



# GROW 2018

## SCHOOL OF ENGINEERING GRADUATE PROGRAM SERVICES ORIENTATION

# Staff Introductions

- Tomiko Hale, Director
  - *SoE Graduate Student Services*
  
- Tamika “Meka” Hankston
  - *SoE Graduate Program Coordinator*
  
- Isabel De Santiago
  - *Graduate Programs Assistant*



THE SCHOOL OF  
ENGINEERING

# SoE Snapshot



## ■ Lead Dean

*Mark Matsumoto, School of Engineering Dean*

- Provides administrative support to the graduate programs
- Assists the Graduate Dean in identifying conflicts of interest
- Aid in dispute resolution; Teaching Assistant Grievances; Employment Exceptions
- Graduate Support Fellowships, Funding for Teaching Assistants

## *Graduate Groups*

- Biological Engineering and Small-scale Technology (BEST)
  - *Kara McCloskey, Chair*
- Electrical Engineering and Computer Science (EECS)
  - *Marcelo Kallmann, Chair*
- Environmental Systems (ES)
  - *Marc Beutel, Chair*
- Mechanical Engineering (ME)
  - *Gerardo Diaz, Chair*
- Management of Innovation, Sustainability, and Technology (MIST)
  - *Paul Maglio, Chair*

*Currently, 235 graduate students in SoE (Ph.D., M.S., M.M.)*



# FUNDING & FINANCIAL SUPPORT

# Types of Funding

- Employment
  - *Teaching Assistant (TA)*
  - *Graduate Student Researcher (GSR)*
- Fellowships
  - *Internal*
  - *External*
- Financial Aid Student Loans
  - *US Citizens and Permanent Residents*
  - *FAFSA must be completed; Eligibility determined by Office of Financial Aid*
- Personal Funds (Self-Funded)
  - *Private Account*
  - *Private Loans*

# Basic Eligibility Requirements

- Enrolled in 12 units each term
- Good Academic Standing:
  - *In each of the 2 most recent semesters:*
    - Completion of 8 units or more of upper division or graduate level courses
    - A letter grade of B, S, or above
    - No more than two incomplete (I) grades
    - A cumulative GPA of 3.0
- Please refer to the Graduate Policies & Procedures Handbook on the Graduate Division website for full list of requirements for academic standing at:  
<https://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications>

# Financial Support

- Summary of Financial Support received during admission outlines your funding guarantee for the period listed from the University
- Continued support contingent upon
  - *Satisfactory academic progress (3.0+ gpa)*
  - *Satisfactory research progress and degree completion progress*
- Support in the form of:
  - *Teaching Assistant (Ph.D. students are prioritized)*
  - *Graduate Student Researcher (individual faculty)*
  - *Fellowship*
- Entitled to fee remissions (payment of fees) based on the type of appointment received



# Fee Payments

- Self-Funded students are required for all applicable fees by deadline or enroll in Deferred Payment Plan (DPP)
  - *Tuition, Student Services Fee, Non-Resident Supplemental Tuition (if applicable), Mandatory Health Insurance (unless waived) and Campus-Based fees*
  
- If you are a Teaching Assistant, Graduate Student Researcher, or have a University Fellowship
  - *Fee Remissions are a credit to your account for the Tuition, Student Services Fee and Mandatory Health Insurance*
    - *Non-Resident Supplemental Tuition fee remission for Ph.D. students only*
  - *Processed within the first 3-4 weeks of the semester*
  - *Must be enrolled as a full-time student (12 units)*
  - *Employed as a Teaching Assistant (TA), Graduate Student Researcher (GSR), or have fellowship that pays fees (refer to your award letter)*

# Payroll System Access/Paychecks

- UC Path is the payroll system
  - *HRPC will email you when your information is active in the payroll system*
  - *You will need to complete a series of forms online*
  - *Direct deposit is set up online as soon as possible*
  - *First checks are MAILED to the address on file with the payroll office on the payday. Please allow 3-5 business days after the payday to receive mailed checks*
- Teaching Assistants and Graduate Student Researchers
  - *Paid monthly, no timesheets required*
  - *First day of the following month, pro-rated for the number of workdays each month*
  - *Expect irregular paychecks in May and September*
  - *Expect the January paycheck to be delayed (~Jan 4<sup>th</sup>)*
- How much will I get paid?
  - *TA Pay-set by the union; GSR Step-determined by the graduate program or faculty advisor*
  - *Refer to your appointment letter for salary details*

# Employment Estimated Calculations

## Teaching Assistant

- Duration: 8/15/18 – 12/31/18
- FTE: 50%
- Approximate** Monthly Check = \$4,589.56 X 50% = \$2,294.78 (gross=before taxes)
- First Check Paid on: 8/31/18\*
- Note(s): TA titles are scheduled to receive a rate increase effective 10/1/2018.

**\* The first check is pro-rated due to a mid-month start date. It is also adjusted slightly to ensure those appointed in Fall receive the same compensation as those who are appointed in the Spring. Actual first check estimation based on proration and adjustment is \$1,147.39 (gross)**

## Graduate Student Researcher, IV

- Duration: 8/15/18 – 12/31/18
- FTE: 49.90%
- Approximate** Monthly Check= \$4,207.00 X 49.90% = \$2,099.00 (gross=before taxes)
- First Check Paid on: 8/31/18 will be **approximately** \$1,186.37.00 (gross)

Note(s): GSR titles are scheduled to receive a rate increase effective 10/1/2018.

Pay is based on “working days” and not “calendar days”. Working days are Monday-Friday and vary from month to month.

# Fellowships & Additional Information


- University Fellowships are processed by the Financial Aid Office
  - *Refer to fellowship letter and disbursement schedule*
  - *Sign up for EFT (Electronic Funds Transfer) for direct deposit*
  - *If you don't have EFT, your check will be at the cashier's office in KL 1<sup>st</sup> floor*
  - *Check your [my.ucmerced.edu](https://my.ucmerced.edu) student account to see if you have a negative balance/amount owed to you*
  
- International Students who are employed of have a fellowship
  - *GLACIER is a web-based non-resident alien tax compliance system*
  - *International students must keep this up to date*
  
- Please check in and respond to your UC Merced emails. Important funding and appointment information will continually be sent to you that often requires a response or acceptance.



# TEACHING ASSISTANTS & GRADUATE STUDENT RESEARCHERS



# Teaching Assistant

- Serves as an apprentice under the active supervision of the faculty member who is the instructor of record for a course
- TA appointments in the School of Engineering are granted on a semester-by-semester basis, and reappointment is not automatic
- If you are appointed at half time (50 percent), you can be expected to work 16–20 hours per week during instructional and examination periods
  - *Attending Lectures: Up to the course instructor*
  - *Lab Meetings: Required for TAs assigned to labs*
  - *TA Meetings: Required for TAs assigned to discussions*
  - *Grading/Reading Student Assignments: Required*
  - *Office Hours: Required 2 hours minimum per week*
  - *Must attend finals and submit grades*
- Instructional Logistics (office hours and keys, desk copies, copy codes)  
[https://engineering.ucmerced.edu/instructional\\_logistics](https://engineering.ucmerced.edu/instructional_logistics)
- Resources: <http://engineeringgrads.ucmerced.edu/funding-employment/teaching-assistant/current-teaching-assistants>
  - *Refer to Supplemental TA Memo on  website and handout in packet*

# Graduate Student Researcher

- Performs research related to his or her degree program
- Guidance and oversight direction provided by a faculty member or an authorized principal investigator
- Positions are typically supported through external funding agencies for specific research projects
- Valuable experience for graduate students pursuing research career
- No formal application; contact individual faculty or research units on availability of positions
- Resources: <https://engineeringgrads.ucmerced.edu/funding-and-employment/graduate-student-researcher>



# PROGRAM REQUIREMENTS





# Academic Degrees

- Graduate Program Websites
  - *MyAudit (my.ucmerced.edu)*
  - <https://engineeringgrads.ucmerced.edu>
- Graduate Chair
- Faculty Advisor
- Staff (SoE, Graduate Division, Student's First)
- Other grad students
  - *Peers; Advanced students and postdocs*
- Faculty Committee Members
- Annual Faculty Committee Meetings

# Wellness

## ■ Balance –

- *Work, Life, Sleep*
- *Health and Wellness Management*
- *<http://graduatedivision.ucmerced.edu/GRC>*

## ■ Stay Connected

- *Lab/Group social activities*
- *Weekly events from Grad Division*
- *Graduate Student Association Events*



# When in Doubt....

- Refer to websites
  - *Graduate Program; [Graduate Division](#); [School of Engineering](#); [Registrar](#)*
  - *<https://engineeringgrads.ucmerced.edu/>*
- Contact us:
  - *Tomiko Hale, Director, SoE Graduate Student Services*
    - *[thale2@ucmerced.edu](mailto:thale2@ucmerced.edu) or (209) 228-4586*
  - *Tamika Hankston, SoE Graduate Program Coordinator*
    - *[thankston2@ucmerced.edu](mailto:thankston2@ucmerced.edu) or (209) 228-4024*
  - *Isabel De Santiago, Graduate Programs Assistant*
    - *[idesantiago2@ucmerced.edu](mailto:idesantiago2@ucmerced.edu) or (209) 228-2475*
  
  - ***Preferred Email:** [soe-grstaff@ucmerced.edu](mailto:soe-grstaff@ucmerced.edu)*
- Graduate Chair and/or Faculty Advisor

Questions?