMICS, STAFF AND STUDENTS AT UC SAN DIEGO  
(Including Health Sciences)**

**SUBJECT:** File Sharing and Copyright Violations

Copyright agencies continue to target universities, including UC San Diego, and the end recipients are no longer primarily residential students, but non-residential students, and an ever growing number of staff and faculty. We have already received hundreds of copyright violation notices this year. Using peer-to-peer programs such as uTorrent, Popcorn Time, FrostWire, Transmission, Vuze, etc. to share copyrighted files opens you to serious risks, including:

\* Lawsuits - Although most notices delivered to UC San Diego are straightforward "cease and desist" notices, each carries with it the potential for a lawsuit and the penalty of thousands of dollars. While we have not received a lawsuit in the last few years, over 100 UC San Diego students have been sued for copyright violations in the past, some for the first time they shared a copyrighted file. Even early out-of-court settlements cost thousands of dollars and involve a substantial time investment.

\* Malware Infection - Hundreds of users each year unknowingly download infected files from peer-to-peer programs. Malware disguised as media and legitimate software is designed to steal your personal information, including usernames and passwords for bank accounts and credit card numbers. This is a multi-billion dollar business. \* Identity Theft - In 2009, studies concluded that file sharing software carries significant risk of identity theft. After only a few hours of perusing the Gnutella network (FrostWire), researchers were able to find 45 birth certificates, 42 passports, and 208 tax returns. As we store more and more data on our computers, using these networks increases the risk of identity theft and can cost you thousands.

\* University Sanctions - Students who receive a notice have their network devices temporarily blocked (often at inopportune times) and are required to attend a presentation on file sharing and copyright violations. Repeat violations for students result in referral to the Office of Student Conduct for sanctions imposed by their college Dean's office, which may include fines of \$150 - \$300. Sanctions for staff

and faculty are determined by their department.

It is important to know the facts regarding the use of peer-to-peer programs. Common myths about file sharing and copyright law include:

MYTH: You can only get caught if you download the whole file.

FACT: With any torrenting program, you are simultaneously distributing pieces of a file while you are downloading it, and the act itself is what is illegal, not the amount shared.

MYTH: If you only download one file, you won't get a copyright violation.

FACT: Whether it's 1 file or 200, distributing content without authorization is illegal and can result in a copyright violation.

MYTH: You will not get sued for a copyright violation without first getting a "cease and desist" notice.

FACT: For over 100 UC San Diego students, a lawsuit was the first notice they received.

MYTH: You cannot get a copyright violation if you have purchased all the media files on your computer.

FACT: It is illegal to distribute any media without authorization from the copyright owner, even if you purchased it.

MYTH: If the material is not available in the U.S., it is not copyright protected.

FACT: U.S. law may apply when the uploading and downloading takes place in the U.S., even if the material isn't available in the U.S. Media companies frequently purchase the rights to material not yet available in the U.S.

MYTH: You will not get caught if you share files illegally on the wireless or VPN networks.

FACT: You can get caught on any of the UC San Diego networks, including UCSD-PROTECTED, ResNet, UCSD-Guest, Eduroam, and VPN.

MYTH: All streaming is legal. FACT: Some streaming websites (for example, Popcorn Time) are illegal. These sites download a BitTorrent client that runs in the background, allowing you to watch a movie or TV show on the website. Make sure your streaming sources are legal.

MYTH: If my friend uses my computer to download copyrighted material, they will be held responsible.

FACT: You are responsible for all activity tied to your UC San Diego username. For the latest information on copyright law, the University's policies regarding file sharing, the risks outlined above, and legal alternatives visit <http://p2p.ucsd.edu>

Remember, if you are trying to get the latest songs, movies, anime, software, or

other copyrighted content for free: beware. A copyright agency is probably watching. What is "free" at the time may end up costing you thousands of dollars. The Academic Computing & Media Services (ACMS) Help Desk maintains a list of free alternatives to popular software such as Adobe Photoshop and Final Cut Pro. See Legal Alternatives at <http://p2p.ucsd.edu>

Be careful, know what's on your computer, and if you have questions or concerns regarding safe computing practices and university policies concerning illegal file sharing, feel free to contact the ACMS Help Desk ([acms-help@ucsd.edu](mailto:acms-help@ucsd.edu)). We are here to help!

Jeff Henry  
Director  
Academic Computing & Media Services  
Campus DMCA Agent

# Enrollment and Registration Calendar 2019-2020

| Description  | Fall 19  | Winter 20 | Spring 20 | Summer 20 |
|--|----------|-----------|-----------|-----------|
| Deadline for academic advising offices to submit degree audits to Registrar                        | 2/28     | 5/22      | 8/14      | N/A       |
| Deadline to enter holds for the enrollment/registration cycle                                      | 5/1      | 10/30     | 2/5       | N/A       |
| <a href="#">Schedule of Classes</a> available  | 5/3      | 11/1      | 2/7       | TBD       |
| Academic advising begins   | 5/6      | 11/4      | 2/10      | N/A       |
| Effective date for enrollment holds  | 5/7      | 11/5      | 2/11      | N/A       |
| Enrollment begins for all continuing students  | 5/8      | 11/6      | 2/12      | 4/3       |
| Wait Lists Open  | 5/20     | 11/18     | 2/24      | 4/13      |
| Effective date for fee payment holds   | 8/19     | 11/15     | 2/20      | N/A       |
| New Undergraduate student enrollment begins<br><br>(New Graduate students check with your program) | 8/26-9/2 | N/A       | N/A       | 4/20      |
| Deadline to <a href="#">apply for readmission</a> (Undergraduate students)                         | 8/16     | 11/1      | 1/31      | N/A       |

|  |      |       |      |  |
|--|------|-------|------|--|
| Billing statement available on <a href="#">TritonLink</a> . (eBill available continuing students)  | 9/3  | 12/2  | 3/2  | Session I, TBD<br>Session II, TBD<br>Special Session, TBD    |
| Registration fee payment deadline (after this date, <a href="#">late fees</a> apply)   | 9/20 | 12/13 | 3/20 | Session I, 6/22<br>Session II, 7/27<br>Special Session, 6/22 |
| Deadline for mandatory health insurance waiver - all students (after this date, \$50 late waiver fee will apply until late waiver deadline, see below.)  | 9/20 | 12/13 | 3/20 | N/A  |
| 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 <a href="#">schedule of refunds</a> for more information. | 9/20 | 12/13 | 3/20 | N/A  |
| Quarter begins   | 9/23 | 1/2   | 3/25 | Session I, 6/29<br>Session II, 8/3<br>Special Session, 6/15  |

|  |       |      |      |   |
|--|-------|------|------|---|
| Classes and wait list dropped if registration payment not received   | 9/25  | 1/6  | 3/30 | Session I,<br>6/26<br><br>Session II,<br>7/31<br><br>Special<br>Session,<br>6/25              |
| First day of classes   | 9/26  | 1/6  | 3/30 | Session I,<br>6/29<br><br>Session II,<br>8/3<br><br>Special<br>Session,<br>Varies by<br>Class |
| Late health insurance fee waiver deadline (no waivers will be accepted beyond this date)   | 9/27  | 1/6  | 3/30 | N/A   |
| Automatic wait lists officially end  | 10/10 | 1/16 | 4/9  | Session I,<br>7/1<br><br>Session II,<br>8/5<br><br>Special<br>Session,<br>6/21                |
| Deadline for all students to add or re-enroll in classes if canceled for non-payment via WebReg. Find out how to <a href="#">add a class</a> . | 10/11 | 1/17 | 4/10 | Session I,<br>7/3<br><br>Session II,<br>8/7<br><br>Special<br>Session,<br>Varies by<br>Class  |

|  |   |  |  |  |
|--|---|--|--|--|
| Deadline to <a href="#">apply for part-time status</a>   | 10/11                                   | 1/17                                   | 4/10                                   | N/A  |
| Deadline for Graduate students to <a href="#">file for leave of absence</a> , in absentia or to apply for <a href="#">half-time</a> status for current quarter | 10/11                                   | 1/17                                   | 4/10                                   | N/A  |
| Deadline to file for Advancement to Candidacy for Master's degrees   | 10/11                                   | 1/17                                   | 4/10                                   | N/A  |
| Deadline to <a href="#">change grading option, change units, and drop classes</a> without "W" grade on transcript  | 10/25                                   | 1/31                                   | 4/24                                   | Session I,<br>7/10<br><br>Session II,<br>8/14<br><br>Special Session,<br>Varies by Class   |
| Deadline to drop with "W" grade on transcript  | Undergraduate 11/8<br><br>Graduate 12/2 | Undergraduate 2/14<br><br>Graduate 3/6 | Undergraduate 5/8<br><br>Graduate 5/29 | Session I Undergraduate 7/17, Graduate 7/28<br><br>Session II Undergraduate 8/21, Graduate 9/1<br><br>Special Session, Varies by Class |
| Last day of classes before finals  | 12/6                                    | 3/13                                   | 6/5                                    | Session I,<br>7/30<br><br>Session II,<br>9/3   |



|   |            |           |          |  |
|---|------------|-----------|----------|--|
|   |            |           |          | Special Session, Varies by Class   |
| Finals week   | 12/7-12/14 | 3/14-3/21 | 6/6-6/12 | Session I, 7/31-8/1<br><br>Session II, 9/4-9/5<br><br>Special Session, Varies by Class |
| Deadline to file for "Removal of Grade Incomplete" from previous quarter          | 12/14      | 3/21      | 6/12     | N/A  |
| Quarter ends  | 12/14      | 3/21      | 6/12     | Session I, 8/1<br><br>Session II, 9/5<br><br>Special Session, 9/26                     |
| Deadline to file for a <a href="#">Request to receive a grade of "Incomplete"</a> | 12/16      | 3/23      | 6/15     | Session I, 8/3<br><br>Session II, 9/7<br><br>Special Session, Varies by Class          |
| Grades available on TritonLink  | 12/19      | 3/26      | 6/18     | 1 week after class ends  |

**Summer Session**

- **Special Session:** 6/15-9/26 (Special Session dates vary by class. See the Schedule of Classes and WebReg for official class start and end dates).

- **Summer Session I:** 6/29-8/1
- **Summer Session II:** 8/3-9/5

### Schedule of classes & final exam schedule

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

### Academic and administrative holidays

- **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

# Materials Science & Engineering New Graduate Student Checklist

<https://library.ucsd.edu/>  
<https://ucsd.libguides.com/matsci>

## Getting Started:

- Download and install the [AnyConnect VPN client for off-campus access](#) to the Library's licensed electronic resources, including the databases, ebooks, and journals. Use the 'altruucsd' group setting.
- Create a PIN to [access your Library catalog account](#) online to check due dates, recall and renew books.

## Developing Your Skills as a Graduate Student and Researcher:

- Use the [Library catalog \(Roger\)](#) and the [other catalogs](#) to relevant [find books \(print and electronic\)](#) for your research, and reference works like encyclopedias to find background information for new topics.
- Select the appropriate databases, and search them effectively and efficiently to [find recent research in your field](#) in journal articles, conference papers, patents, etc.
- Request materials that are not immediately available, such as checked out books, print-only items at the Annex, and [interlibrary loan](#) for articles and books not owned by the Library.
- Locate information about substances and materials relevant to your research, such as [standards](#), [physical property data](#), [prices](#), [safety information](#), [crystallographic data](#), and [chemical reactions](#).
- Keep current on new research through database/publisher email alerts, RSS feeds, Twitter, etc. Set up a [BrowZine](#) account to monitor tables of contents and read articles in relevant scholarly journals on your mobile device or web browser.
- [Collection and organize the references and PDFs](#) for the books, articles, conference papers you do find with EndNote, Mendeley, or another bibliographic management tool.
- Locate additional resources to support your development as a scientist and researcher: communicating (written/oral) and presenting your research, teaching, teamwork and interpersonal skills, research ethics, data management, authors' rights, increasing the visibility of your research, and more.



## ***Kick Start Your Research!***

### ***Orientation Consultations for MS/PhD Students***

**Schedule a consultation with Teri Vogel (Librarian for Materials Science & Engineering) to learn more about the library resources and services available to you as a UC San Diego graduate student.**

**We can meet in Geisel Library or anywhere on campus, at your convenience, any time this year.**

**Research consultations are customized to your needs and interests.  
We can cover any or all of the following:**

- Searching the best databases—Web of Science, SciFinder, PubMed, and more—for relevant journal articles, patents, and conference papers in your research area, as well as advanced search strategies and accessing full-text articles.
- Locating more specialized information, including chemical reactions, physical property data, and crystallographic data.
- Finding the books you need from our collection, as well as encyclopedias and other reference works for more background information on your research topics.
- Setting up VPN to access journals and other licensed electronic resources from off campus, and using My Library Account to request and renew books online.
- Requesting materials we do not have, including interlibrary loan and purchase recommendations.
- Keeping current with the latest research in your field using search alerts and BrowZine.

Plus...

- Additional resources to support your professional development: bibliographic management tools like EndNote; guidance on managing your data; understanding authors' rights and open access; presenting and communicating your work to others; and increasing the visibility and impact of your research.

**Contact Teri at [tmvogel@ucsd.edu](mailto:tmvogel@ucsd.edu), or <https://calendly.com/tmvogel>.**

# GETTING STARTED

*A Guide for Scholars in  
Physical Sciences  
& Engineering*



# STAY CONNECTED

## YOUR UCSD ID IS YOUR LIBRARY CARD



### Create a PIN in Roger

Request and renew materials online  
[lib.ucsd.edu/library-account](http://lib.ucsd.edu/library-account)

### Set up off-campus access

[lib.ucsd.edu/remote-access](http://lib.ucsd.edu/remote-access)



[library.ucsd.edu](http://library.ucsd.edu)



[lib.ucsd.edu/hours](http://lib.ucsd.edu/hours)



[lib.ucsd.edu/subject-specialists](http://lib.ucsd.edu/subject-specialists)



[library.ucsd.edu/news-events](http://library.ucsd.edu/news-events)



[lib.ucsd.edu/ask](http://lib.ucsd.edu/ask)

## Phone Numbers

### General

**(858) 534-3336**

### Research Assistance

**(858) 822-0450**

### Reserves

**(858) 534-1212**

### Interlibrary Loan

**(858) 534-2528**

### Library Commons

### Technology Assistance

**(858) 534-3258**

### Library Security

**(858) 282-3602**

## Social Media



[www.facebook.com/ucsdgeisel](http://www.facebook.com/ucsdgeisel)



[www.instagram.com/ucsdlibrary](http://www.instagram.com/ucsdlibrary)




[www.twitter.com/ucsdscieng](http://www.twitter.com/ucsdscieng)

## Library Catalogs

**Roger** *UC San Diego collections* [roger.ucsd.edu](http://roger.ucsd.edu)

**Melvyl** *UC-wide collections* [ucsd.on.worldcat.org/discovery](http://ucsd.on.worldcat.org/discovery)

Use the Request button  to place holds on and recall items, request material from the Annex, and to get material from other campuses

**Circuit** *San Diego area collections* [circuit.sdsu.edu](http://circuit.sdsu.edu)

## Subject & Course Guides

These guides identify selected resources for your area of research or for specific classes. [lib.ucsd.edu/libguides](http://lib.ucsd.edu/libguides)

## Databases

Launch databases from the Library website for full features. [lib.ucsd.edu/databases-a-z](http://lib.ucsd.edu/databases-a-z)

## Use

Use UC-eLinks to find the full text of an article online, locate a print copy, or initiate an interlibrary loan request.

## Physical Collections

Print and audio-visual resources for the Arts and Humanities are concentrated in Geisel Library. Find specific locations in Roger [roger.ucsd.edu](http://roger.ucsd.edu)

Request electronic delivery of UCSD-owned book chapters and journal articles free of charge. [library.ucsd.edu/borrow-and-request/borrowing.html#Scan-Articles-and-Book-Chapters](http://library.ucsd.edu/borrow-and-request/borrowing.html#Scan-Articles-and-Book-Chapters)

## Annex

If you find an item located in the Annex – an off-site storage facility – while searching Roger, simply hit the Request button to have it delivered to campus. If you need to view large runs of journals or other items, you may visit the Annex (located in the Miramar area off Trade Street) in person between 8am and 2pm Monday through Friday by making an appointment in advance. Email [AnnexVisit@ucsd.edu](mailto:AnnexVisit@ucsd.edu) to schedule your appointment.

## Special Collections & Archives

Houses a wide range of primary resources curated to support UC San Diego research interests. [lib.ucsd.edu/sca](http://lib.ucsd.edu/sca)

## Digital Collections

Find a range of digitized versions of archival and primary sources materials from the library collection as well as campus research data. [library.ucsd.edu/dc](http://library.ucsd.edu/dc)

## Browse Current Issues of Journals Online

BrowZine is a current awareness service (accessible via laptop, desktop, and mobile devices) that lets you browse, read, and monitor your favorite scholarly journals. [lib.ucsd.edu/browzine](http://lib.ucsd.edu/browzine)



## **Interlibrary Loan**

UC San Diego students, faculty, and staff may request materials that are not available at the Library. [lib.ucsd.edu/ill](http://lib.ucsd.edu/ill)



## **Course Reserves**

Access online course reserve materials or place materials on reserve: [library.ucsd.edu/borrow-and-request/course-reserves/index.html](http://library.ucsd.edu/borrow-and-request/course-reserves/index.html)



## **Research Data Curation Program (RDCP)**

RDCP offers sharing & storage solutions for your research data, data management plan templates, guidance for improving data discovery and reuse, foundational computing skills training, consultations, and grant-writing support. [lib.ucsd.edu/rdcp](http://lib.ucsd.edu/rdcp)



## **Data & GIS Lab**

The lab supports the full data lifecycle in quantitative, qualitative, and geographical research by providing access to and consulting on the use of statistical and geospatial tools. [lib.ucsd.edu/data-gis-lab](http://lib.ucsd.edu/data-gis-lab)



## **Digital Media Lab (DML)**

Provides assistance with multimedia projects, advanced software, 3D printing, virtual reality tools, and the suite of LinkedIn Learning online tutorials. [lib.ucsd.edu/dml](http://lib.ucsd.edu/dml)



## **Tech Lending Program**

Borrow technology items and other tools to support your productivity in the library. [lib.ucsd.edu/tech-lending](http://lib.ucsd.edu/tech-lending)



## **Scholarly Communication Services**

Consultations, guides, and workshops on copyright/fair use, author rights and publishing opportunities, open educational resources and affordable course materials, raising the visibility of your research, communicating impact, and curating your online scholarly identity. [lib.ucsd.edu/scholcom](http://lib.ucsd.edu/scholcom)



## **Spaces For Graduate Students**

TA/Instructor Office Hours in the Library  
[lib.ucsd.edu/instructor-ta](http://lib.ucsd.edu/instructor-ta)

Graduate Study Lounge – 24-hour access for all disciplines  
(at Biomedical Library Building)  
[lib.ucsd.edu/grad-study-lounge](http://lib.ucsd.edu/grad-study-lounge)

Graduate Student Lockers – for all disciplines, reserve  
for up to 3 academic terms  
[lib.ucsd.edu/grad-student-lockers](http://lib.ucsd.edu/grad-student-lockers)



## **Teaching and Learning Commons**

The Commons works with undergraduate and graduate students to refine their writing and build strong writing practices. [commons.ucsd.edu](http://commons.ucsd.edu)



# SUBJECT SPECIALISTS

Contact these librarians for research assistance, consultations, instruction, book and journal requests, or any other Library-related concerns.

|  |                            |                             |
|--|----------------------------|-----------------------------|
| <b>Bioengineering</b>                                    | <i>Dave Schmitt</i>        | <i>dschmitt@ucsd.edu</i>    |
| <b>Bioinformatics</b>                                    | <i>Mary Linn Bergstrom</i> | <i>mlbergstrom@ucsd.edu</i> |
| <b>Chemical Engineering</b>                              | <i>Teri Vogel</i>          | <i>tmvogel@ucsd.edu</i>     |
| <b>Chemistry &amp; Biochemistry</b>                      | <i>Teri Vogel</i>          | <i>tmvogel@ucsd.edu</i>     |
| <b>Computer Science &amp; Engineering</b>                | <i>Deborah Kegel</i>       | <i>dkegel@ucsd.edu</i>      |
| <b>Data Science</b>                                      | <i>Stephanie Labou</i>     | <i>slabou@ucsd.edu</i>      |
| <b>Digital Media</b>                                     | <i>Scott McAvoy</i>        | <i>smcavoy@ucsd.edu</i>     |
| <b>Electrical &amp; Computer Engineering</b>             | <i>Deborah Kegel</i>       | <i>dkegel@ucsd.edu</i>      |
| <b>Earth and Geosciences &amp; Physical Oceanography</b> | <i>Amy Butros</i>          | <i>abutros@ucsd.edu</i>     |
| <b>Earth Sciences</b>                                    | <i>Amy Butros</i>          | <i>abutros@ucsd.edu</i>     |
| <b>Geography and Environment</b>                         | <i>Mike Smith</i>          | <i>mls003@ucsd.edu</i>      |
| <b>GIS (Geographic Information Systems)</b>              | <i>Amy Work</i>            | <i>awork@ucsd.edu</i>       |
| <b>Geology</b>   | <i>Amy Butros</i>          | <i>abutros@ucsd.edu</i>     |
| <b>Geosciences and Seismology</b>                        | <i>Amy Butros</i>          | <i>abutros@ucsd.edu</i>     |
| <b>Maps</b>  | <i>Mike Smith</i>          | <i>mls003@ucsd.edu</i>      |
| <b>Materials Science</b>                                 | <i>Teri Vogel</i>          | <i>tmvogel@ucsd.edu</i>     |
| <b>Mathematics &amp; Statistics</b>                      | <i>Deborah Kegel</i>       | <i>dkegel@ucsd.edu</i>      |
| <b>Mechanical &amp; Aerospace Engineering</b>            | <i>Dave Schmitt</i>        | <i>dschmitt@ucsd.edu</i>    |
| <b>NanoEngineering</b>                                   | <i>Teri Vogel</i>          | <i>tmvogel@ucsd.edu</i>     |
| <b>Physics &amp; Astronomy</b>                           | <i>Deborah Kegel</i>       | <i>dkegel@ucsd.edu</i>      |
| <b>Structural Engineering</b>                            | <i>Dave Schmitt</i>        | <i>dschmitt@ucsd.edu</i>    |

**All Subject Librarians:** <http://lib.ucsd.edu/subject-specialists>

## OTHER SPECIALTIES

|  |  |  |
|--|--|--|
| <b>Scholarly Communication</b>                       | <i>Allegra Swift</i>                   | <i>akswift@ucsd.edu</i>                            |
| <b>Research Data Management</b>                      | <i>lib.ucsd.edu/rdcp</i>               | <i>research_data_curation@ucsd.edu</i>             |
| <b>EndNote &amp; Other Citation Management Tools</b> | <i>Amy Butros</i><br><i>Teri Vogel</i> | <i>abutros@ucsd.edu</i><br><i>tmvogel@ucsd.edu</i> |
| <b>Patents</b>                                       | <i>Dave Schmitt</i>                    | <i>dschmitt@ucsd.edu</i>                           |
| <b>Current Awareness Tools, including BrowZine</b>   | <i>Teri Vogel</i>                      | <i>tmvogel@ucsd.edu</i>                            |

## **ADVICE FROM STUDENTS AND ADVISORS: SURVIVAL GUIDE FINDING A PLACE TO LIVE**

The first question we are usually asked is “How do I find somewhere to live? Where are the good places??” Well, here is some information to try to make your search a little easier!

### On Campus

- <https://hdh.ucsd.edu/arch/pages/>
- Phone: 858.534.4723

### Off Campus

<https://offcampushousing.ucsd.edu/>

### Beach communities:

- La Jolla– Technically it stretches from the beach to the grad 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.

## CAR INFORMATION

- Driver's License – You are supposed to get a driver's license ***within 10 days*** of being here. Do it! **REGISTER FOR AN APPOINTMENT ONLINE...this will significantly cut down on wait time.**
- California car registration fees – You are supposed to register your car within 20 days. You might as well do it at the same appointment to 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 don't have a car you will probably want one. Many people attempt to live here without a car, and while it is *possible*, it makes life pretty difficult. If you are thinking of buying a car, the best option would be to buy it once you arrive in San Diego. Parking on campus: <http://transportation.ucsd.edu/>
- It is expensive to register a car in California. If you have NOT had your car (in your name) for a full year, you will be forced to pay taxes on the worth of the car. This is to try to keep people from buying cars out of state and driving them over the border to avoid California taxes. If you paid taxes on the car in another state, you will pay the difference between the CA sales tax, and the cost of sales tax where you bought the car (since California will most likely be higher!). You are not exempt if you get the car for “free” or if it is a “gift” from parents, etc. You still have to pay sales tax.
- If you want to figure out what your registration would cost, you can use the DMV's handy 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>

## ALTERNATIVE TRANSPORTATION

There are many free shuttles and bus lines provided by UCSD.

**In order to use these services you must get your campus ID card stickered.**

Free public buses:

- 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>

Free UCSD Shuttles:

- In addition to the free public buses, UCSD has a network of shuttles. These run from various housing complexes to campus, and also include several routes around the campus itself.
- Shuttle map is included at the end of this packet!
- More information and live shuttle tracking can be found on the UCSD Transportation

Services website: <http://blink.ucsd.edu/facilities/transportation/shuttles/index.html>

Biking:

Many people bike to campus. To follow regulations at UCSD, you need a bike registration sticker on your bicycle. You can get this from the UCSD 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>

## SETTING UP UTILITIES

If you are living in UCSD On-campus Grad 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.

- Electricity – San Diego Gas and Electric
  - <https://www.sdge.com/>
  - (800) 411-7343
- Cable/Internet (There are a couple others but these are the main ones)
  - Spectrum
    - <https://www.spectrum.com/>
  - AT&T UVerse/Internet
    - <http://www.att.com/>
  - NB – Some locations will only let you install Direct TV with AT&T cable. If you are in graduate housing, and have only this option, there is a good chance you won't be able to get a signal due to the trees around the neighborhood.
  - Direct TV
    - <http://www.directv.com/DTVAPP/index.jsp>
    - (888) 795-9488

## CALIFORNIA RESIDENCY

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

**To establish residency for tuition purposes, you must satisfy 3 conditions:**

1. [Physical presence](#)
2. [Intent to become a California resident](#)
3. [Financial independence](#)

**To make California your Permanent Residence you will NEED:**

- California driver's license or a California ID Card
- Voter registration card or affidavit from Registrar of Voters
- California-based bank accounts or CA branches based in other states
- California car registration and car insurance card
- Paying California income taxes as a resident, including taxes on income earned outside California
- Housing contracts, monthly rental agreements, lease or proof of property ownership in California
- Credit and memberships with California merchants, religious affiliations, clubs, gyms
- Proof of your belongings moved into California such as moving van, bill of lading
- Proof of utilities established in your name such as phone, gas, electric, and cable TV
- Designating California as your permanent address on all school, employment, and/or military records

Your intent will be questioned if you return to your former state of residence when the university is not in session. Documentary evidence is required and all relevant indications will be considered in determining your classification.

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

If you have questions about residency, please email: [residence deputy@ucsd.edu](mailto:residence deputy@ucsd.edu)

For more information check: <https://students.ucsd.edu/finances/fees/residence/criteria.html>

## RESOURCES AND IMPORTANT WEBSITES

Important Website to check frequently:

- ❑ Graduate Division <http://grad.ucsd.edu/>
- ❑ Materials Science and Engineering <http://mae.ucsd.edu/matsci>
- ❑ International Student & Programs Office <http://ispo.ucsd.edu//index.html>
- ❑ TritonLink <http://students.ucsd.edu/>

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>
- ❑ UCSD 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/>
- ❑ 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://caps.ucsd.edu/download>

##### 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>



## WHO WE ARE AND WHO WE SERVE

We are a culturally diverse professional staff of licensed psychologists, psychiatrists, and post-doctoral fellows.

Services are available to all undergraduate, graduate, and professional students.

Our services are **free** and **confidential**.

## WHAT WE DO:

Our mission is to promote the personal, social, and emotional growth of students. We provide services and programs that enhance the college experience, promote academic success, and help students develop effective coping skills.

Our services include:

- Individual, couples, & family counseling
- Groups, workshops, and forums
- Consultations and outreach
- Psychiatry
- Peer education



UC SAN DIEGO

THE STUDENT HEALTH AND WELL-BEING CLUSTER IS HERE TO SUPPORT STUDENTS IN ACHIEVING THEIR OPTIMAL WELL-BEING.



STUDENT HEALTH SERVICES (SHS)

[studenthealth.ucsd.edu](http://studenthealth.ucsd.edu)  
858.534.3300



SEXUAL ASSAULT & VIOLENCE PREVENTION RESOURCE CENTER (SARC)

[sarc.ucsd.edu](http://sarc.ucsd.edu)  
858.534.5793



RECREATION

[recreation.ucsd.edu](http://recreation.ucsd.edu)  
858.534.4037

the zone

[zone.ucsd.edu](http://zone.ucsd.edu)  
858.534.5553



# UC SAN DIEGO CAPS

COUNSELING AND PSYCHOLOGICAL SERVICES



[caps.ucsd.edu](http://caps.ucsd.edu)  
(858) 534-3755

Central Office: 190 Galbraith Hall  
9500 Gilman Drive, MC0304  
La Jolla, CA 92093-0304



## TO MAKE AN APPOINTMENT:

Call: (858) 534 - 3755

Or walk in to our central office

Mon-Fri / 8AM-4:30PM

Same-day services are available to students who need **urgent assistance** in our central office

**After hours** telephone counseling is available by calling and selecting **Option 2**.

### IN AN EMERGENCY:

If you or anyone else is in danger **call 911** or the **UCSD Campus Police** at (858) 534-4357.



## OUR LOCATIONS:

Central Office: 190 Galbraith Hall, Revelle College

Marshall: Administration Bldg.

Muir: Academic Advising Office, Hss 2126

Revelle: Revelle College Admin Bldg

Roosevelt: Admin Building, Room 310

Warren: CSE Building

Sixth: Pepper Canyon 217

Women's Center: West Bldg 290, Old Student Center

Library Walk: Student Health Services

# IMPROVE YOUR MENTAL WELL-BEING WHY IS IT IMPORTANT?



Mental health is **not just the absence of mental illness**. It is defined as a state of well-being in which every individual realizes his or her own **potential**, can cope with the normal stresses of life, can work productively and **flourish**, and is able to make a **contribution** to her or his community.



## HOW CAN CAPS HELP YOU?

Stress, sleep problems, anxiety, depression and relationship difficulties are among the top 10 impediments to academic success.

**CAPS services are designed to help you with these and other life problems:**

- Adjusting to college
- Roommate conflicts
- Homesickness
- Alcohol/substance abuse
- Relationship skills
- Optimizing performance
- Eating and body image
- Overcoming depression
- Anxiety management
- Identity development
- Family conflict
- Grief and loss

LEARN MORE  
AND VISIT OUR  
WEBSITE

[caps.ucsd.edu](https://caps.ucsd.edu)

Visit us online for additional resources to help you improve your mental health.