



GROW 2019

SCHOOL OF ENGINEERING GRADUATE PROGRAMS SERVICES ORIENTATION

Staff Introductions

- Tomiko Hale, Director

- Tamika “Meka” Hankston, Coordinator
 - *Environmental Systems (ES)*
 - *Mechanical Engineering (ME)*
 - *Management of Innovation, Sustainability, and Technology (MIST)*

- Vanessa Leyva, Coordinator
 - *Bioengineering (BIOE)*
 - *Electrical Engineering and Computer Science (EECS)*
 - *Materials and Biomaterials Science and Engineering (MBSE)*

- Isabel De Santiago, Programs Assistant

The image features a teal background with two dark blue L-shaped brackets. One bracket is positioned in the top-left corner, and the other is in the bottom-right corner. The text 'THE SCHOOL OF ENGINEERING' is centered between these brackets.

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

- Bioengineering (BIOE)
 - *Victor Muñoz, Chair*
- Electrical Engineering and Computer Science (EECS)
 - *Marcelo Kallmann, Chair*
- Environmental Systems (ES)
 - *Martha Conklin, Chair*
- Management of Innovation, Sustainability, and Technology (MIST)
 - *Anita Bhappu, Chair*
- Materials and Biomaterials Science and Engineering (MBSE)
 - *Sarah Kurtz, Chair*
- Mechanical Engineering (ME)
 - *Gerardo Diaz, Chair*

Currently, 273 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
- Self-Funded MM, MS, and PhD students do not receive financial support from the university

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 (expect an email within 10 business days)*
 - *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 4th)*

- 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: 8/16/19 – 12/31/19
- FTE: 50%
- Approximate** Monthly Check = \$4,727.33 X 50% = \$2,363.66 (gross=before taxes)
- First Check Paid on: 8/30/19*
- Note(s): TA titles are scheduled to receive a rate increase effective 10/1/2019.

* 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 \$1,181 (gross)

Graduate Student Researcher, IV

- Duration: 8/16/19 – 12/31/19
- FTE: 49.90%
- Approximate** Monthly Check= \$4,333.00 X 49.90% = \$2,166.00 (gross=before taxes)
- First Check Paid on: 8/31/19 will be **approximately** \$1,083.37 (gross)

Note(s): GSR titles are scheduled to receive a rate increase effective 10/1/2019.

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 1st floor*
 - *Check your my.ucmerced.edu student account to see if you have a negative balance/amount owed to you*

- International Students who are employed or 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
- Resources: <http://engineeringgrads.ucmerced.edu/funding-employment/teaching-assistant/current-teaching-assistants>
 - *Refer to Supplemental TA Memo on website* 

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>



LAB SAFETY REQUIREMENTS



SoE Lab Coordinator Support

- SoE Instructional Labs
 - *ME, MSE, ENVE, BIOE*
 - *Neeraj Sharma, Luke Reed, Salvador Diaz*
soeinstructional@ucmerced.edu
- Machine Shop
 - *Keith Blackburn*
 - *Email: kblackburn@ucmerced.edu*
 - *<http://machineshop.ucmerced.edu/>*

Lab Safety Training

- All graduate students (except for EECS and MIST) are required to take the following minimum safety trainings:
 - *Lab Safety Fundamentals*
 - *Fire Safety Training (In-person)*
 - *Hazmat Spill Response*
- Please visit Environmental Health & Safety for more information about the courses and registration at: <https://ehs.ucmerced.edu/general-safety/safety-training>
- Contact your PI (faculty advisor) regarding additional training required to work in a particular lab
- Ergonomics Safety Information: <https://ehs.ucmerced.edu/general-safety/ergonomics>

SoE TA Training

- ME, MSE, ENVE, BIOE Classes
 - *In the beginning of each semester, please contact the Instructional Staff to coordinate training for your lab sections at soeinstructional@ucmerced.edu*
- CSE Classes in Linux Labs
 - *Contact: soe-it@ucmerced.edu*
- Instructional Support (textbooks, office hour room keys and scheduling, copy codes, etc.):
http://engineering.ucmerced.edu/instructional_logistics



PROGRAM REQUIREMENTS



Academic Degrees

- Graduate Program Websites
 - *Graduate Program Handbooks (Policies and Procedures)*
- Degree Audit and SoE Graduate Programs Services Website
 - *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

Registration Requirements

- Register online through MyRegistration at <https://my.ucmerced.edu>
- Enrolled in 12 units each term
 - *Combination of coursework (letter graded) and research units*
 - [SoE CRN Request Form](#) (used to request research units)
 - Research Work Plan Samples
- Courses Outside of Graduate Group
 - *Consult with your faculty advisor and/or graduate group chair **before** to taking the course*
- Undergraduate Courses
 - *Consult with your faculty advisor and/or graduate group chair **before** to taking the course*
 - [Graduate to Take Undergraduate Course Form](#)
 - Note: Courses numbered 1-99 do not meet degree requirements but will count towards units registered for the term
- Degree Audit and SoE Graduate Programs Services Website
 - *MyAudit* (my.ucmerced.edu)
 - <https://engineeringgrads.ucmerced.edu/academics/registration-procedures>

Work-Life-Academics Balance

■ Balance

- *Time Management, Well-Being and Productivity*
- *Health and Wellness*
- *Diversity and Inclusion*
- *Basic Needs Security*
- *Grad Family Resources*
- *Grad Resource Center*



■ Stay Connected

- *Lab/Group social activities*
- *Weekly events from Grad Division*
- *Graduate Student Association*
- *Campus Clubs and Organizations*



When in Doubt....

- Refer to websites
 - *Graduate Program; Graduate Division; SoE; Registrar*
 - <https://engineeringgrads.ucmerced.edu/>
- Graduate Chair and/or Faculty Advisor
- SoE Graduate Programs Services Staff
 - *Tomiko Hale, Director*
 - thale2@ucmerced.edu or (209) 228-4586
 - *Tamika Hankston, ES, ME, MIST Coordinator*
 - thankston2@ucmerced.edu or (209) 228-4024
 - *Vanessa Leyva, BIOE, EECS, MBSE Coordinator*
 - vleyva4@ucmerced.edu or (209) 228-3481
 - *Isabel De Santiago, Programs Assistant*
 - idesantiago2@ucmerced.edu or (209) 228-2475
 - *Preferred Email: soe-grstaff@ucmerced.edu*

Questions?