Requirements for the M.S. and Ph.D. Degree

I. Completion of Materials Science and Engineering Program M.S. Degree requirements or equivalent thereof. (36 units) (9 classes)
   a. All students must complete four Mandatory Core Courses and at least two of the ten Elective Core Courses; see below.
   b. Enroll in MATS 200, as required. MS- 3 quarters, PhD- 6 quarters.
   c. Remaining courses to complete the thirty-six unit requirement for the MS degree may be selected from an approved list of graduate courses with the consent of a faculty adviser.
   d. Students either complete a thesis (Plan I) or pass a comprehensive examination (Plan II).
   e. Students must meet all other requirements established by the university.
   f. Students in thesis (Plan I) must complete 6-12 units of MATS 299.
   g. Courses must be taken for a letter grade. P/NP or S/U grades will not be accepted, with the exception of MATS 200 and MATS 299.
   h. Students who transfer with some graduate credit or an MS from another institution will have their records reviewed by a faculty adviser, and an appropriate individual course of study may be approved.

II. Materials Science and Engineering Comprehensive Examination
   The comprehensive examination is a written examination that covers subject matter from six of the core courses.

   Mandatory Core Courses
   MATS 201A Thermodynamics of Solids
   MATS 201B Solid State Diffusion and Reaction Kinetics
   MATS 201C Phase Transformations
   MATS 227 Structure and Analysis of Solids

   Elective Core Courses
   MATS 205A Imperfections in Solids
   MATS 251A Electronic Photonic Properties of Materials
   MATS 251B Magnetic Materials: Principles and Applications
   MATS 252 Biomaterials/Med Devices
   MATS 253 Nano-materials
   MATS 256 Energy Materials & Applications
   MATS 257 Polymer Science & Engineering
   MATS 261A Processing of Polymers and Composites
   MATS 261B Mech. Behavior of Polymers and Composites
   PHY152 Introduction to Solid-State Physics

   The examination will consist of twelve questions. A passing grade of 70% is needed to stay in the Ph.D. program. The examination will not exceed six hours in duration. The examination will be administered about two weeks after Spring Quarter finals in June. This exam is taken by students pursuing a MS or PhD degree. This exam may only be repeated once before the end of the second year of study.

III. Literature Review (2nd year exam)
   See handout This review requirement must be completed before scheduling the Ph.D. Qualifying Exam.

IV. Ph.D. Qualifying Exam (Senate Exam) to Advance to Candidacy
   See handout This examination is typically taken at the end of the third year of study.

V. Successful completion of 3 (three) advanced graduate courses (in addition to those courses required for the M.S. Degree), approved by the student's advisor. Courses must be taken for a letter grade. P/NP or S/U grades will not be accepted.

VI. Meeting all the University's residency and other requirements.

VII. Successful completion and defense of a dissertation which, in the opinion of the dissertation committee, contains original work.
MATS 200 seminar students are expected to attend and listen to nine seminars per quarter. You can choose the nine seminars from any seminar held within UCSD’s Engineering department or related engineering (chemistry, physics) fields. The nine seminars should be summarized and the write-ups turned in to Dr. Prab Bandaru via email (pbandaru@eng.ucsd.edu) no later than the deadline announced towards the end of each quarter.

The summary for each seminar (1/2 to 1 page long, single spaced) should include the seminar title, speaker's name and affiliation, date of the seminar, and a brief description of the seminar. You may optionally comment on the quality of the seminar, analysis and interpretations of the speaker, and discuss whether you agree or disagree with the speaker's analysis/conclusions.

The participation in seminars is to improve skills for extracting useful knowledge from a short presentation, and is a part of your professional training.

Reminder:

MS students must enroll in MATS 200 for three quarters. PhD students must enroll for six quarters.
The Literature Review Examination (2\textsuperscript{nd} year Exam)- PhD Students

The Literature Review Examination is aimed to test the student’s ability to prepare and present a comprehensive overview of a topic based on existing journal literature. It should be a comprehensive discussion of the literature, scientific theory, problems or theoretical deficiencies, and possible areas of research in an area of materials science and engineering. The topic may be in the general area in which the student plans to pursue his or her thesis research, or it may be in an unrelated field. The examination will consist of a submission of a written report on literature to the student's thesis advisor. The report can be a word document or a power point file. The presentation/report will be a part of the student’s file. The length, format, and coverage of the report can be decided via consultation with the thesis advisor. This exam must occur within one year of the student having passed the Comprehensive Examination. For those students with the Comprehensive Examination waived, the Literature Review Examination must occur at least two weeks before the Senate Examination.
Advancing to Candidacy

Doctoral students undertake an oral Qualifying Examination to show they are qualified to advance to candidacy. Advancing to candidacy means you have completed all course and any other program requirements and are ready to research and write a dissertation (this stage is sometimes referred to as “all but dissertation” or ABD). Requirements and standards for advancement vary by program. Students must consult with the program's faculty graduate advisor or coordinator for their specific requirements.

- Students must have completed 3 quarters of continuous residency and be registered in the quarter in which they advance.
- Students must have a GPA of 3.0 or above in upper division and graduate coursework, and no more than eight units of F and/or U grades.
- At least four weeks prior to the Qualifying Exam, a request to constitute the doctoral committee must be submitted to and approved by the Dean of the Graduate Division (submitted on-line by the graduate coordinator). Students should work with their graduate coordinator to submit the on-line form. Graduate Coordinators access the on-line committee tool at https://goapp.ucsd.edu/committee/login.php.
  - The exam may not be taken prior to receiving written approval of the doctoral committee from the Dean of the Graduate Division.
- All committee members must be present for the advancement to candidacy exam and must sign the Report of the Qualifying Examination and Advancement to Candidacy for the Doctoral Degree form (obtained from the graduate coordinator). Original signatures of each committee member and of the program chair are required (proxy signatures are not accepted).
- Advancement to candidacy requires the student to pay a candidacy fee to the cashier prior to submitting the form to the Dean of the Graduate Division.
- Programs that offer the Candidate in Philosophy degree must check "Yes" in response to, "Is student eligible for C Phil degree" on the Report of the Qualifying Examination form.
- **Non-resident students**: to be eligible for the full reduction of non-resident supplemental tuition, the Report of the Qualifying Examination form must be received by the Graduate Division on or before the first day of instruction. If the form is turned in after the first day of instruction the reduction will be implemented in the following quarter.
- **Advancement to Candidacy Date**: Students may schedule their Qualifying / Advancement to Candidacy Examination between quarters (including summer) to accommodate their doctoral committee members' schedules; in order for any academic event to be recorded, a student must be registered. Advancement to Candidacy can only be posted to the academic record during a quarter of registration. The following information will be listed on an advanced students” transcript:
  - The actual date of the exam (as listed on the Report of the Qualifying Examination).
  - For students who take the exam between quarters (including summer), the Advancement to Candidacy date will be listed as the first day of instruction of the next quarter of registration.
  - For students who take the exam during a registered quarter, the Advancement to Candidacy date will be listed as the date the form is received in the Graduate Division.
  - Students receiving a Candidate in Philosophy degree as part of the advancement will have the award date listed as the last day of the quarter. This is consistent with all other graduate degree posting.
Degree Completion

MS Students

*The minimum residence requirement is three academic quarters; AT LEAST ONE of which must follow advancement to candidacy.
*A student must maintain a GPA of 3.0 or above in upper division and graduate course work, have no more than 8 units of F or U, and resolve any outstanding grading problems.
*A student must be registered or file a General Petition to pay the filing fee in lieu of registration.

The deadline to submit final degree paperwork to the Graduate Division is the 11th Friday of each quarter (see http://grad.ucsd.edu/progress/academicdeadlines/generic-deadline.html and the Registrar’s Enrollment and Registration Calendar (http://blink.ucsd.edu/instructors/courses/enrollment/calendars/) for more information on deadlines and specific dates). If the deadline is missed the degree will be awarded in the next quarter.

To review more details about Thesis/Comprehensive Exam requirements: http://grad.ucsd.edu/progress/degree-completion.html

PhD Students

*A student must have completed 6 quarters of academic residency, of which 3 quarters must be between advancement and the final examination/defense.
*A student must maintain a GPA of 3.0 or above in upper division and graduate course work, have no more than 8 units of F or U, and resolve any outstanding grading problems.
*A student must be registered or file a General Petition to pay the filing fee in lieu of registration.
*The doctoral dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination.
*A student must make an appointment with the Graduate Division for a preliminary check of his/her dissertation. At that appointment the format is checked and instructions on the final preparation and submission of the dissertation are given. The dissertation must be formatted according to the requirements explained in the Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses (PDF).
*The doctoral committee shall supervise and approve the student's dissertation. Academic Senate policy states that the committee conducts the final oral examination/defense, which is to be public and announced as such.
*All committee members are required to be present at the final examination/defense. Graduate Council has permitted any absent member to examine the candidate in advance of the exam date and to then sign off on the Final Report and the dissertation signature page. If the absent member has questions for the committee to consider at the exam, these should be forwarded to the committee chair and the committee chair should then withhold signature until those questions are resolved.
*This procedure should not be undertaken without the program and committee chair's advance approval.

The committee chair and the tenured outside member must always be present at a final examination/defense.

*The Final Report and the dissertation signature page must have the original signatures of all members of the doctoral committee; the Final Report must also be signed by the program chair. Proxy signatures are not accepted.
*The final version of the dissertation must conform to procedures outlined in the Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses (PDF).
*The student submits the final approved dissertation along with the Final Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree to the Graduate Division at the final appointment (the Final Report form is obtained from the program’s graduate coordinator). Final approval and acceptance of the dissertation by the Dean of the Graduate Division (on behalf of the University Archivist and Graduate Council) represents the final step in the completion of all requirements for the doctoral degree.

*Key Policy-You must turn in your office key to JV Agnew 5 days prior to picking up your Final Report Form. We cannot supply the Final Report Form (to be turned into Graduate Division at your Final Appointment) until your office key has been checked in with JV.
Appointment of the Master's Committee

The following policy is a general one for all master’s students at UC San Diego. A department may have more specific requirements for appointments (e.g., a departmental ladder rank faculty member on each committee) and the department chair has final departmental authority to recommend a committee.

Completed committee form https://goapp.ucsd.edu/committee/login.php must be electronically submitted to the Graduate Division no later than four weeks prior to the date scheduled for the thesis defense.

A master’s thesis committee consists of three faculty members, at least two of whom must be from the candidate’s major department. (Graduate Council, January 4, 1991)

Departments are advised to refer to the Doctoral Committee Membership Table, which specifies which academic titles may serve on graduate student committees (doctoral or thesis). The faculty titles listed on the chart refers to UC San Diego faculty members only (with the exception of the "Professor from another UC campus" title).

The department chair’s electronic approval of the committee form is certification that the composition of the master’s committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

The Dean of the Graduate Division will consider exceptions to individual committee membership with plausible justification from the graduate program. Requests for exception are submitted electronically via the on-line committee constitution form/tool at https://goapp.ucsd.edu/committee/login.php under Student Committee Membership.

*Committee only required for MS completing a Thesis.
Appointment of the Doctoral Committee

A doctoral committee conducts the qualifying examination, supervises the preparation of the dissertation, passes the dissertation, and administers the final defense. An advancement exam or defense must not be scheduled unless the Graduate Division has approved the student’s committee. Students are advised to consult the department graduate advisor and/or coordinator at least six weeks prior to the exam.

The following policy is a general one for all doctoral students at UC San Diego. A department may have more specific requirements for appointments (e.g., a departmental ladder rank faculty member on each committee) and the department chair has final departmental authority to recommend a committee.

Completed committee form (https://goapp.ucsd.edu/committee/login.php) must be electronically submitted to the Graduate Division no later than four weeks prior to the date scheduled for the qualifying examination or doctoral defense.

Membership of the Ph.D. committee must comply with the Manual of the San Diego Division, Academic Senate, Regulation 715, which states:

A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student’s chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student’s major department. [Am 10/26/93]

The Graduate Council confirms that either of the following Ph.D. committee compositions are in compliance with Regulation 715:

1. Four members from the student’s department and one tenured or emeritus member from outside the student’s department, as long as two members’ academic specialties differ from the student’s (i.e., a 4+1 committee).

2. Three members from the student’s department and two members from outside the student’s department, including one tenured or emeritus outside member, as long as two members’ academic specialties differ from the student’s (i.e., a 3+2 committee).

The department chair’s electronic approval of the committee form is certification that the composition of the doctoral committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

The Dean of the Graduate Division will consider exceptions to individual committee membership with plausible justification from the graduate program. Requests for exception are submitted electronically via the on-line committee constitution form/tool at https://goapp.ucsd.edu/committee/login.php under Student Committee Membership.
REGISTRATION INFORMATION
FOR GRADUATE STUDENTS

General Information:

1. Registration at UCSD consists of two separate steps.
2. Enrollment in classes (enrollment)- BEFORE THE DEADLINE
3. Payment of fees (registration)- BEFORE THE DEADLINE
4. MATS 299 can not be used towards your 36 units needed towards your 1st year requirements (unless approved by your advisor).
5. All grads must be registered for 12 units or more to be full time.
6. Definition of FULL TIME graduate study in a regular quarter is 12 units of upper division and/or graduate course work.
7. In order to be eligible for funding (Fellowships, TA, GSR) students must be registered for 12 units of upper-division and/or graduate-level work each quarter. Failure to do so may affect the disbursement of your funds.

Enrollment in Classes:

Enrollment in classes takes place during two important periods: prior to the beginning of the quarter and during the first two weeks of the quarter.

Graduate Students may enroll in classes through Triton Link or by going to the registrar’s office any time during the enrollment period.

Campus policy states:

Graduate students enrolled full-time may be eligible for fellowships or employment (more than 25%). The definition of full-time graduate study in a regular quarter is twelve units of upper-division or graduate course work. Failure to do so may affect the release of the student’s funding.
Adding and Dropping Classes

Add a Class

Before classes begin, through Week 2
1. To add a class that's open, follow the regular enrollment procedure in WebReg. If you wish to switch sections of course, it is considered a drop and add transaction, and all drop/add/change deadlines apply.

2. If a class is full, you may add your name to the wait list via WebReg, and follow the wait list procedures.

3. Graduate students, work with your graduate coordinators when altering your quarter class schedule to ensure you are meeting all campus, graduate program, and field area requirements and standards.

Note: The official university deadline to add classes (including Special Studies classes) is Friday of Week 2.

Week 3 through Week 10
1. Requests to add classes after Week 2 are not guaranteed. Check with the academic department offering the course for specific guidelines.

2. Submit add card, approved by both instructor and department offering the course, to the Office of the Registrar by 4 p.m. on Friday of the final week of instruction.

3. Add cards are available at the department or Office of the Registrar.

Drop a Class

Before the start of the quarter and through Week 2
1. Use WebReg to drop the class. Dropping a class to switch sections for a course is considered a drop and all drop/add/change deadlines apply when switching sections.

2. The following departments do not allow drops using WebReg during the first 2 weeks of the quarter:
   * Academic Internship Program
   * Special Studies Courses (97, 98, 99, 197, 198, 199), all subjects
   Instead, submit a completed, signed Add/Drop/Change card to Registrar's Office for the above subjects.

Weeks 3 and 4
1. To drop a class, use WebReg.

2. If you drop a class by the end of Week 4, it will not appear on your transcript.

Weeks 5 through 9
1. To drop a class, use WebReg.

2. If you drop a class after the end of Week 4, it will appear on your transcript with a "W" grade. A student may receive a maximum of one “W” per course, per Academic Senate Regulation 500, Section F-3.

3. You are not permitted to drop a class after Week 9.

Note: Approvals are not required, but you should inform your instructor or department.

International Students: You must get approval to take fewer than 12 units. Contact the International Student Office, (858) 534-3730.
Advisor/Student Relationship

Student Commitment

The student will work on a research project approved by the advisor. The student will regularly meet with the advisor and provide written/ oral presentation updates on his or her progress.

The student will maintain “good academic standing,” which involves maintaining a minimum of 12 units; a GPA of 3.0 or above; scheduling and passing the Comprehensive Exam at the end of the first year; the Literature Review by the end of Spring quarter of the second year; scheduling and passing the Senate Exam by the end of the third year.

Advisor Commitment

The advisor will guide the work of the student. The advisor will regularly meet with the student to provide guidance, and provide feedback to the Program and Program Director via annual spring evaluations.
Materials Science and Engineering Program
Conflict Resolution Policy

*Discussions and conversations held between the student and departmental faculty or staff shall be confidential unless otherwise mutually agreed upon.

1) The process should begin informally with a discussion between the student and the decision maker involved. For example, this may involve the faculty regarding a grade, or the graduate coordinator regarding travel funds.

2) Student complaints will receive timely responses. The decision maker should be available to meet the student within a reasonable time after the request.

3) If informal resolution is not successful, the student should take the concern to the graduate coordinator, or to the Program Chair. The student should produce written documentation of her/his complaint, including steps taken to resolve the matter. At this time, a file will be created and presented to the Materials Science and Engineering Program Executive Committee for discussion and resolution. This file and its contents are confidential and will be stored in a secure location.

4) If the above steps are unsuccessful in reaching conflict resolution, the student should seek assistance from the Student Affairs Manager, or Graduate Division. The student should contact the Student Affairs Manager or Graduate Division, and provide written documentation concerning the matter.
Good Academic Standing

Good academic standing is determined by graduate students meeting departmental and graduate studies standards; a GPA of 3.0 or above, in upper-division, graduate and professional course work; satisfactory spring evaluation; and having no more than a total of eight units of "F" and/or "U" grades. Some departments specify more stringent grade requirements.

Good Academic Standing is a requirement for:

1. Holding academic and staff appointments.
2. Receiving fellowship, scholarship, or traineeship appointments.
3. Advancing to candidacy for a graduate degree.
4. Going on a leave of absence.
5. Obtaining a graduate degree from UCSD.

Graduate students who are not in Good Academic Standing for any reason are subject to probation and/or disqualification from further graduate study.
Leave of Absence/Withdrawals

Used for requesting a Leave of Absence, an Extension of a Leave or a Withdrawal from a program. Student obtains form from graduate coordinator.

Graduate students are eligible for a maximum 3 quarters leave of absence with department approval and must obtain the form from the graduate coordinator. A graduate student who is bearing a child, who has primary responsibility for the care of an infant or child under the age of five, and is in good academic standing may request an additional 3 quarters leave of absence (follow the same procedures below but specify "parenting" or "maternity" on the leave form as the reason)

Procedures: Leave of Absence

- A student who does not continue graduate study with the intention of resuming during a later quarter files a "Leave of Absence, Extension or Withdrawal" form prior to leaving the campus.
- A graduate student must have completed at least one quarter of academic residence and be in good academic standing (GPA of 3.0, and no more than 8 units of "F" or "U") to be granted a leave.
- Form must be filed no later than the end of the second week of instruction of the quarter in which the leave is to begin.
- International students must also obtain approval from the International Center.
- A student who has registered, paid fees and enrolled for the quarter in which a leave is being requested, must also indicate a withdrawal from classes on the form.
- Students are subject to refunds as published in the Schedule of Classes. Students are only eligible for a 100% refund if withdrawing from graduate studies on/by the 1st day of instruction.
- A student seeking to maintain health coverage must contact the Student Health Center to purchase insurance.
- While on leave, a student may not be employed by UCSD, UCSD Extension, or UCSD Medical Center or hold a fellowship, traineeship, or similar appointment administered by the University. Students may not use any University facilities or place demands on faculty.
- A leave of absence or withdrawal does not extend the period during which a grading problem "I" or No Record must be resolved.

Procedures: Extension of a Leave

- To extend an approved leave of absence, a student must notify the major department or group graduate coordinator at least two weeks prior to the end of the quarter in which the leave terminates.
- An extension requires approval of the department. The International Center must approve a Leave of Absence for all international students.

Procedures: Withdrawals

- A student leaving the University and not planning to return must return all borrowed library material, set up an exit interview with the Student Business Services Office, and obtain all other clearances listed on the form.
• A student withdrawing during the first thirty-five calendar days of a quarter will receive a refund of fees according to the Schedule of Refunds for Tuition, Educational Fee, University Registration Fee, and other Student Fees. The date of withdrawal used in calculating a refund will be the date on which the form is submitted to the Graduate Division. Refer to the Schedule of Classes for refund information.

• A student on a leave of absence who subsequently withdraws must obtain all clearance signatures for the withdrawal.

Procedures: Returning from a Leave

• When planning on returning from a Leave of Absence, a student must notify the graduate coordinator of the quarter in which s/he intends to register. The coordinator notifies Graduate Division who then reinstates the student. The student cannot register until this is done. Notification of return from a leave can only be given to the Graduate Division by the department.

• When returning from a leave of absence of two quarters or more, a student must file a Statement of Legal residence with the Office of the Registrar prior to registering. The form can be obtained from the Graduate Coordinator or the Registrar's Office.

• For readmission refer to the section on the General Petition.

In Absentia Registration

- Used if research or coursework is conducted outside the state of California during a given quarter.
- Student to remain enrolled in full-time study with the University while paying 15 percent of the combined Educational and Registration Fees, and all the campus based fees.
- A student who holds a fellowship, traineeship, or a research assistantship and desires to study off campus may do so under the following circumstances:
  - Master's and graduate professional students must have completed at least one year of coursework by the time the In Absentia status would begin.
  - Academic doctoral students must have advanced to candidacy by the time the In Absentia status would begin.
  - Agree to comply with the rules and regulations governing the In Absentia Guidelines
- Student must complete A General Petition with name, PID, address, department, degree and box F, listing the institution student will be studying at (e.g.: George Washington University, or Library of Congress, not Washington, D.C.)
- Must be signed by department chair and student's faculty advisor
- Student must submit a separate petition for each quarter. Eligibility is the following:
  - Up to 3 quarters for master's and graduate professional students.
  - Up to 6 quarters for academic doctoral students.
Repetition of Courses

- A graduate student assigned a grade of D, F, or U only may petition to repeat the course on the same grading basis for which it was first taken.
- Degree credit for the course will be given only once, but the grade assigned for each enrollment shall be permanently recorded.
- Both the original grade and the grade received in the repetition will be used in calculating the overall GPA for the first 16 units repeated.
- Petition must be submitted to the Graduate Division for approval prior to enrollment in course to be repeated.
Probation Process

Graduate students, who do not meet the requirements for Good Academic Standing, are notified of their poor academic standing by a letter from the Dean of the Graduate Division. A copy of the letter is also sent to the department.

If it is a student's first instance of academic difficulty and the GPA is above 2.0, the letter serves as a warning and advises of their academic situation and its consequences and the next steps.

In subsequent quarters if the student:

- Raises the GPA above a 3.0, than no further action is taken;
- Raises the GPA but not to a 3.0, student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement.
- Shows no change, then student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement, however, this is dependant on the overall GPA
- Lowers the GPA further, then a hold is placed on the student's registration

Depending on the student's academic progress during the quarter following an academic probation notice, the Dean of the Graduate Division will advise the student of any further academic action.

Any student with more than 8 units of "U" and/or "F" grades or a GPA less than a 2.0 will have their registration placed on hold for the next available quarter.

**Note:** due to the processing of grades after the next quarter has begun, registration holds are usually placed on the 2nd quarter after the problem arises (i.e. Fall quarter problem, registration hold placed on Spring registration. During the Summer, however, registration holds may be placed on students for Fall quarter.

Regardless of the severity of the problem, students are advised to maintain communication with the department. It is the department and student's responsibility to monitor the student's quarterly academic progress.
Grade Changes

Please work with your graduate coordinator if you experience any of the issues below.

Clerical Errors

Grade changes due to clerical errors may be corrected by the instructor of record via eGrades (for a course taken within one calendar year). This includes such errors as the incorrect grade was assigned or no grade was assigned and the course has lapsed to a U or F. In these cases nothing is submitted to the Graduate Division.

Please work with your graduate coordinator for assistance.

Incomplete that has lapsed to a U or F

If the deadline to replace an “I” with a grade is missed (the last day of the quarter), the “I” will lapse to a U or F; the program chair and instructor must petition the Dean of the Graduate Division and the Educational Policy Committee (EPC) to retroactively assign the grade. The following items must be submitted to the Graduate Division for the Dean’s review. If approval is recommended, the Graduate Division will forward the request to EPC for their final decision.

1. General Petition with the “other” section filled out with ALL course information (grade to be assigned, course number, section, section id, number of units, and quarter the course was taken).
2. A letter of explanation from the instructor and endorsed by the dept chair (the letter should include the grade to be assigned).

** Grade changes beyond one calendar year require the following:

1. General Petition with the “other” section filled out with ALL course information (grade to be assigned, course number, section, section id, number of units, and quarter the course was taken).
2. A Clerical Error form recording the grade for the course and signed by the instructor.
3. A letter of explanation and justification from the instructor and endorsed by the dept chair.

After the Dean’s review, the Graduate Division will submit the request to the EPC for their final decision.

Course schedule/Transcript corrections

Adding the correct course and Dropping the incorrect course

Students who enrolled in the wrong course and want to correct their academic record by dropping the incorrect course and adding the correct course must petition for the course changes. The following items must be submitted to the Graduate Division for the Dean’s review. If approval is recommended, the request will be forwarded to EPC for their final decision.
1. General Petition to retroactively add the correct course and to drop the incorrect course (fill out the “other” section with ALL course information for both courses: grade to be assigned, course number, section, section id, number of units, and quarter the course was taken).

2. A letter of explanation from the instructor and endorsed by the dept chair (the letter should include the grade to be assigned).

Note: both the instructor of the incorrect course and the correct course need to indicate their approval of the request by either signing the General Petition or signing the letter of request/explanation.

Extension of an Incomplete Grade

- Extensions are not granted due to a leave of absence. Senate policy requires that an incomplete must be completed by the end of immediately subsequent quarter, regardless of the student's registration status in that quarter.

- Extensions are considered ONLY in extenuating circumstances beyond the student's control; health reasons require verification from the health care provider.

- Request must be filed before the incomplete lapses to an F or U.

All petitions must include: Course, course number, quarter in which the course was taken, reasons for requesting the extension, how and when the course is to be completed.
Spring/Annual Evaluations

Graduate Council policy requires that all doctoral and MFA students be evaluated every Spring. A satisfactory evaluation on file in Graduate Division is necessary for future support to be approved. The following are exempt from Spring evaluations:

1. A student advancing to Doctoral or MFA candidacy during Winter or Spring of the current academic year.
2. A student on an approved leave of absence during Spring of the current academic year. In this instance an evaluation must be submitted by the end of the first quarter of return to continue support.

Students are advised to work with their advisor and graduate coordinator for the timely submission of their evaluation so that student support for the future is not jeopardized.

The student signature is required on every evaluation. Student signature does not indicate agreement with the evaluation and student comments are encouraged. Each student should receive a copy of his/her evaluation.

ALL REQUESTS FOR EXCEPTION, INCLUDING TIME LIMITS OR PERCENTAGE OF SUPPORT, MAY ONLY BE REQUESTED IF A CURRENT SATISFACTORY SPRING/ANNUAL EVALUATION IS ON FILE AT Graduate Division.

Spring Evaluations are for PhD students only.
Time to Doctorate Policy

In Spring 1988 the Graduate Council approved the establishment of a new policy on doctoral time limits which became effective Winter 1990. The goal of this policy is to encourage students to complete their doctorates and to stimulate faculty to guide their students so they can advance to candidacy and complete dissertations of high quality in a timely manner.

Basic provisions of the policy are given below. The complete text of the policy may be obtained from departmental graduate offices. Time limits vary by department. Students may consult their department graduate coordinators for their department’s specific time limits. At the end of their first year of study, doctoral students will receive a letter from the Graduate Division explaining their time limits. Another notification of time limits will be sent when a student advances to candidacy. Students may log on to the Graduate Division portal to access their letters.

Each doctoral program has three time limits:

**Pre-candidacy limit (PCTL)** - Maximum registered time in which a student must advance to doctoral candidacy.

**Support limit (SUTL)** - Maximum time during which a doctoral student is eligible for support.

**Total time limit (TRTL)** - Maximum registered time in which a student must complete all doctoral requirements.

In addition, each program has a Normative Time, the period within which students, under normal circumstances, are expected to complete requirements for the doctorate. Normative Time cannot be extended.

Departments may establish earlier doctoral time limits which are administered solely by the department.

**Time limits are affected by the following:**

* Up to three quarters time spent on approved leave of absence from the graduate program will not count in the above limits.
* Time spent withdrawn from the graduate program will count toward all time limits (pre-candidacy, support, total, and normative) for a student who is readmitted to the graduate program.
* Time spent at UCSD as a master’s, non-degree graduate, or intercampus exchange student will count in the above time limits.
* Adjustment to the time limits for students who change departments or enroll for one year or more of half-time study may be made upon departmental recommendation and approval by the Dean of Graduate Studies (normative time is not adjusted for quarters registered at half-time status). Students who withdrew from the University prior to Winter 1989 and who have subsequently been readmitted will not have periods of withdrawal in excess of three quarters counted against their support time limit.

Students will not be permitted to continue in doctoral status if they have not advanced to candidacy before the expiration of the pre-candidacy time limit or if they have not completed their program before the expiration of the total time limit. Students will not be permitted to receive UCSD-administered financial support after the expiration of their support time limits.
Tuberculosis Admission Requirement

Tuberculosis (TB) screening is a University admission requirement for ALL newly admitted and readmitted students, including current Undergraduates who are newly admitted to a UCSD Graduate program.

If you have not fulfilled this requirement by the date listed below, an administrative TB hold will be placed on your account. You will not be able to register for classes until you have fulfilled this requirement.

IMPORTANT NOTICE: Deadline for Fall 2016 Admissions is July 15, 2016. It is strongly advised to complete this requirement as soon as possible.

If tuberculosis screening is not completed:

*Undergraduate Students will not be able to register for Fall classes.
*Graduate Students will have a registration hold placed on accounts in the Fall, preventing any changes to class schedules or registration for Fall 2016 classes.
*Download the Tuberculosis Assessment form.

Academic Records and Transcripts

Upon provisional admission to UC San Diego, official records (transcripts and diplomas) bearing the signature of the registrar or other responsible academic officer and the seal of the issuing institution, are required from all institutions attended since high school. All official international transcripts, evaluations, mark sheets, diplomas, degree certificates, and translations must be submitted to the Graduate Admissions office in a school-sealed envelope. Documents will not be accepted if opened or sealed by the student. Applicants with academic work in progress who expect to complete a degree program before the intended date of enrollment at UCSD must provide evidence of degree conferral and a final academic transcript as soon as they are available.

By the time enrollment begins, successful applicants must hold a bachelor’s degree or the equivalent from an accredited institution in the United States or from a recognized university-level academic institution abroad. Completed coursework for both domestic and international applicants must demonstrate the equivalent of at least a B average in the United States.
Are you interested in hearing about fellowship opportunities?

Here are some ways to learn about fellowships!

1) **The graduate funding blog** – graduatefunding.ucsd.edu. I post not only fellowship ads, but also info on UCSD internal application deadlines, workshops and panels, etc. I encourage you to subscribe via RSS. If this is your first time reading the blog, I strongly encourage you to go back and read all the posts from August and September so that you don’t miss out on some major fellowships!

2) **Twitter** - @UCSDGradFunding. This is a locked account, so you’ll need to send me a request to follow me. If your Twitter info doesn’t make it clear what your real name is and how you’re affiliated with UCSD, you’ll need to email me at gradadvisor@ucsd.edu to let me know what your Twitter handle is, what your real name is, and how you’re affiliated with UCSD. (That is, if your Twitter handle is @JohnSmith, and your description says, “I’m a PhD student in history at UC San Diego,” then you probably don’t need to send me an email since I can figure out who you are and that you’re affiliated with UCSD. But if your Twitter handle is @ThisEmailisGreat, and your description doesn’t indicate who you are, you’ll need to email me.)

Lisa Dye
Graduate Fellowship Advisor
UCSD Office of Graduate Studies, Student Services Center Rm. 413

(858) 822-2938

Funding opportunities posted to graduatefunding.ucsd.edu
Direct Deposit Information

There are three (3) offices on campus that provide direct deposit for graduate students:

1) Fellowships for International Students /Travel/Other personal reimbursement (Disbursements): http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html

2) Stipend payments for domestic students (Student Business Services): https://students.ucsd.edu/finances/billing-payment/student-accounts/direct-deposit.html

3) TA and GSR employment checks (Payroll): http://blink.ucsd.edu/finance/payroll/processes/enroll.html

Please note the following information regarding stipend payments for international students:

If an international student has a current PPS appointment (GSR, TA, etc.), the stipend payment will be issued according to the direct deposit information in PPS.

If the student does not have a current PPS appointment at the time the title code 3296 appointment is created in PPS, the stipend payment will be issued according to the direct deposit information in Disbursements.

To be on the safe side, an international student should sign up for both:

Payroll:

http://blink.ucsd.edu/finance/payroll/processes/enroll.html

Disbursements:

http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html
# EMERGENCY INFORMATION FORM

This information on this form will be kept strictly confidential—to be used only in the case of an emergency. Please return to EBU-II, Room 181 as soon as possible.

<table>
<thead>
<tr>
<th><strong>NAME OF STUDENT:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PID #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOME ADDRESS:</strong></td>
<td>(permanent)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LOCAL ADDRESS:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>CELL PHONE #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOME PHONE #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>UCSD EMAIL ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER EMAIL ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NAME OF NEAREST RELATIVE:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RELATIONSHIP:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RELATIVE ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RELATIVE WORK PHONE #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RELATIVE HOME PHONE #:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

**SIGNATURE:** ___________________________  **DATE:** ____________
ALL ACADEMICS, STAFF AND STUDENTS AT UC SAN DIEGO
(Including Health Sciences)

SUBJECT: File Sharing and Copyright Violations

Copyright agencies continue to target universities, including UC San Diego, and the end recipients are no longer primarily residential students, but non-residential students, and an ever growing number of staff and faculty. We have already received hundreds of copyright violation notices this year. Using peer-to-peer programs such as uTorrent, Popcorn Time, FrostWire, Transmission, Vuze, etc. to share copyrighted files opens you to serious risks, including:

* Lawsuits - Although most notices delivered to UC San Diego are straightforward "cease and desist" notices, each carries with it the potential for a lawsuit and the penalty of thousands of dollars. While we have not received a lawsuit in the last few years, over 100 UC San Diego students have been sued for copyright violations in the past, some for the first time they shared a copyrighted file. Even early out-of-court settlements cost thousands of dollars and involve a substantial time investment.

* Malware Infection - Hundreds of users each year unknowingly download infected files from peer-to-peer programs. Malware disguised as media and legitimate software is designed to steal your personal information, including usernames and passwords for bank accounts and credit card numbers. This is a multi-billion dollar business. * Identity Theft - In 2009, studies concluded that file sharing software carries significant risk of identity theft. After only a few hours of perusing the Gnutella network (FrostWire), researchers were able to find 45 birth certificates, 42 passports, and 208 tax returns. As we store more and more data on our computers, using these networks increases the risk of identity theft and can cost you thousands.

* University Sanctions - Students who receive a notice have their network devices temporarily blocked (often at inopportune times) and are required to attend a presentation on file sharing and copyright violations. Repeat violations for students result in referral to the Office of Student Conduct for sanctions imposed by their college Dean's office, which may include fines of $150 - $300. Sanctions for staff
and faculty are determined by their department.

It is important to know the facts regarding the use of peer-to-peer programs. Common myths about file sharing and copyright law include:

**MYTH:** You can only get caught if you download the whole file.
**FACT:** With any torrenting program, you are simultaneously distributing pieces of a file while you are downloading it, and the act itself is what is illegal, not the amount shared.

**MYTH:** If you only download one file, you won't get a copyright violation.
**FACT:** Whether it's 1 file or 200, distributing content without authorization is illegal and can result in a copyright violation.

**MYTH:** You will not get sued for a copyright violation without first getting a "cease and desist" notice.
**FACT:** For over 100 UC San Diego students, a lawsuit was the first notice they received.

**MYTH:** You cannot get a copyright violation if you have purchased all the media files on your computer.
**FACT:** It is illegal to distribute any media without authorization from the copyright owner, even if you purchased it.

**MYTH:** If the material is not available in the U.S., it is not copyright protected.
**FACT:** U.S. law may apply when the uploading and downloading takes place in the U.S., even if the material isn't available in the U.S. Media companies frequently purchase the rights to material not yet available in the U.S.

**MYTH:** You will not get caught if you share files illegally on the wireless or VPN networks.
**FACT:** You can get caught on any of the UC San Diego networks, including UCSD-PROTECTED, ResNet, UCSD-Guest, Eduroam, and VPN.

**MYTH:** All streaming is legal. **FACT:** Some streaming websites (for example, Popcorn Time) are illegal. These sites download a BitTorrent client that runs in the background, allowing you to watch a movie or TV show on the website. Make sure your streaming sources are legal.

**MYTH:** If my friend uses my computer to download copyrighted material, they will be held responsible.
**FACT:** You are responsible for all activity tied to your UC San Diego username. For the latest information on copyright law, the University's policies regarding file sharing, the risks outlined above, and legal alternatives visit [http://p2p.ucsd.edu](http://p2p.ucsd.edu)

Remember, if you are trying to get the latest songs, movies, anime, software, or
other copyrighted content for free: beware. A copyright agency is probably watching. What is "free" at the time may end up costing you thousands of dollars. The Academic Computing & Media Services (ACMS) Help Desk maintains a list of free alternatives to popular software such as Adobe Photoshop and Final Cut Pro. See Legal Alternatives at http://p2p.ucsd.edu

Be careful, know what's on your computer, and if you have questions or concerns regarding safe computing practices and university policies concerning illegal file sharing, feel free to contact the ACMS Help Desk (acms-help@ucsd.edu). We are here to help!

Jeff Henry
Director
Academic Computing & Media Services
Campus DMCA Agent
# Enrollment and Registration Calendar 2016–2017

See the enrollment and registration calendar 2016-2017, and link to calendars for previous years.

View Enrollment and Registration Calendars for past, present and future calendars. Dates are subject to change.

For information on Summer Session, visit the Summer Session website, or call (858) 534-5258.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fall 16</th>
<th>Winter 17</th>
<th>Spring 17</th>
<th>Summer 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for academic advising offices to submit degree audits to Registrar</td>
<td>2/27</td>
<td>5/22</td>
<td>11/20</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline to enter holds for the enrollment/registration cycle</td>
<td>4/27</td>
<td>10/26</td>
<td>2/8</td>
<td>N/A</td>
</tr>
<tr>
<td>Schedule of Classes available</td>
<td>4/29</td>
<td>10/28</td>
<td>2/10</td>
<td>TBD</td>
</tr>
<tr>
<td>Academic advising begins</td>
<td>5/2</td>
<td>10/31</td>
<td>2/13</td>
<td>N/A</td>
</tr>
<tr>
<td>Effective date for enrollment holds</td>
<td>5/3</td>
<td>11/1</td>
<td>2/14</td>
<td>N/A</td>
</tr>
<tr>
<td>Enrollment begins</td>
<td>5/4</td>
<td>11/2</td>
<td>2/15</td>
<td>TBD</td>
</tr>
<tr>
<td>Effective date for fee payment holds</td>
<td>8/23</td>
<td>11/18</td>
<td>2/17</td>
<td>N/A</td>
</tr>
<tr>
<td>New student enrollment begins</td>
<td>8/22-8/28</td>
<td>N/A</td>
<td>N/A</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline to apply for readmission (undergraduate students)</td>
<td>8/12</td>
<td>10/28</td>
<td>2/3</td>
<td>N/A</td>
</tr>
<tr>
<td>Billing statement available on <a href="https://tritonlink.ucsd.edu">TritonLink</a></td>
<td>9/2</td>
<td>12/2</td>
<td>3/2</td>
<td>Session I, TBD</td>
</tr>
<tr>
<td>Registration fee payment deadline (after this)</td>
<td>9/16</td>
<td>12/14</td>
<td>3/24</td>
<td>Session I, TBD</td>
</tr>
<tr>
<td>Event</td>
<td>9/16</td>
<td>12/14</td>
<td>3/24</td>
<td>N/A</td>
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<tr>
<td>Deadline for mandatory insurance health</td>
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<td>TBD</td>
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<tr>
<td>waiver - all students (after this date,</td>
<td></td>
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<td>TBD</td>
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<tr>
<td>$50 late waiver fee will apply until late</td>
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<td></td>
<td>TBD</td>
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<tr>
<td>waiver deadline, see below.)</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for students not attending</td>
<td>9/16</td>
<td>12/14</td>
<td>3/24</td>
<td>N/A</td>
</tr>
<tr>
<td>(who are receiving financial aid, full-</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>fee waivers or graduate fellowships/</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>scholarships) to notify university that</td>
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<td></td>
<td>TBD</td>
</tr>
<tr>
<td>they will not attend. See the schedule</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>of refunds for more information.</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Quarter begins</td>
<td>9/19</td>
<td>1/4</td>
<td>3/30</td>
<td>TBD</td>
</tr>
<tr>
<td>Classes and wait list dropped if</td>
<td>9/21</td>
<td>1/9</td>
<td>4/3</td>
<td>TBD</td>
</tr>
<tr>
<td>registration payment not received</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>First day of classes</td>
<td>9/22</td>
<td>1/9</td>
<td>4/3</td>
<td>TBD</td>
</tr>
<tr>
<td>Event Description</td>
<td>Special Session, Varies by Class</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------------------</td>
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<td></td>
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</tr>
<tr>
<td>Late health insurance fee waiver deadline (no waivers will be accepted beyond this date)</td>
<td>9/23 1/9 4/3 N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automatic wait-lists officially end</td>
<td>10/6 1/19 4/13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline for all students to add or re-enroll in classes if canceled for non-payment via WebReg. Find out how to add a class: Undergraduates and Graduates.</td>
<td>10/7 1/20 4/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to apply for part-time status</td>
<td>10/7 1/20 4/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline for graduate students to file for leave of absence, in absentia or to apply for half-time status for current quarter</td>
<td>10/7 1/20 4/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to file for Advancement to candidacy for master's degrees</td>
<td>10/7 1/20 4/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to change grading option, change units, and drop classes without &quot;W&quot; grade on transcript</td>
<td>10/21 2/3 4/28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Session I, TBD</td>
<td>Session II, TBD</td>
<td>Special Session, Varies by Class</td>
<td>Class</td>
</tr>
<tr>
<td>--------------------------------------------</td>
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<td>-----------------</td>
<td>---------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Effective date for students receiving financial aid to withdraw and retain 100% federal aid</td>
<td>11/9</td>
<td>2/23</td>
<td>5/18</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline to drop with &quot;W&quot; grade on transcript</td>
<td>11/28</td>
<td>3/10</td>
<td>6/2</td>
<td></td>
</tr>
<tr>
<td>Last day of classes before finals</td>
<td>12/2</td>
<td>3/17</td>
<td>6/9</td>
<td></td>
</tr>
<tr>
<td>Finals week</td>
<td>12/3-12/10</td>
<td>3/18-3/25</td>
<td>6/10-6/16</td>
<td></td>
</tr>
<tr>
<td>Deadline to file for &quot;Removal of Grade Incomplete&quot; from previous quarter</td>
<td>12/10</td>
<td>3/25</td>
<td>6/16</td>
<td>N/A</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>12/10</td>
<td>3/25</td>
<td>6/16</td>
<td></td>
</tr>
</tbody>
</table>
**Special Session, TBD**

<table>
<thead>
<tr>
<th>Deadline to file for a Request to receive a grade of &quot;Incomplete&quot;</th>
<th>12/12</th>
<th>3/27</th>
<th>6/19</th>
<th>Session I, TBD Session II, TBD Special Session, Varies by Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades available on TritonLink</td>
<td>12/15</td>
<td>3/30</td>
<td>6/22</td>
<td>1 week after class ends</td>
</tr>
</tbody>
</table>

**Summer Session**
- Special Session: June 18 - September 22
- Summer Session I: July 3 - August 5
- Summer Session II: August 7 - September 9

Schedule of classes and final examination schedule For more information regarding the schedule of classes and final examination schedules, please see [Schedule of Classes: Publication Calendar](#).

**Academic and administrative holidays**
- **2016**: Jan. 1, 18; Feb. 15; Mar. 25; May 30; July 4; Sept. 5; Nov. 11, 24, 25; Dec. 26, 27
- **2017**: Jan. 1, 16; Feb. 20; Mar. 31; May 29; July 4; Sept. 4; Nov. 10, 23, 24; Dec. 25, 26
WHO WE ARE AND WHO WE SERVE

We are a culturally diverse professional staff of licensed psychologists, psychiatrists, and post-doctoral fellows.

Services are available to all undergraduate, graduate, and professional students.

Our services are free and confidential.

WHAT WE DO:

Our mission is to promote the personal, social, and emotional growth of students. We provide services and programs that enhance the college experience, promote academic success, and help students develop effective coping skills.

Our services include:
- Individual, couples, & family counseling
- Groups, workshops, and forums
- Consultations and outreach
- Psychiatry
- Peer education

STUDENT HEALTH SERVICES (SHS)
studenthealth.ucsd.edu
858.534.3300

SEXUAL ASSAULT & VIOLENCE PREVENTION RESOURCE CENTER (SARC)
sarc.ucsd.edu
858.534.5793

RECREATION
recreation.ucsd.edu
858.534.4037

the zone
zone.ucsd.edu
858.534.5553

caps.ucsd.edu
(858) 534-3755
Central Office: 190 Galbraith Hall
9500 Gilman Drive, MC0304
La Jolla, CA 92093-0304
TO MAKE AN APPOINTMENT:
Call: (858) 534 - 3755
Or walk in to our central office
Mon-Fri / 8AM-4:30PM
Same-day services are available to students who need urgent assistance in our central office.

IN AN EMERGENCY:
If you or anyone else is in danger call 911 or the UCSD Campus Police at (858) 534-4357.

IMPROVE YOUR MENTAL WELL-BEING
WHY IS IT IMPORTANT?

Mental health is not just the absence of mental illness. It is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and flourish, and is able to make a contribution to her or his community.

HOW CAN CAPS HELP YOU?

Stress, sleep problems, anxiety, depression and relationship difficulties are among the top 10 impediments to academic success.

CAPS services are designed to help you with these and other life problems:

- Adjusting to college
- Roommate conflicts
- Homesickness
- Alcohol/substance abuse
- Relationship skills
- Optimizing performance
- Eating and body image
- Overcoming depression
- Anxiety management
- Identity development
- Family conflict
- Grief and loss

LEARN MORE AND VISIT OUR WEBSITE

caps.ucsd.edu

Visit us online for additional resources to help you improve your mental health.
RECOGNIZE
- Familiarize yourself with signs of distress.

OFFER SUPPORT
- Ask questions and listen.
- Show concern, interest and understanding.
- Ask about self harm, if you’re concerned.

CONNECT TO RESOURCES
- Refer the student to CAPS.
- In an emergency, call UCSD Campus police (858) 534-HELP (4357).

COMMUNICATE
- To consult with an urgent care psychologist about your concerns, call CAPS.
- Inform the Principal Administrator.
- Notify your supervisor.

PRINCIPAL ADMINISTRATORS:
REVELLE: 534-3493  MUIR: 534-3587
MARSHALL: 534-4390  WARREN: 534-1720
ROOSEVELT: 534-2237  SIXTH: 822-5953

OFFICE OF GRADUATE STUDIES: 534-3871
SCHOOL OF MEDICINE: 534-3700
SKAGGS SCHOOL OF PHARMACY: 822-5581

OTHER RESOURCES:
Campus Police: (858) 534-HELP or 911 from a campus phone
Office of Student Disabilities (OSD): (858) 534-4382
Office for the Prevention of Harassment & Discrimination (OPHD): (858) 534-8298
Office of the Ombuds: (858) 534-0777
Sexual Assault & Violence Prevention Resource Center (SARC): (858) 534-5793
Student Health Services (SHS): (858) 534-3300
San Diego County Mental Health (24/7) (800) 479-3339
National Suicide Prevention Lifeline 1 (800) 273-TALK

SIGNS OF DISTRESS:
SAFETY RISKS
- Physical violence
- High risk / dangerous behavior
- Suicidal thoughts or behavior
- Communicating threats
- Increased alcohol and/or substance use

CHANGE IN BEHAVIOR
- Sad, anxious, empty mood, or mood swings
- Hopelessness, guilt, worthlessness
- Loss of interest or pleasure in activities
- Withdrawal and isolation
- Financial recklessness
- High levels of irritability or anger
- Unusual apathy

CHANGE IN PERFORMANCE
- Inability to concentrate or make decisions
- Missed or coming late for classes or work
- Excessive procrastination
- Disorganized

PHYSICAL SYMPTOMS
- Fatigue, lack of energy or sleep disturbance
- Change in personal hygiene
- Change in appetite; weight loss or gain
- Agitation, restlessness
- Delusions and paranoia

CONNECT TO CAPS:
UCSD Counseling & Psychological Services (CAPS) has a number of services available, including free and confidential counseling, caps.ucsd.edu
Make a confidential appointment by calling (858) 534-3755
The CAPS central office is located at Galbraith Hall 190.
CAPS Mobile HelpCenter and CAPS Campus App!

With the help of our SMHI program and grant, CAPS has developed a mobile HelpCenter to provide you with information related to CAPS services, resources, and your mental and emotional health. CAPS has also worked with the UCSD campus web office to offer our information on the main UCSD campus app! Click on Services, and you'll see us listed!

Our new CAPS Mobile App!
STRESS LESS
TIPS TO HELP MANAGE YOUR STRESS

What is Stress? Everybody has stress. Stress is our natural response to a perceived threat. The body responds to stress by increasing heart rate, muscle tension and blood pressure.

Awareness is key to determining which category a stressful situation falls under.

How to Cope with Stress

Reduce your stressors (the people, places and things that cause stress) to help minimize the pressure on you.

Manage your behaviors (like time management, prioritizing and taking time for rest) to help you cope with stress you can’t reduce.

Change how you think about stress to help you feel more relaxed.

Set realistic expectations. Focus on the present, rather than worry about the future.

How to Relieve It

Deep Breathing
Take in deep slow breaths in through your nose and out through your mouth. Relax your body with each breath. Continue until relaxed.

Progressive Relaxation
Get comfortable, either sitting or lying down. Tense up the muscles of your feet. Relax your feet and feel the tension flow away. Breathe slowly and deeply. Progressively relax one muscle group at a time: lower legs, upper legs, abdomen, chest, neck, face and head.

Visual Meditation
Get into a comfortable position and close your eyes. Imagine a peaceful place and picture it as vividly as you can. Incorporate as many sensory details as possible.

How to Manage It

Manage your time by prioritizing.

Have at least one hour of quiet time each day.

Engage in activities that you enjoy with people that you love.

Look for opportunities to help others.

Get at least 8 hours of sleep daily.

Eat a balanced diet and exercise at least 3 times a week.

Reduce caffeine and alcohol intake.

CalMHSA
California Mental Health Services Act
CAPS UC SAN DIEGO
CAPS.UCSD.EDU
Getting Started
A Guide for Scholars in the Physical Sciences & Engineering

Resources and Services in Science & Engineering
The UC San Diego Library has resources and services to support students, faculty and staff of the Jacobs School of Engineering, the Division of Physical Sciences, and the Scripps Institution of Oceanography.

Our Website
http://library.ucsd.edu
Access Library resources and services by visiting our website. Find links to the Library catalog Roger, specialized article databases, electronic books and journals, guidance for setting up off-campus access, information about requesting off-site materials, and much more.

Library Catalogs
Roger http://roger.ucsd.edu UC San Diego collections
Melvyl http://ucsd.worldcat.org/ UC-wide collections
[Use the Request button Request to get materials from other campuses]
Circuit http://circuit.sdsu.edu/ San Diego collections

Course & Subject Guides
Subject guides identify selected resources for your area of research. Other guides have information on physical property data, patents, keeping current in your research field, research data management, and additional relevant topics.
Complete list here: http://libguides.ucsd.edu

Databases
For full functionality, access databases via the Library website
http://library.ucsd.edu/info/resources/databases-a-z

Get Full Text of Articles UC-eLinks
Use UC-eLinks to get the full text of articles. When you find a citation in a database (IEEE Xplore, INSPEC, Web of Science, etc.), select the UC-eLinks icon to see if it's available online. If it is not available online, follow the link in the pop-up box to Roger, the UC San Diego catalog, to see if the Library has it in print. If we don't, you can request the article in the same box.

Our Physical Collections
Print resources for Physical Sciences, Engineering, and the Scripps Institution of Oceanography are mostly concentrated in these areas of the Geisel Library:

- Circulating books and bound journals East Wing, 1st Floor
- Current journals West Wing, 2nd Floor
- New books West Wing, 2nd Floor
- Popular Science Collection West Wing, 2nd Floor
- Reference books West Wing, 2nd Floor
Find specific locations in Roger http://roger.ucsd.edu
Subject Librarians (Liaisons)

Contact these librarians for research assistance, consultations, instruction, book and journal requests or any other Library-related concerns.

Bioengineering
Dave Schmitt dschmitt@ucsd.edu

Bioinformatics
Mary Linn mlbergstrom@ucsd.edu

Chemical Engineering
Teri Vogel tmvogel@ucsd.edu

Chemistry & Biochemistry
Teri Vogel tmvogel@ucsd.edu

Computer Science & Engineering
Deborah Kegel dkkegel@ucsd.edu

Electrical & Computer Engineering
Deborah Kegel dkkegel@ucsd.edu

Earth and Marine Sciences
Amy Butros abutros@ucsd.edu

Materials Science
Teri Vogel tmvogel@ucsd.edu

Mathematics
Deborah Kegel dkkegel@ucsd.edu

Mechanical & Aerospace Engineering
Dave Schmitt dschmitt@ucsd.edu

NanoEngineering
Teri Vogel tmvogel@ucsd.edu

Physics & Astronomy
Deborah Kegel dkkegel@ucsd.edu

Structural Engineering
Dave Schmitt dschmitt@ucsd.edu

All Subject Librarians:
http://library.ucsd.edu/contacts/subject-specialists.html

Other Specialties:

Current Awareness Tools
Teri Vogel tmvogel@ucsd.edu

EndNote & Other Citation Management Tools
Amy Butros abutros@ucsd.edu
Teri Vogel tmvogel@ucsd.edu

Patents
Dave Schmitt dschmitt@ucsd.edu

Interlibrary Loan
UC San Diego students, faculty, and staff may request materials that are not available at the Library. http://library.ucsd.edu/services/requesting

Articles Delivered to your Desktop
Avanti Document Delivery Service: Faculty, staff, and graduate students in the Division of Physical Sciences, Jacobs School of Engineering, and the San Diego Supercomputer Center may request desktop delivery of articles and book chapters from collections in the Geisel and Biomedical Library buildings free of charge through the Avanti Document Delivery service:
http://library.ucsd.edu/services/requesting/avanti-document-delivery-service.html

Annex
Many books and journals are kept in the Annex, an off-site storage facility. If you find an item located in the Annex while you’re searching Roger, simply hit the Request button to have it delivered to campus. If you’re not in Roger, request a book, journal volume, scanned copy of an article or book chapter, by completing this form:
http://library.ucsd.edu/services/requesting/request-for-book-or-journal-article.html

Course Reserves
Access online course reserve materials or find call number and location for other formats: http://reserves.ucsd.edu

A course-specific password is required to access online reserve materials. Ask your professor for the password.

To place materials on reserve:
http://library.ucsd.edu/resources/course-reserves/instructors-guide-for-submitting-reserves-requests.html

Research Data Curation
http://library.ucsd.edu/services/data-curation

The Library’s Research Data Curation Program offers services focused on
- Data management (follow best practices, write an effective data management plan)
- Sharing & discovery (describe your data, deposit it in a repository, make it citable)
- Digital preservation (put your data in a digital archive)

We also offer training classes, consultation services, and grant-writing support.

Scholarly Communication & Open Access
http://libguides.ucsd.edu/scholcom

Learn more about the UC Open Access Policy, UC discounts for publishing in open access journals, and upcoming events and initiatives focused on scholarly publishing.

For Graduate Students
TA/Instructor Office Hours in the library:
http://library.ucsd.edu/services/ta-instructors/index.html

Graduate Study Lounge (24 hour access, Biomedical Library Building):
http://library.ucsd.edu/services/gradstudy.html

Graduate student lockers:
http://library.ucsd.edu/services/lockers.html

Digital Media Lab (DML):
https://libraries.ucsd.edu/dml

Tech Lending Program:
http://libraries.ucsd.edu/seclending

09/2015
With all of these databases, you can:
- Connect to the full text of the articles you find via UC-eLinks.
- Export or import references to the bibliographic manager of your choice (EndNote, etc.).
- Set up search alerts to be notified when new articles of interest are added.

<table>
<thead>
<tr>
<th>Why Use?</th>
<th>Notes</th>
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<tbody>
<tr>
<td>SciFinder</td>
<td>Requires a one-time registration, then login with that username and password with each use. Does not work with WebVPN (Proxy and AnyConnect client VPN will work). Natural language searching rather than “and/or” Booleans.</td>
</tr>
<tr>
<td>Web of Science</td>
<td>Can cross search with Inspec.</td>
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<tr>
<td>PubMed</td>
<td>The free <a href="http://www.pubmed.gov">www.pubmed.gov</a> link will get you to most full text (via Proxy or VPN), but the UC version will get you to UC-eLinks.</td>
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<tr>
<td>Compendex</td>
<td>Can get list of citing papers for the article via Scopus.</td>
</tr>
<tr>
<td>Inspec</td>
<td>Can cross search with Web of Science.</td>
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<tr>
<td>Scopus</td>
<td>Access through Dec 2015. No word yet on whether we’ll have it in 2016.</td>
</tr>
<tr>
<td>Reaxys</td>
<td>Not as strong for keyword/topic or author searching. Some overlap with SciFinder, but lots of unique content (indexes more properties). Use with SciFinder for any substance or reaction searching.</td>
</tr>
<tr>
<td>Google Scholar</td>
<td>Limited options for sorting and refining searches.</td>
</tr>
</tbody>
</table>
And if you need more resources... (NOT a complete list)

Books – Print and Online
• All of our books are in Roger, the Library catalog – http://roger.ucsd.edu
• Most of the books we currently acquire are online, including Wiley, Springer, American Chemical Society, Royal Society of Chemistry, Elsevier/Science Direct, CRC Press, Materials Research Society, Oxford Univ Press, Cambridge Univ Press, etc.
• Along with the catalog, you can also search within the full text of the books (and articles) at the publishers’ websites.

Dissertations
• Start with the Dissertations & Theses database.
• UC dissertations from 1997 to date are free to download. Others can be requested.

Physical Property Data Resources
• SciFinder and Reaxys are great starting places.
• Knovel
  o Searches across handbooks and databases from multiple publishers.
  o Excellent for materials property data.
• ASM Handbooks Online
  o Information on ferrous and non-ferrous metals and materials technology
• ASM Alloy Phase Diagram Database

Crystallographic Data
• Cambridge Structural Database System (CSDS)
  o 700K+ small-molecule organic and metal-organic crystal structures, with property data and journal article references.
  o Web version and “power user” version that can be downloaded.
• Inorganic Crystal Structure Database
  o 177K+ inorganic crystal structure, with property data and article references
• Powder Diffraction File (Library use only, in the GIS lab)
  o Powder diffraction and single crystal data, 354K entries (mostly inorganic)
• International Tables for Crystallography

Standards
• ASTM Compass
  o Full text access to the entire library of ASTM standards, journals and books
• Also have IEEE standards. Selected standards from other providers available. Can be ordered via interlibrary loan, but you'll have to cover costs > $50.

Background Information / Getting Started with New Topics
Overviews of topics with bibliographies of articles for more reading. Some examples:
• Encyclopedia of Materials: Science and Technology
• Springer Handbook of Nanomaterials
• Comprehensive Biomaterials
• Handbook of Nanomaterials Properties
• Biomedical Materials
• Characterization of Materials
• Comprehensive Renewable Energy
• Comprehensive Biotechnology
• Polymer Science: A Comprehensive Reference
• Wiley Encyclopedia of Composites
• Encyclopedia of Inorganic Chemistry
• Kirk-Othmer Encyclopedia of Chemical Technology
Materials Science & Engineering
New Grads Checklist

http://ucsd.libguides.com/matsci
http://library.ucsd.edu

Week One:

☑ Set up your off-campus access (Proxy and/or VPN) for the Library's licensed online resources, including the databases, ebooks, and journals.

☑ Create a PIN to access your Library catalog account online to check due dates and renew books.

☑ Set up your SciFinder account, and (if needed) download ChemDraw.

Week Two and Beyond:

☑ Use the Library catalog (Roger) and the other catalogs to find books relevant to your research, as well as reference works like encyclopedias to find background information for new topics.

☑ Select the appropriate databases for your research, and search them effectively and efficiently to find journal articles, conference papers, etc.

☑ Request materials that are not immediately available, such as checked out books, print-only items at the Annex, and books/journal articles not owned by the Library.

☑ Locate information about substances and materials relevant to your research, such as standards, physical property data, prices, safety information, and chemical reactions.

☑ Keep up with current research in your area, with whatever tools (database/publisher email alerts, RSS, blogs, Twitter, etc.) work best for you.

☑ Manage the citations for the books and articles you do find with EndNote, Mendeley, or another bibliographic management tool.

☑ Locate additional resources to support your development as a scientist and researcher: communicating (written/oral) and presenting your research, teaching, teamwork and interpersonal skills, research ethics, data management, authors' rights, job seeking skills (including company/industry information) and more.
What's SciFinder?
SciFinder indexes the research literature in chemistry and related disciplines**, including:
- 41 million journal articles, conference papers and patents
- 100+ million substances, with spectra and property data included for many (CAS Registry)
- 66 million single and multi-step reactions, plus an additional 13 million synthetic preparations
- 980 chemical catalogs from 880 suppliers

** also great for biochemistry, nanotechnology, materials science, chemical engineering, physics, mechanical engineering, environmental and biomedical sciences, and more.

How can I search SciFinder?
You can search by:
- Author or topics/keywords like many of our other databases.
- Chemical substance: name, CAS registry number, molecular formula.
- Chemical structure, substructure, or reaction. Use the built-in editor or ChemDraw.

How do I access SciFinder?
Each user needs their own SciFinder account. If you don’t have one, start at the UC registration site at http://www.cdlib.org/services/collections/scifinder/ and follow the links and instructions to create an account. You’ll need to reregister if you had an account at a previous school. Click the link in the confirmation email to complete the registration (message may go to spam folder).

Once you have your account, go to http://scifinder.cas.org and login. On campus, you need to be on a networked computer or the UCSD-Protected wifi. Off campus, you need to use proxy or AnyConnect client VPN (not WebVPN). The mobile version doesn’t require proxy/VPN, just your SciFinder account login.

What else can I use besides SciFinder?
- Reaxys is our other major database for searching chemical substances, reactions, and property data, all with associated journal references. Each has some unique content, so try both.
- For searching journal articles, Web of Science covers all aspects of chemistry, and then depending on your focus, PubMed, Compendex and/or INSPEC can complement your SciFinder searching. Plus Google Scholar, though it lacks some of the search and refinement features of the others.

If I have problems accessing SciFinder or want more training?
- Contact Teri Vogel (tmvogel@ucsd.edu) for assistance or to schedule a training session.
- Our SciFinder guide (http://ucsd.libguides.com/scifinder) has troubleshooting tips and links to the training materials supplied by CAS.