



GROW SPRING 2020

SCHOOL OF ENGINEERING

GRADUATE PROGRAMS SERVICES

ORIENTATION

Staff Introductions

- Tomiko Hale, Director

- Vacant, 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, 261 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 at least 12 units throughout the term in which TA/GSR/Fellowship appointment occurs
- Good Academic Standing:
 - *In each of the 2 most recent semesters of enrollment:*
 - Satisfactory academic progress toward the degree objective
 - Completion of 8 units or more of upper division or graduate level courses
 - No more than two incomplete (I) grades
 - A cumulative GPA of 3.0 in those courses where a letter grade (A through F) is received
 - Total teaching service cannot exceed 12 semesters
- 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*

- 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: 1/1/20 – 5/15/20
- FTE: 50%
- **Approximate** Monthly Check = $\$4,869.22 \times 50\% = \$2,434.61$ (gross=before taxes)
- First Check Paid on: 1/31/2020*
- May Check Paid on: 5/15/2020 will be **approximately** \$1,200 (gross) if you do not have a summer appointment that begins on 5/16/2020**
- May paycheck could be paid on 5/31/2020 if you have a Summer 2020 appointment that begins on 5/16/2020.
- * The check may be delayed based on the date that you signed your hiring documents. Please contact hrpc@ucmerced.edu to inquire about potential paydate for the January earnings
- ** The check is pro-rated due to a mid-month end date.

Pay is based on contract of service.

Graduate Student Researcher, IV

- Duration: 1/1/20 – 5/15/20
- FTE: 49.90%
- **Approximate** Monthly Check = $\$4,463.00 \times 49.90\% = \$2,227.00$ (gross=before taxes)
- First Check Paid on: 1/31/2020*
- May Check Paid on: 5/15/2020 will be **approximately** \$1,100 (gross) if you do not have a summer GSR appointment that begins on 5/16/2020.**
- May paycheck could be paid on 5/31/2020 if you have a Summer 2020 appointment that begins on 5/16/2020.
- * The check may be delayed based on the date that you signed your hiring documents. Please contact hrpc@ucmerced.edu to inquire about potential paydate for the January earnings
- ** The check is pro-rated due to a mid-month end date.

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
 - *Vacant, ES, ME, MIST Coordinator*
 - Soe-grstaff@ucmerced.edu or (209) 228-4411
 - *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?