GROW SPRING 2020

SCHOOL OF ENGINEERING

GRADUATE PROGRAMS SERVICES

ORIENTATION

UC MERCED UNIVERSITY OF CALIFORNIA School of Engineering
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 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 X 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 X 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.

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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/](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](http://engineering.ucmerced.edu/instructional_logistics)
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/](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?