

## Graduate Resource Guide 2019-2020

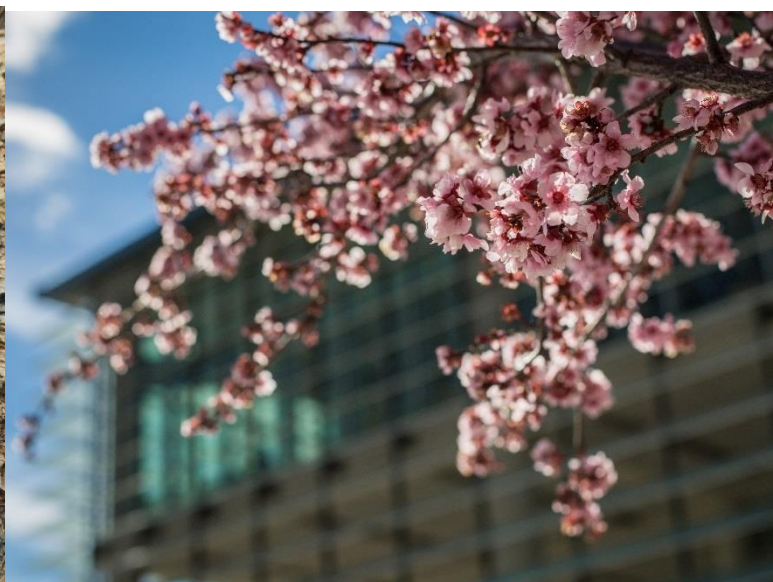


**CONTACT US** FOR INFORMATION REGARDING GRADUATE STUDIES WITHIN THE SCHOOL OF ENGINEERING AT [SOE-GRSTAFF@UCMERCED.EDU](mailto:SOE-GRSTAFF@UCMERCED.EDU) OR CALL OUR OFFICE AT 209-228-4411

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## OUR MISSION

The UC Merced School of Engineering Graduate Program Services Office supports graduate students in achieving their educational goals by providing student-centered services and facilitating activities and opportunities that enhance and encourage graduate student success.

Our dedicated staff members strive to provide excellent services to prospective and current students, faculty and staff members, alumni and university colleagues.

While upholding university and program policies, we focus on student needs and strive to work efficiently and effectively to continually improve the services and programs we offer.



**SECTION 1: ACADEMIC ADVISING****TOMIKO HALE, M.ED., DIRECTOR**✉ Email: [thale2@ucmerced.edu](mailto:thale2@ucmerced.edu) | ☎ Phone: 209-228-4586

AREAS OF RESPONSIBILITY: Oversee Admissions and Recruiting; Degree Audit Programming; Oversee Fellowship Coordination and Awards Processing; Oversees School of Engineering TA Assignment and GSR Processing; Manages Graduate Student Appreciation Week (GSAW); Oversee Academic Procedures; Academic Difficulty Intervention for SoE Graduate Students; All Non-Routine Issues.

**TAMIKA "MEKA" HANKSTON, COORDINATOR | ES, ME, MIST**✉ Email: [thankston2@ucmerced.edu](mailto:thankston2@ucmerced.edu) | ☎ Phone: 209-228-4024**VANESSA LEYVA, COORDINATOR | BIOE, BEST, EECS, MBSE**✉ Email: [vleyva4@ucmerced.edu](mailto:vleyva4@ucmerced.edu) | ☎ Phone: 209-228-3481

AREAS OF RESPONSIBILITY: Admissions Processing; Academic Procedures (General Petitions, Degree Audits, Academic Exams, Advancement to Candidacy, Graduation Clearance); Coordinates Funding (TA/GSR/Internal Fellowships); TA and GSR appointment processing; coordinates Grad Visitation Weekend (GVW); coordinates Graduate Student Appreciation Week (GSAW); coordinates Graduate Student Orientation Week (GROW); processes employment exception requests; General Student Concerns and Questions.


**ISABEL DE SANTIAGO, ADMINISTRATIVE SUPPORT**✉ Email: [idesantiago2@ucmerced.edu](mailto:idesantiago2@ucmerced.edu) | ☎ Phone: 209-228-2475

AREAS OF RESPONSIBILITY: Independent course registration (295; 298; 299) CRN requests; Graduate Program Seminar Logistics and Support (travel/reimbursement coordination); Internal Fellowship processing; logistics (Grad Visitation Weekend (including travel coordination and reimbursement); Graduate Student Appreciation Week; Graduate Student Orientation Week); processes and tracks academic forms; new-hire intake requests (new and continuing).


**ENGINEERING GRADUATE STUDIES | QUICK LINKS**


 <https://engineeringgrads.ucmerced.edu/>

 Location: Science and Engineering Building II, Dean's Suite 315

 Phone: 209-228-4411

 Request an Appointment: <https://calendly.com/soegrads/request>

 Email General Inquiries: [soegrads@ucmerced.edu](mailto:soegrads@ucmerced.edu)

 Email Graduate Programs Staff: [soe-grstaff@ucmerced.edu](mailto:soe-grstaff@ucmerced.edu)

 Email: SoE Scheduling [soe-scheduling@ucmerced.edu](mailto:soe-scheduling@ucmerced.edu)

[Graduate Programs](#)

[Registration Procedures](#)

[Doctoral Degree \(Ph.D.\)](#) – Exam & Filing Instructions, Adv. to Candidacy

[Master's Degree \(M.S.\)](#) – Exam & Filing Instructions, Adv. to Candidacy

[Resources](#)

[Funding and Employment](#)

**GRADUATE GROUP/PROGRAM CHAIRS (2019-2020)**

MIST Graduate Chair – Anita Bhappu [abhappu@ucmerced.edu](mailto:abhappu@ucmerced.edu)

ME Graduate Chair – Gerardo Diaz [gdiaz@ucmerced.edu](mailto:gdiaz@ucmerced.edu)


MBSE Graduate Chair – Sarah Kurtz [skurtz@ucmerced.edu](mailto:skurtz@ucmerced.edu)

ES Graduate Chair – Martha Conklin [mconklin@ucmerced.edu](mailto:mconklin@ucmerced.edu)


EECS Graduate Chair – Marcelo Kallmann [mkallmann@ucmerced.edu](mailto:mkallmann@ucmerced.edu)

BIOE Graduate Chair – Victor Muñoz [vmunoz3@ucmerced.edu](mailto:vmunoz3@ucmerced.edu)


**GRADUATE STUDENT RESOURCES**


 *Student Breakroom/Lounge:* SE1 357; Grad Pad Rm SSB-350

 *Student Mailboxes:* SE2 365

 *Conference Room Reservations:* <https://rooms.ucmerced.edu/>

*Travel/Purchase Reimbursement Check Pick-Up:*

 **SoE** SE2 Room 315 (if employed as a TA/GSR in SoE or by SoE faculty)

 **SNS** SE1 370 (if employed as a TA/GSR in SNS or by SNS faculty)

*Fellowship/Refund Check Pick-up: Campus Cashiering Services*

 Location: Kollegian Library (1<sup>st</sup> Floor)

## SECTION 2: DOCTORAL DEGREE

A doctorate degree is the highest post-secondary degree awarded that requires a minimum of four semesters of academic residency. Typically, a longer period of study, four to six years, is required for completion of all degree requirements. In addition, a doctoral student is required to conduct extensive original research, serve as teaching assistant (most programs), and publish portions of their research findings in peer-reviewed journals.

Students can be admitted to the Ph.D. program directly with a related bachelor's degree completed. Students who have completed a related MS degree may have reduced coursework requirements. For more information regarding minimum Ph.D. Degree Requirements, please refer to the [Graduate Policies & Procedures Handbook](#).

Additional information about each graduate program's course list is available on their respective websites:

**GRADUATE  
PROGRAMS THAT  
OFFER A MASTERS  
ALONG THE WAY:**

Mechanical  
Engineering (ME)

Environmental  
Systems (ES)

**Must complete  
requirements for  
the MS first, then  
the PhD.**

[Bioengineering, \(BIOE\)](#)

[Electrical Engineering and Computer Science \(EECS\)](#)

[Environmental Systems \(ES\)](#)

[Management of Innovation, Sustainability and Technology \(MIST\)–PhD](#)

[Management of Innovation, Sustainability and Technology \(MIST\)–MM](#)

[Mechanical Engineering \(ME\)](#)

[Materials and Biomaterials Science and Engineering \(MBSE\)](#)

## DOCTORAL DEGREE ACADEMICS &amp; MILESTONES – QUICK LINKS

[Ph.D. Pre-Candidacy Examinations](#)[Advancing to Candidacy \(Ph.D.\)](#)[Ph.D. Dissertation and Final Examination](#)[Graduate Division's Dates and Deadlines](#)[Ph.D. Sample Timeline](#)

AY 1	<b>FALL</b> <input type="checkbox"/> Coursework <input type="checkbox"/> TA/GSR <input type="checkbox"/> Research	<b>SPRING</b> <input type="checkbox"/> Coursework <input type="checkbox"/> TA/GSR <input type="checkbox"/> Research <input type="checkbox"/> <i>Preliminary Exam</i>	<b>SUMMER</b> <input type="checkbox"/> Research
AY 2	<b>FALL</b> <input type="checkbox"/> Coursework <input type="checkbox"/> TA/GSR <input type="checkbox"/> Research <input type="checkbox"/> Prepare for Qualifying Exam	<b>SPRING</b> <input type="checkbox"/> Coursework <input type="checkbox"/> TA/GSR <input type="checkbox"/> Qualifying Exam <input type="checkbox"/> Research Proposal	<b>SUMMER</b> <input type="checkbox"/> Research
AY 3	<b>FALL</b> <input type="checkbox"/> TA/GSR <input type="checkbox"/> Research <input type="checkbox"/> Write papers <input type="checkbox"/> Communicate results <input type="checkbox"/> Professional preparation	<b>SPRING</b> <input type="checkbox"/> Coursework <input type="checkbox"/> TA/GSR	<b>SUMMER</b> <input type="checkbox"/> Research Write
AY 4 or AY 5	<b>FALL</b> <input type="checkbox"/> GSR <input type="checkbox"/> Prepare Dissertation	<b>SPRING</b> <input type="checkbox"/> Defend Dissertation <input type="checkbox"/> Submit Final Dissertation	<b>DEGREE AWARDED</b>



### SECTION 3: MASTER'S DEGREE

A Master's degree is a post-secondary degree that allows students to have a more concentrated curriculum that is different from their undergraduate program. Plan 1 requires a written thesis and Plan 2 requires a project/capstone/examination. Typically, a minimum of 24 units is required for an MS degree at UC Merced and a minimum of 1 year of full-time study beyond the bachelor's degree.

For more information regarding minimum M.S. Degree Requirements, please refer to the [Graduate Policies & Procedures Handbook](#).

Each graduate program is different, please visit the [graduate program website](#) to inquire about which plans are offered and their requirements.

#### AVAILABLE MASTER'S DEGREE BY GRADUATE PROGRAM:

Graduate Program	MS Plan I	MS Plan II
<a href="#">BIOE</a>	YES	YES
EECS	YES	YES
ES	YES	YES
<a href="#">MBSE</a>	YES	YES
<a href="#">ME</a>	YES	YES

## MASTER'S DEGREE ACADEMICS &amp; MILESTONES – QUICK LINKS

- M.S. (Plan I) Thesis Defense  
[M.S. \(Plan I\) Thesis Defense, Exam and Filing](#)  
[Advancing to Candidacy \(M.S.\)](#)  
[Graduate Division's Dates and Deadlines](#)  
[M.S. Plan I Sample Timeline](#)

AY 1	AY2	DEGREE AWARDED
<b>FALL</b> <input type="checkbox"/> Coursework <input type="checkbox"/> Begin Research <b>SPRING</b> <input type="checkbox"/> Coursework <input type="checkbox"/> Begin Research <input type="checkbox"/> Form Thesis Committee <b>SUMMER</b> <input type="checkbox"/> Research	<b>FALL</b> <input type="checkbox"/> Coursework <input type="checkbox"/> Prepare for Thesis <input type="checkbox"/> Advance to Candidacy <b>SPRING</b> <input type="checkbox"/> Final Coursework <input type="checkbox"/> Defend Thesis <input type="checkbox"/> Submit Final Thesis	

- M.S. (Plan II) Comprehensive Exam/Project  
[M.S. \(Plan II\) Comprehensive Exam/Project and Filing](#)  
[Advancing to Candidacy \(M.S.\)](#)  
[Graduate Division's Dates and Deadlines](#)  
[M.S. Plan II Sample Timeline](#)

AY 1	AY2	DEGREE AWARDED
<b>FALL</b> <input type="checkbox"/> Coursework <input type="checkbox"/> Begin Research <b>SPRING</b> <input type="checkbox"/> Coursework <input type="checkbox"/> Research (Capstone) <input type="checkbox"/> Advance to Candidacy <b>SUMMER</b> <input type="checkbox"/> Research for Project/ Study for Exam	<b>FALL</b> <input type="checkbox"/> Final Coursework <input type="checkbox"/> Final Exam/Project  <b>SPRING</b> If not completed by Fall term of AY2, then: <input type="checkbox"/> Final Coursework <input type="checkbox"/> Final Exam/Project	

#### SECTION 4: MASTER'S IN MANAGEMENT

The [Master of Management \(M.M.\) Program](#) is a 12-month program that complements an undergraduate degree with a competitive set of practical, project-based management skills for addressing the cross-functional challenges commonly faced by professionals in for-profit and non-profit enterprises and public organizations.

The Master of Management (M.M.) program is delivered by the faculty of the Management of Innovation, Sustainability, and Technology (MIST) group at the University of California, Merced.

[MM Program Timeline](#): Enrolled students take a total of ten courses in a single cohort for one year: five courses in Fall semester, four courses in Spring semester, and an integrative capstone experience during the Summer semester.

📖 Please visit the [MM – Curriculum](#) page for more information on course descriptions.

Fall	Spring	Summer	Degree Awarded
<input type="checkbox"/> Leadership, Organizations, and Communications <input type="checkbox"/> Quantitative Tools for Management <input type="checkbox"/> Technology-enables Service <input type="checkbox"/> Spatial Analytics <input type="checkbox"/> Strategy: Regional and Global Perspectives	<input type="checkbox"/> Managerial Finance and Accounting Statements <input type="checkbox"/> Entrepreneurship and Innovation <input type="checkbox"/> Project and Operations Management <input type="checkbox"/> Law, Policy, and Risk Management	<input type="checkbox"/> Integrative Capstone Project	

## SECTION 5: GRADUATE DIVISION PETITIONS

### PETITION FOR CHANGE OF ADVISOR

The [Petition for Change of Advisor](#) must be completed, signed and submitted to the Graduate Programs Staff to review, and route to the Graduate Chair. Once the Advisor and Graduate Chair have signed, we will route the form to Graduate Division for approval by the Dean. The form must be approved by the Graduate Dean for the change to be effective. It is your responsibility to provide any documentation that is requested. Incomplete forms will not be processed by the Graduate Division.

#### *ADDING A CO-ADVISOR*

Complete the Petition for Change of Advisor form, specify that you are adding a Co-Advisor on the form and indicate who your primary advisor will be. Obtain both faculty advisors' signatures. Follow submission instructions as stated above.

### PETITION FOR CHANGE OF MAJOR/DEGREE

The [Petition for Change of Major/Degree](#) must be completed, signed and submitted to the Graduate Programs Staff to review, and route to the Graduate Chair for review. Once the Advisor and Grad Chair have signed, Graduate Programs Staff will route the form to Graduate Division for approval by the Dean. International students must obtain signature from the SEVIS/Visa Coordinator.

It is your responsibility to provide any documents that may be required by the new Graduate Group. If you are **changing degree level from Master's to PhD\***, a memo is required from the appropriate committee indicating a formal admissions review was completed. The memo should summarize the review process and the vote of the committee.

Note, changing from PhD to Master's may affect your funding. For funding questions contact [gradfunding@ucmerced.edu](mailto:gradfunding@ucmerced.edu).

## SECTION 6: THE GENERAL PETITION

### *B. WAIVER OF REQUIRED COURES (FOR PH.D)*

Courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UC Merced. However, a course requirement may be waived if a similar course was taken at another institution.

If you are planning to waive units, you will need to submit the following to SoE Graduate Programs Staff for review and processing:

- [General Petition form](#) – complete section “B”
- Faculty Advisor’s approval signature on the form
- Course Description(s)
- Course Syllabus
- Copy of official transcript

Graduate students may submit a general petition for waiving units at any time during the academic year.

Note, the Electrical Engineering and Computer Science (EECS) program only reviews general petition requests on a **semesterly** basis. Please see [EECS Waivers Requests](#) for submission instructions.

### *OTHER PURPOSES FOR THE GENERAL PETITION*

- ✚ A. Transfer of Course Credit (to Masters)
- ✚ C. Substitution of Equivalent
- ✚ D. Acceptance of Grades below “B” toward Final Degree requirement
- ✚ E. Other

Submit your completed and faculty advisor approved General Petition and attachments to SoE Graduate Programs Staff. We will obtain the Graduate Chair’s decision, and then route to Graduate Division for the Graduate Dean’s final decision.

✉ Send all submissions and/or questions to [soe-grstaff@ucmerced.edu](mailto:soe-grstaff@ucmerced.edu).



## SECTION 7: REGISTRATION

Please review the following procedures in order to register for research units, undergraduate courses, and independent study. It is important to **consult with your Faculty Advisor about courses you should enroll**. In addition, there is information regarding Planned Educational Leave, Filing Fee, Graduation for Summer and Fall 2019, Intercampus Exchange, and Graduation Term Refile.

### *REGISTRATION AND FUNDING*

All graduate students receiving University funding by means of a Teaching Assistantship, Graduate Student Researcher appointment or Fellowship are required to be enrolled in a **minimum of 12 units each semester and maintain satisfactory progress toward their degree**. According to University policy, we will not be able to process any funding requests unless a student is enrolled in 12 units for the term the funding is requested. Failure to comply with these requirements will result in University funding being withdrawn, creating a balance due on your student account.

### *REGISTRATION PROCEDURES*

If you have questions regarding how to register for classes online and online registration errors, please visit the [Registration Help Page](#).

[Registering for Independent Study \(295,298,299\)](#): complete the SoE Graduate Research CRN Request Form and obtain your faculty advisor's approval. Please submit the completed and approved form to [soegrads@ucmerced.edu](mailto:soegrads@ucmerced.edu) and you will receive your CRN within 7 business days. Use the CRN emailed to you to register online.

[Taking Undergraduate Courses](#): for upper-division undergraduate courses (100-199), complete a "Graduate Taking an Undergraduate Course" form. Any course numbered 1-99, will count towards term registration unit requirements--not towards degree requirements.

[Courses Outside of Graduate Group](#): if you are planning to take courses that are outside of your graduate group, consult with your faculty advisor and/or graduate group chair **before** to taking the course. You may be requested to complete the General Petition and provide a course description/syllabus of the course for which you are requesting approval to count towards your graduate degree requirements.

[UC Intercampus Exchange Program](#): a graduate student registered at the UC Merced campus may become an intercampus exchange student for a full term at any of the other UC campuses with the approval of the graduate adviser, the director of the graduate group and the deans of Graduate Studies on both the home and host campuses. To be eligible, you must have attended UC Merced for a minimum of one term before participating in the intercampus exchange program. The application could be found on the Graduate Division [website](#).

[Filing Fee Status](#): is a one-half of the Student Services fee for doctoral students who have completed all requirements for their degrees except for filing their dissertation (Plans A and B) and presenting the Final Defense (Plan A). It is also available to master's students with no requirements remaining except for filing their thesis (Plan I) or taking the final comprehensive examination (Plan II). Filing Fee is available for the fall and spring semesters only.

The Filing fee may be used only once during a student's career.

[Educational Leave Program](#): allows students to suspend academic work at UC Merced, leave the campus and later resume studies at UC Merced with a minimum of procedural difficulties. Restrictions may be imposed on the number of times a student can participate in the program. The application could be found on the Graduate Division [website](#).

## SECTION 8: GRADUATE FUNDING

[Funding and Employment Eligibility](#): you must be a current UC graduate student to receive fellowship support and/or to be employed as a teaching assistant or graduate student researcher. No student is permitted to begin an appointment or receive fellowship support who has not met all the applicable academic criteria--these are separate from the standards for satisfactory academic progress. See the [UC Merced Graduate Policies & Procedures Handbook](#) for more information.

### *CRITERIA FOR INCOMING GRADUATE STUDENTS:*

- Enrollment in at least 12 units throughout the first semester.
- A cumulative GPA of 3.0 or higher in the most recently earned degree.

### *CRITERIA FOR CONTINUING GRADUATE STUDENTS*

#### ALL CONDITIONS MUST BE MET:

- ✓ Satisfactory academic progress toward the degree objective.
- ✓ Enrollment in at least 12 units throughout the current semester (i.e., the academic semester in which the teaching and/or researcher appointment occurs).
- ✓ Combined campus-wide employment of 49.9 percent time or less during any academic semester.
- ✓ During each of the two most recent semesters of enrollment:
  - ✓ Completion of 8 units or more of upper division or graduate level credit courses.
  - ✓ A minimum letter grade of "B" or "S" in all courses completed.
- ✓ No more than two incomplete (I) grades still on record. A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.
- ✓ Total teaching service cannot exceed 12 semesters

Note: For summer funding, students will have to meet all eligibility guidelines during the previous Spring term.

*REQUESTING EMPLOYMENT AND FUNDING EXCEPTIONS*

Graduate students who do not meet one or more of the academic criteria for funding eligibility and wish to work or receive a fellowship must obtain approval from the hiring/sponsoring unit and the graduate dean. There is no guarantee that a request for exception will be approved.

*EMPLOYMENT VERIFICATION (I-9)*

In addition to meeting the academic standards for funding eligibility, if you are going to be employed, the Academic Personnel Office will verify your work authorization as required by the Federal Immigration Reform and Control Act of 1986.


This requires that you present the originals of the [appropriate documents required for verification](#) to your school no later than the first day of employment service on this campus so that the I-9 (Employment Eligibility Verification form) can be completed.

*SELF-FUNDED*

If you do not have a TA/GSR appointment or a fellowship, you are responsible for paying all [fees associated with graduate study at UC Merced](#). Including:

- ✓ **Campus-based fees** (mandatory for both funded and self-funded students, without regard to the student's use or non-use of the related services)
- ✓ Tuition
- ✓ Student services fee
- ✓ Student health insurance program fee
- ✓ Non-resident supplemental tuition (if applicable)

 **Contact** [Student Business and Financial Services](#) about enrolling in a [deferred payment plan](#).

 **Contact** [Graduate Funding](#) for questions and deadlines regarding financial support and campus base fees at [gradfunding@ucmerced.edu](mailto:gradfunding@ucmerced.edu)


*NON-RESIDENT SUPPLEMENTAL TUITION (NRST)*

If you have been classified as a nonresident for tuition and fees, review the 'How to change your nonresident status to resident' page (follow link below). Keep in mind that **you should start the process of becoming a California resident at least a year before the start of your first semester.**

Non-resident Ph.D. students who have not Advanced to Candidacy are eligible to receive a NRST award to specifically cover the NRST fee charged to their student account. Ph.D. students who are U.S. citizens or permanent residents classified as non-California residents are eligible only during their first year of graduate study at UC Merced. Non-Resident Supplemental Tuition is not a benefit of employment. MS students are responsible for payment of NRST.

*ESTABLISHING CALIFORNIA RESIDENCY*

Students that are US Citizens and/or Permanent Residents can begin the process to establish residency at least a year before the start of their first semester of classes. Contact the Office of the Registrar for more information about establishing California Residency.

 Visit the Office of the Registrar's Non-Resident Supplemental Tuition website for information on [how to change your nonresident status to resident and deadlines.](#)





## ACADEMIC EMPLOYMENT



## SECTION 9: ACADEMIC EMPLOYMENT

### What is a Teaching Assistant?

A teaching assistant (TA) 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, including time spent in preparation, classroom and laboratory teaching, office consultation and reading/grading student assignments.

TAs are obligated to inform their supervisors when they first perceive that their assignments might exceed the assigned workload maximum for their appointments. At no time should a TA continue to work beyond eight hours in a day or 40 hours in a week.

Please visit the [Teaching Assistant](#) page for more information regarding:

- General TA Qualifications
- Applying to be TA
- Benefits for TAs

### WHAT IS A GRADUATE STUDENT RESEARCHER?

A graduate student researcher (GSR) is a graduate student who performs research related to his or her degree program under the guidance and oversight direction of a faculty member or an authorized principal investigator. These positions are typically supported through external funding agencies for specific research projects. GSR positions are especially valuable for graduate students pursuing research careers.

Please visit the [Graduate Student Researcher](#) page for more information regarding:

- General GSR Qualifications
- Applying to be a GSR
- Benefits for Graduate Student Researcher

### *CURRENT TEACHING ASSISTANTS*

Serving as a Teaching Assistant helps graduate students obtain practical classroom teaching experience, as well as assist undergraduate students succeed in classroom.

### INTRODUCTION

Instruction provided by Teaching Assistants (TAs) and Teaching Fellows (TFs) is an important component of UC Merced's undergraduate programs. Service by graduate students as TAs/TFs is also a valuable part of graduate education. As a TA or TF in the School of Engineering, you will be carrying out critical work that is greatly appreciated. We look forward to working with you to create a strong partnership in educating our students.

### TA/TF EMPLOYMENT ELIGIBILITY

A TA/TF must be a UC Merced (UCM) graduate student in good standing, and must meet all the following basic requirements:

- **Enrollment:** TAs or TFs must be a full-time UCM graduate student enrolled in at least 12 units during the semester of appointment. Graduate students do not need to be registered in courses during summer session; however, they must be an active UCM graduate student.
- **Academic Standing:** All students must be in good academic standing as defined in the Graduate Policies & Procedures Handbook.
- **Appointments:** During any academic year, a graduate student may not be appointed in any capacity by the University of California beyond a maximum of 49.99% time.
- **Application:** Any graduate student seeking employment as a TA/TF must submit an application for a position through the UCM employment web site, AP Recruit, at <https://aprecruit.ucmerced.edu/>.

- **Oral English Proficiency:** International and U.S. Permanent Resident graduate students who are not citizens of countries where English is either the primary or dominant language, as approved by the UCM Graduate and Research Council, and who wish to be considered for appointment as a TA or TF, must pass an approved oral English proficiency examination. There is no exception to this requirement. Additional requirements for international students seeking employment can be found in the Graduate Policies & Procedures Handbook.

#### CONDITIONS OF EMPLOYMENT

All TA/TF appointments are made in accordance with the University of California's Academic Personnel Manual (APM) 410, UAW labor agreement and the UC Merced Graduate Policies & Procedures Handbook.

##### *TEACHING ASSISTANT:*

A TA is not responsible for the instructional content of a course, selection of student assignments, planning of examinations, or determining the term grade for students. In addition, the TA is not to be assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course. The TA is responsible only for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of a regular member of the faculty to whom responsibility for the course's entire instruction, including the performance of TAs, has been assigned.

##### *TEACHING FELLOW:*

Subject to the general supervision of a faculty member designated in catalogs and published schedules as "in charge" of the course, a TF should be competent to provide the entire instruction of a lower division course to a group of students, and normally should be given such assignments. Assignment to conduct instruction in an upper division or graduate course or course section may not be made except with the approval of the

Committee on Courses of Instruction (Regulations of the Academic Senate, 750).

Please visit the [Current Teaching Assistant](#) page for more information regarding:

- Training and Orientation
- Supervision and Instructional Support for Tas
- Workload Responsibilities
- Conflict of Interest
- Absences, Coverage and Leave Requests
- Evaluations

#### CENTER FOR ENGAGED TEACHING AND LEARNING (CETL)

Aside from Teaching Assistant orientation, CETL provides on-going support services for TAs are available at the center throughout the year. The center offers various workshops focused on the scholarship of teaching, including topics like active learning, working with ESL students, using scoring rubrics and others. In addition, CETL provides individual consultations for teaching assistants to provide feedback on teaching strategies.

 Website: <http://cetl.ucmerced.edu>







#### ENGLISH LANGUAGE INSTITUTE (ELI)

Aside from conducting the Microteaching Language Evaluation for non-native English speakers, ELI provides semester-long workshops and coursework to enhance English proficiency in speaking and listening comprehension.

 Website: <https://cetl.ucmerced.edu/ELI>



**ADDITIONAL RESOURCES | QUICK LINKS**

-  [University of California TA policies](#)
-  [Academic Personnel Manual 410](#)
-  [University of California, Merced Academic Personnel Office](#)
-  [Academic Personnel Office –Graduate Student](#)
-  [Graduate Student Child Care Reimbursement Policy](#)
-  [Laboratory safety: Environmental Health and Safety](#)

Section Assignments: visit the UC Merced [Course Schedule](#) to confirm that your section assignments are correct each semester.

**INSTRUCTIONAL LOGISTICS**

Please visit the [Instructional Logistics](#) page for more information regarding:

- |                                     |  |
|-------------------------------------|--|
| • Lecturer/TA Office Hours and Keys | • Scantron Machine   |
| • Desk Copy Textbooks               | • Section Assignments                                      |
| • Instructional Copy Codes          | • Lab Access   |
| • Lab Support                       | • Deadlines, Forms, Grading, Accommodating Students, FERPA |
| • Accreditation System              | • CatCourses   |
| • Course Evaluation System          |  |

 Website: [https://engineering.ucmerced.edu/instructional\\_logistics](https://engineering.ucmerced.edu/instructional_logistics)

**SECTION 10: LAB SAFETY TRAINING***LAB SAFETY TRAINING*

All graduate students are required to take the following minimum safety trainings:

- Lab Safety Fundamentals
- Fire Safety Training (In-person)
- Hazmat Spill Response

Please visit [UC Learning Center](#) for the trainings. Please contact your PI to see if any additional training is required to work in a particular lab.

### SOE LAB COORDINATOR SUPPORT

#### TA Support Matters

ME, MSE, ENVE, BIOE Classes

✉ Email: [soeinstructional@ucmerced.edu](mailto:soeinstructional@ucmerced.edu)

Luke Reed, Salvador Diaz, Neeraj Sharma

CSE Classes in Linux Labs

✉ Email: [soe-it@ucmerced.edu](mailto:soe-it@ucmerced.edu)

CSE Classes in Windows Labs

✉ Email: [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu)

#### Computing and IT Help

📍 Location: IT- Located in COB 132A

☎ Phone: 209-228-4357

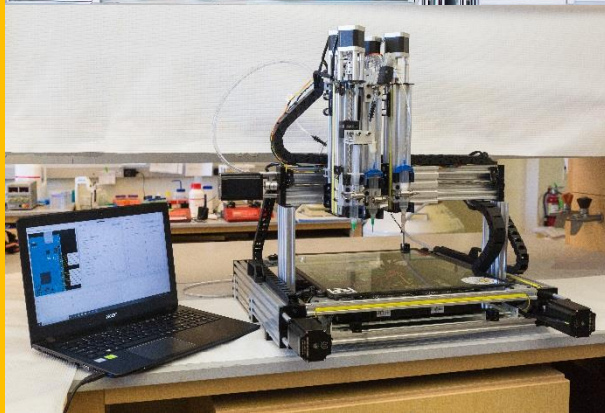
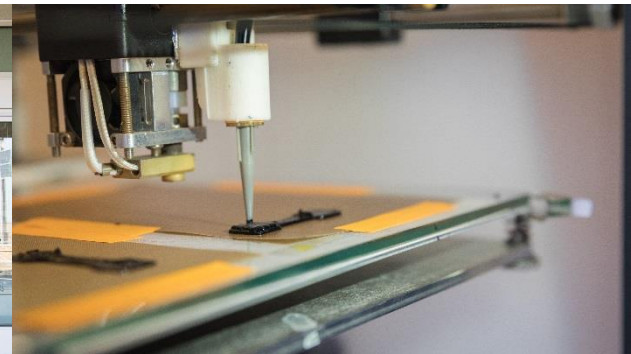
✉ Email: [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu)

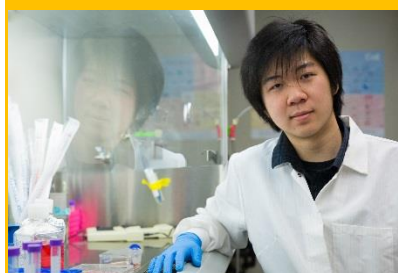
#### Imaging and Microscopy Facility

💻 Website: <http://imf.ucmerced.edu/>

#### Machine Shop

💻 Website: <http://machineshop.ucmerced.edu/>





## WEBSITES TO BOOKMARK



**SCHOOL OF ENGINEERING | QUICK LINKS**

- 🖥 Website: <https://engineering.ucmerced.edu/>
- 📍 Location: Science and Engineering Building II, Dean's Suite 315
- ☎ Phone: 209-228-4411
- ✉ Email: [engineering@ucmerced.edu](mailto:engineering@ucmerced.edu)
- ✉ Email: SoE Purchasing: [soe-purchasing@ucmerced.edu](mailto:soe-purchasing@ucmerced.edu)

[Contact Us](#)  
[Guest Information](#)

[Staff Directory](#)  
[Faculty List](#)

**ROOM RESERVATIONS | QUICK LINKS**

- 🖥 Website: <https://rooms.ucmerced.edu/>
- [EMS Room Reservation Instructions \(pdf\)](#)
- [Conference Room Reservation in SE2](#)

**OFFICE OF INFORMATION TECHNOLOGY | QUICK LINKS**

- 🖥 Website: <https://it.ucmerced.edu/>
- 📍 Location: <https://it.ucmerced.edu/service-desk>
- ☎ Phone: 209-228-4357 (HELP)
- ✉ Email: [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu)

**GRADUATE DIVISION | QUICK LINKS**

- 🖥 Website <https://graduatedivision.ucmerced.edu/>
- 📍 Location: Student Services Building 310
- ☎ Phone: (209) 228-4723
- ☎ Directory: <https://graduatedivision.ucmerced.edu/directory>
- ✉ Email:
  - General Inquiries: [graddiv@ucmerced.edu](mailto:graddiv@ucmerced.edu)
  - Graduate Services: [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)
  - Graduate Funding: [gradfunding@ucmerced.edu](mailto:gradfunding@ucmerced.edu)
  - Graduate Resource Center: [gradresources@ucmerced.edu](mailto:gradresources@ucmerced.edu)

[Dates and Deadlines](#) for PhD and MS students (Fall, Spring and Summer)  
[Fellowship and Funding Deadlines](#)  
[Forms & Publications](#)





**INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

Website: <http://international.ucmerced.edu/>

Contact: Becky Mirza, Assistant Director

📍 Location: KL 101

☎ Phone: (209) 355- 0913

✉ Email: [bmirza@ucmerced.edu](mailto:bmirza@ucmerced.edu)

**OFFICE OF THE REGISTRAR | QUICK LINKS**

💻 Website: <http://registrar.ucmerced.edu/>

📍 Location: Kolligian Library Room 122

☎ Phone: (209) 228-7178

✉ Email: [registrar@ucmerced.edu](mailto:registrar@ucmerced.edu)

[Online Registration](#)

📅 [Registration Deadlines](#)

[Registration Help Page](#)

[Academic Calendars](#)

[Course Schedule](#)

[Enrollment and Registration](#)

[Forms and Processing Times](#)

[Important Policies](#)

[Pay Tuition and Fees](#)

[Registration Frequently Asked](#)

[Questions](#)

[Room Reservations](#)

[Transcripts](#)

[Verifications](#)

**BUSINESS AND FINANCIAL SERVICES | QUICK LINKS**

💻 Websites: [Business and Financial Services](#); [Student Business Services](#)

📍 Location: Downtown Campus Center/Student First Center

☎ Contact: (209) 228-4114

✉ Email: [sbs@ucmerced.edu](mailto:sbs@ucmerced.edu)

✉ Email: Tax Services [tax@ucmerced.edu](mailto:tax@ucmerced.edu)

[Cashiers Window](#)

[Forms](#)

[Tax Services](#)





[Frequently Asked Questions](#)

[Payment Methods](#)









**UCPATH | QUICK LINKS**

-  Website: <https://ucpath.ucmerced.edu/>
-  Location: [Employee Self Service](#) | [UC Path Portal](#)
-  Contact Us: <https://ucpath.ucmerced.edu/contact-us-0>
-  Email: [ucpath@ucmerced.edu](mailto:ucpath@ucmerced.edu)

Tools & ResourcesUCPATH FAQs

- Change your personal information, e.g., mailing address, emergency contacts, and more
- Sign up for (or update) your direct deposit
- View your earning statement
- View your vacation and sick leave balance



**HUMAN RESOURCES PAYROLL CENTER | QUICK LINKS**

-  Website: <https://hr.ucmerced.edu/>
-  Location: UC Merced Downtown Center
-  [Contact Us](#): (209) 228-8247
-  Email: [hr@ucmerced.edu](mailto:hr@ucmerced.edu)
- Benefits; HR Payroll Center (payment issues)




**HEALTH PROMOTION AT UC MERCED**

-  [Health Promotion](#)
-  [Local Food Resources](#)



**OFFICE OF LEADERSHIP, SERVICE AND CAREER**

-  [Basic Needs Security](#)
-  [Contact Us](#) –Basic Needs Security

**COUNSELING & PSYCHOLOGICAL SERVICES**

-  [Counseling & Psychological Services](#)
-  [Contact Us](#): (209)228-4266
-  Email: [counseling@ucmerced.edu](mailto:counseling@ucmerced.edu)

**OFFICE OF THE OMBUDS**

-  [Office of the Ombuds](#)
-  [Contact us](#): (209) 228-4410

**OFFICE OF RISK SERVICES | QUICK LINKS**




 Website: <http://risk.ucmerced.edu/>  
 Location: 5200 N. Lake Road Merced, CA 95343  
 Contact: Cindi Zimmerman, Risk Manager  
Cell: (209) 386-3079  
Fax: (866) 981-7732  
 Email: [riskservices@ucmerced.edu](mailto:riskservices@ucmerced.edu)

Risk Services provides:

- Guidance for risk assessment and mitigation
- Loss prevention and control
- Facilitates insurance needs
- Directs claims processing

Regarding workers compensation and seeking emergency medical treatment

If you or someone in your lab/class is hurt and it is an emergency, please do not hesitate to call:

-  911 if from your cell
-  9-911 if calling from a campus phone
-  209-228-2677 (CAT-COPS)

These policies apply to employees of the University - for serious but not life-threatening injury, Urgent Care is available on a walk-in basis at the below facilities. Workers comp information available on the risk management website.

## NON-EMERGENCY

Medical facilities employees should go to for non-emergency care:

Non-Emergency Medical Facility	Days	Hours
Patients First Medical Center-Merced  394E Yosemite Ave Merced, CA 209-383-3990	Monday - Friday Saturday - Sunday	8:00 am - 8:00 pm 9:00 am - 5:00 pm
<a href="#">Olivewood Meadows Occupational Health Center</a> - Merced	Monday - Friday	8:00 am. - 5:00 pm
<a href="#">Fountain View Urgent Care</a> - Merced (USE WHEN OLIVEWOOD IS CLOSED)	Monday - Friday Saturday Sunday	8:00 am - 8:30 pm 9:00 am - 5:30 pm 9:00 am - 2:30 pm
<a href="#">Castle Urgent Care</a> – Atwater	Monday & Thursday Saturday Sunday	8:00 am - 11:00 am 12:00 pm - 5 pm 10:00 am - 6 pm
<a href="#">Palm Medical Group</a> - Fresno	Monday - Thursday Friday	7:00 am - 6:00 pm 7:00 am - 5:00 pm
California Occupational Physician - Modesto 2112 McHenry Ave, Suite B 209-572-2114	Monday - Friday	8:00 am - 5:00 pm
<a href="#">Sutter Gould</a> - Modesto 600 Coffee Road 209-572-2114	Monday - Friday	8:00 am - 5:00 pm

# Welcome to the University of California, Merced

## School of Engineering

