

Berkeley Graduate Division

Welcome to Berkeley

The staff of the Graduate Division are the people who will track your progress from the time you are admitted until you complete your graduate program.

The Graduate Division serves nearly 10,000 students enrolled in more than 100 graduate degree programs. While your department is typically your first stop for information, we can help guide you along the path to your degree. We're here both to help you complete your studies and to help you enjoy the most enriching experience possible at Berkeley.

You will find a wide range of resources on our website — grad.berkeley.edu — including calendars, policies, forms, and useful tips about fellowships, student employment, degree progress, and admission.

You'll also find publications of interest to graduate students and news about workshops, lectures, and other events sponsored by Graduate Division.

Where to find us: Our offices for student services are located on the third floor of Sproul Hall, room 318. Service hours are Monday through Friday, 9 am to noon and 1 to 4 pm.

Drop box: Before or after office hours, forms and correspondence may be left in the drop box on the counter across from 302 Sproul Hall.



Office of the Dean of the Graduate Division

424 Sproul Hall, 510-642-5472
Email: graddean@berkeley.edu

Rosemary A. Joyce serves as Interim Dean during Fall 2014, having served as an Associate Dean since 2011. She is the Richard and Rhoda Goldman Distinguished Professor of Social Sciences and Professor of Anthropology. As chief advocate for graduate education and research at Berkeley, she works with the Graduate Council of the Academic Senate on policies to sustain the world-renowned excellence of more than 100 graduate programs. The Dean collaborates with campus stakeholders to ensure equity and fairness across the disciplines and to build diverse sources of financial and academic support for more than 10,000 doctoral and master's students throughout their studies. She continues to oversee enrollment planning, exceptional admissions and student academic progress matters, and the units of Academic Services and the GSI Teaching & Resource Center.

The Graduate Dean is assisted in strategic planning, problem-solving, and communications with campus constituencies by members of the faculty who serve (half-time) as Associate Deans:

Susan J. Muller, a professor of Chemical and Biomolecular Engineering, has served as Associate Dean 2007-2010 and 2013-present. She oversees matters of graduate student support, including fellowships, awards, grants, student employment (academic appointments), and support for graduate student parents. She oversees the annual mentoring awards, and represents the Graduate Division in supporting the campus's diversity, equity, and inclusion initiatives.

Jill H. Stoner, a professor of Architecture, serves as Interim Associate Dean during Fall 2014. She represents the Graduate Division in academic program reviews and in matters of student health and housing. She chairs the Interdisciplinary Committee of the Graduate Council and serves on the Faculty Advisory Committee on GSI Affairs. She is a liaison to the Graduate Assembly, the postdoctoral scholars program, the Career Center and other campus professional development programs.

How We Get the Word Out

The Graduate Division, through its Communications and Events office, keeps in touch with the entire graduate community throughout the year.

eGrad, our monthly electronic newsletter, is sent directly to the email address you've given the Registrar. A quick link takes you to complete illustrated articles on the web. It brings you current information that's vital to all Berkeley graduate students, including fellowships opportunities, helpful facts and tips, policy matters that affect you, and news of interest about grad students, grad alumni, and faculty. Check out the current issue at <http://grad.berkeley.edu/news/category/egrad/august-2014/>.

The Graduate Division's newly redesigned website has information that every grad student needs to know. It features deadlines, information about fellowships, in-school academic jobs (GSI, GSR, Reader, Tutor), preparing for faculty careers, academic writing, filing your thesis or dissertation, and the GradNews section. Visit us at grad.berkeley.edu. Friend us on Facebook and follow us on Twitter.

You will also find resources and publications with important information for new students online that you can download as PDFs, including **A Guide for New Graduate Students: Where to Begin** at <http://grad.berkeley.edu/students/>.



Graduate Division Services & Resources

grad.berkeley.edu

Academic Services

The Academic Services staff offers workshops and courses to help you develop the writing skills necessary to complete your graduate degree, including:

- workshops on academic writing (e.g., dissertation writing, grant writing, etc.)
- writing groups
- confidential consultations

321 Sproul Hall, Berkeley, CA 94720-5900
510-643-9392 • Email: academic_services@berkeley.edu
grad.berkeley.edu/professional-development/workshops/

Admissions

The Graduate Admissions staff advises applicants, faculty, and departments on policy and procedures for admission to graduate study at Berkeley.

318 Sproul Hall, Berkeley, CA 94720-5900
510-642-7405 • Email: gradadm@berkeley.edu
grad.berkeley.edu/admissions/apply/

Appointments

The Appointments staff reviews appointments of graduate students to academic titles, such as Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, Tutor, and staff titles to ensure compliance with policy and procedures established by the UC Office of the President, the Graduate Council, and the Graduate Division. They also monitor eligibility for fee and tuition remission programs.

318 Sproul Hall, Berkeley, CA 94720-5900
510-642-7101 • Email: gradappt@berkeley.edu
Monday through Thursday, 8 am to 4 pm
grad.berkeley.edu/

Communications & Events

The Graduate Communications & Events staff produce **eGrad**, a monthly e-newsletter for the graduate community, the Graduate Division website (grad.berkeley.edu), **The Guide to Graduate Policy**, and other publications with important information for prospective, new, and continuing students.

Our office also presents two lecture series, the Berkeley Graduate Lectures, which brings prominent scholars from around the world to speak on campus each year, and the Tanner Lectures on Human Values series. We also host events like the New Graduate Student Orientation, the Berkeley Distinguished Graduate Fellowship Reception, and fundraising events.

425 Sproul Hall, Berkeley, CA 94720-5900
510-643-7358
Email: gradpub@berkeley.edu
grad.berkeley.edu/about-us/publications/
510-643-7413
Email: lectures@berkeley.edu
gradlectures.berkeley.edu/tannerlectures.berkeley.edu/

Degrees

The Degrees staff monitors student progress from registration to graduation. Much useful information can be found on the Degrees web

pages, including policies, procedures, and most of the forms and applications you may need. After consulting staff in your department, you can drop in or schedule an appointment in the Degrees Office to discuss specific academic concerns such as the qualifying exam, advancement to candidacy, filing fee, probation, and readmission. Master's theses and doctoral dissertations are filed in this office.

318 Sproul Hall, CA 94720-5900
510-642-7330
Email: degrees@berkeley.edu
grad.berkeley.edu/academic-progress/

Fellowships

The Fellowships office administers university fellowships, departmentally restricted awards, departmental block grants, federally funded fellowships, and foundation and corporate awards. A list of available fellowships and awards is available on our web pages.

318 Sproul Hall, CA 94720-5900
510-642-0672
grad.berkeley.edu/financial/fellowships

Graduate Diversity Program

The Graduate Diversity Program staff assists in the recruitment, admission, and graduation of students who enrich the diversity of the graduate programs on campus. This unit provides students with a network of academic and social support. The Assistant Dean for Graduate Diversity provides personal and confidential advising and strategies for academic success, including post-graduate planning.

327 Sproul Hall, Berkeley, CA 94720-5900
510-643-6010 • Email: grad.diversity@berkeley.edu
diversity.berkeley.edu/graduate/gdp

The American Indian Graduate Program, as a component of the Graduate Diversity Program, AIGP promotes the participation and graduation of American Indian and Alaska Native students pursuing graduate study.

597 Barrows Hall, Berkeley, CA 94720-5900
510-642-3228 • Email: aigp@berkeley.edu
diversity.berkeley.edu/graduate/aigp

Graduate Student Instructor (GSI) Teaching & Resource Center

This office provides pedagogical support and guidance for new and continuing Graduate Student Instructors, including:

- fall and spring teaching conferences
- workshops on teaching
- the online course, Professional Standards and Ethics in Teaching
- grants and awards for GSIs and for faculty mentors
- confidential consultations
- the Language Proficiency Program for international GSIs
- a Certificate of Teaching and Learning in Higher Education
- an annual seminar for faculty on teaching with GSIs
- an array of electronic resources including the **Teaching Guide for GSIs** and award-winning teaching ideas by Berkeley GSIs.

301 Sproul Hall, Berkeley, CA 94720-5900
510-642-4456 • Email: gsi@berkeley.edu
gsi.berkeley.edu

Financial Resources

CAMPUS FINANCIAL AID

The Financial Aid and Scholarships Office administers Federal Direct Loans for UC Berkeley graduate students, as well as several smaller federal loan programs and the Federal Work-Study Program.

Graduate students who are U.S. Citizens or permanent residents can almost always borrow what they need to cover the difference between their academic year budget (tuition, fees, and living expenses) and the merit-based awards and other resources that are available.

The **Federal Direct Loan** covers the first \$20,500 for most students, and the **Federal Direct Grad PLUS Loan** is available in the event of additional need. First, you need to accept your loan(s) on **MyFinAid**, Berkeley's online financial aid system, at myfinaid.berkeley.edu. You will need your **CalNet ID** to access MyFinAid. After you accept the loan(s) on MyFinAid, you complete the loan process at studentloans.gov by completing Entrance Loan Counseling and a Master Promissory Note (studentloans.gov).

The Financial Aid and Scholarships Office does not administer fellowships, GSI or GSR fee remissions, or department awards; students should contact their academic department or the Fellowships Office with questions about these merit-based awards. You do not have to accept these merit-based awards on MyFinAid.

For detailed information about all of the programs, including instructions on how to apply, information on how funds are disbursed, and a link to the Budget Appeal Form, see the Financial Aid and Scholarships Office website at financialaid.berkeley.edu.

The Graduate Award Guide (financialaid.berkeley.edu/graduate-award-guide) will help to answer most of your questions.

Questions. If you still have questions after visiting the website, you can submit a question at studentcentral.berkeley.edu/open-case. Be sure to include your student ID number and make sure your email address and phone number are correct in Bear Facts.

Office Hours

For in-person assistance, please visit **Cal Student Central**, 120 Sproul Hall. Office hours are Monday through Friday, 9 am to 4 pm, and telephone hours are Monday through Friday, 9 am to noon and 1 to 4 pm, (510) 664-9181. In most cases, it will be more effective for graduate students to communicate with staff through email (studentcentral.berkeley.edu/open-case).

FAFSA

The Free Application for Federal Student Aid (FAFSA) is available at fafsa.ed.gov. The UC Berkeley school code is 001312. Our priority deadline is March 2, preceding the academic year, but you may submit the FAFSA later (up to mid-spring semester) and still receive a federal loan.

Emergency Loans

All registered students may get an **emergency loan** for up to \$775, interest-free if repaid within 60 days (with a \$20 processing fee). Apply online at myfinaid.berkeley.edu. For more information about emergency loans, please see financialaid.berkeley.edu/short-term-emergency-loan.

FELLOWSHIP INFORMATION

What are Fellowships and Grants?

- Fellowships usually cover educational and living expenses
- Grants usually cover expenses related to specific projects

Other types of funding include loans and research/teaching assistantships

Where to look for fellowships and grants:

- **The Web.** Visit these sites to begin:
 - fastweb.com
 - finaid.org
 - grad.berkeley.edu/financial/fellowships
- **University websites.** Search specifically for internal fellowship opportunities in academic department(s) within your area of interest.
- **Professional associations** can also be a source for funding
- **Journals and publications** in the field of interest often advertise funding opportunities
- **Reference books:** *The Annual Register of Grant Support*

When to apply for money:

- Individuals thinking of applying to graduate school should start looking at least a year ahead of their applications.
- Individuals applying to graduate school need to apply for funding while applying for admission into graduate school.
- **Never stop applying!** Graduate students will find that there are numerous opportunities for funding once they begin their careers.
- Applicants must meet the deadline! Individuals who do not meet the deadline lower their chances of obtaining funding by 100% in most cases.

- Applicants need to think ahead! The average turnaround time (from application to acceptance) runs six to nine months.

What to look for:

- **The full ride:** Multi-year packages often cover educational and living expenses for two to six years.
There are two types:
 - Institutional – specific to a university, usually part of admission package
 - Portable – may be taken to the institution of choice
- **Small grants for specific projects:**
 - Travel
 - Language study
 - Conference attendance
 - Summer research
 - Professional development
- **One-year fellowships for specific phases of graduate study:**
 - Research fellowship
 - Dissertation writing
 - Internship/Mentorship

Keep trying! The process of writing grant and fellowship proposals is integral to the development of clear research goals and professional objectives. Not only does practice improve grant-writing skills but the more an individual applies, the higher their chances of success.

The Graduate Division offers grant writing workshops. Please visit the Graduate Division workshops calendar for dates: grad.berkeley.edu/professional-development/workshops/

Campus Services and Resources

Berkeley International Office's mission is to enhance the academic experiences of international students and scholars by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming to the Berkeley campus community.

2299 Piedmont Avenue, MC 2321
Phone: 510-642-2818

internationaloffice.berkeley.edu

Berkeley Parents Network, created by Berkeley graduate students in 1993, is an independent, free, volunteer-run online community for Bay Area parents, providing parent-to-parent advice and local referrals via email newsletters, including childcare, pediatricians, schools and more. To subscribe to the newsletters, visit http://parents.berkeley.edu/mlist_bpn.html.

Career Center offers services for graduate students including confidential appointments with PhD career counselors, an MS/PhD Career Fair, the annual PhD Career Colloquium, workshops on the academic job search, expanded professional options for graduate students.

2440 Bancroft Way
Phone: 510-642-1716

career.berkeley.edu/PhDs/PhDs.stm

Disabled Students' Program provides students with disabilities a wide range of services, accommodations, and auxiliary services. Student grants are available for disability-related assistive technology. Staff can advise students about other types of special aid, scholarships, and vocational rehabilitation benefits.

260 Cesar Chavez Student Center, MC 4250
Phone: 510-642-0518/TTY: 510-642-6376/
FAX: 510-643-9686, dsp.berkeley.edu

Early Childhood Education Program (ECEP) offers space for children (ages 3 months to 5 years) of student parents. Subsidies are available based on family size and income using a sliding scale set by the State Dept. of Education. Partial tuition grants may be awarded to a limited number of students not eligible for subsidy. Enrollment is limited and cannot be guaranteed. Please apply as early as possible. A high quality curriculum coupled with experienced and passionate teachers creates a nurturing and supportive environment for UC Berkeley's youngest students.

2339 Haste Street
Phone: 510-642-1827

<http://ece.berkeley.edu/students>

Gender Equity Resource Center provides support and services for women, and lesbian,

gay, bisexual, transgender and queer (LGBTQ) students, as well as advocacy, support, and education on sexual and relationship violence and hate crimes.

202 Cesar Chavez Student Center, MC 2440
Phone: 510-642-4786/geneq@berkeley.edu
geneq.berkeley.edu

Graduate Assembly (GA) provides resources and advocacy for the graduate students at Berkeley. The Delegate Assembly is the legislative and authorizing body, composed of representatives from all graduate academic units, departments and schools. The GA funds graduate student groups, works with the administration, and has its own independent projects that support graduate student communities.

Anthony Hall, MC 4500
Phone: 510-642-2175
ga.berkeley.edu

Housing options for graduate students fall into three categories: University owned and operated, group housing alternatives, and off-campus rental housing (housing.berkeley.edu/livingatcatl/graduatestudents.html). Most grad students live in off-campus rental housing in Berkeley or one of the surrounding

communities. Berkeley's **Cal Rentals** office can assist you with making informed choices.

Phone: 510-642-3644

Email: homeinfo@berkeley.edu

calrentals.housing.berkeley.edu

Library Services

The UC Berkeley Library offers world class collections and resources in over 20 subject-based libraries on campus. Visit **Information for Graduate Students & Graduate Students Instructors (GSIs)** (<http://www.lib.berkeley.edu/information/graduate-students>) to learn about services that support your teaching and research and how to contact your department's library liaison. The Library's extensive collection of **Electronic Resources** (<http://servlet1.lib.berkeley.edu:8080/ERF/databases.shtml>) is viewable by subject, type and title. See lib.berkeley.edu.

The Ombuds Office for Students and Postdoctoral Appointees is a resource for informal conflict resolution. For neutral, confidential assistance with a campus-related issue or concern, call 510-642-5754, or visit: students.berkeley.edu/Ombuds.

UNIVERSITY HEALTH SERVICES

uhs.berkeley.edu



Counseling & Psychological Services (CPS) Graduate Student Workgroups

- Graduate Student Support Group
- Graduate Women's Support Group
- Health and Wellness Skills Group

Workshops for Graduate and Undergraduate Students

- Social Skills & Assertiveness • Mindfulness Meditation • Mindfulness for Stress Reduction & Resilience • Managing Emotions Skills • From Self-Criticism to Kindness • Grief & Loss Support • Queer Womyn Support • Womyn of Color Support Circle • Gay/Bi/Queer/Questioning/MSM Men's Support • General Men's Support • Focus for Success
- Understanding Self and Others

All groups begin in late September or early October. Call CPS at 510-642-9494 to register for the groups. For more information, visit uhs.berkeley.edu/students/counseling.

Dependent Insurance Workshops — for students with dependents

A variety of insurance coverage options are available for spouses, partners and children of students, including a separate insurance plan for dependents of students enrolled in Berkeley SHIP. For details and resources visit uhs.berkeley.edu/students/insurance/families.shtml. Questions? Email ship@uhs.berkeley.edu or calling 510-642-5742.

Breastfeeding Support Program serves students and their spouses/domestic partners who choose to breastfeed after returning to work or school. The program includes breastfeeding classes with a lactation consultant, lactation rooms on campus with hospital-grade breast pumps, sales of breast pumps, and personal kits for use with the pumps in the campus lactation rooms at a discounted price. Please contact Health*Matters at 510-643-4646, hmaters@uhs.berkeley.edu, or visit uhs.berkeley.edu/facstaff/healthmatters/breastfeeding.shtml.