

2016 GRADUATE STUDENT HANDBOOK

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Welcome to Berkeley

The deans and staff of the Graduate Division are your central campus resource to help you throughout your graduate career, often behind the scenes in concert with your faculty and departmental staff, and sometimes face-to-face. We will assist you in your search for financial support, in arranging research and teaching appointments, with building academic and professional skills, with well-being and life balance issues, and more — from the time you are admitted until you've earned your degree.

Choosing Berkeley for your graduate studies was a wise decision. No other university can match the breadth and depth and unique character of opportunities offered here. You've been drawn by the reputation of your academic program, whether in a traditional department or school or in one of our interdisciplinary groups. In classrooms, libraries, and labs, Berkeley provides a dynamic intellectual environment in which our students and faculty partner to master challenging curricula and expand the frontiers of knowledge.

Berkeley goes beyond academic rigor. It creates a socially conscious environment that motivates and values contributions for the greater good. Many find that helping to make the world a better place is every bit as rewarding, and every bit as important in defining their future lives, as their core academic interests.

To make a full, multifaceted life here, I encourage you to take advantage of the abundant opportunities all around. Go to lectures in disciplines different from your own. Attend film screenings, live performances, and art exhibits. Join the student government or a service club. Make time for a hiking trip in the Marin Headlands or kayaking lessons on the Bay. Explore the East Bay parks, or go farther afield to the Sierra Nevada mountains. Check out a graduate student social event.

UC Berkeley is a magical place, and I predict that you will fall under its spell, as have countless other scholars. When we asked graduate alumni from the last 40 years whether they would pursue graduate degrees here again if they could start all over, ninety-five percent said yes. But we don't rest on our laurels; we constantly strive to make the student experience more satisfying in all its aspects.

We look forward to your joining us and to your future success at UC Berkeley.

Welcome!

Fiona M. Doyle

Fiona M. Doyle
Dean of the Graduate Division
Donald H. McLaughlin Professor of Mineral Engineering



Congratulations on Your Admission to Berkeley!

To help you get off to a good start, this handbook provides some essential information about life as a new graduate student at Berkeley.

We encourage you to attend the **New Graduate Student Orientation (NGSO) on Tuesday, August 23, 2016.**

The schedule of new student events will be available at the beginning of August on the **Graduate Division website.** Please check back in mid-August for the full calendar of welcome activities. Opportunities to complete the **mandatory sexual harassment/sexual assault prevention training** will be available at NGSO.

ONCE YOU ARE ADMITTED

SIR, SLR, and Onboarding

Please log into **UC Berkeley's online portal CalCentral** (more information below) using your CalNet ID and passphrase to accept or decline our offer of admission. If you accept your offer, CalCentral will direct you to the Onboarding process for graduate students.

Onboarding is a communication tool in **CalCentral** that provides important information for newly admitted graduate and professional students to orient them to campus and take the necessary steps to prepare for their arrival. Please review the onboarding messages and checklist items under "Tasks" on My Dashboard that you need to complete in order to enroll.

The **Statement of Legal Residence (SLR)** is one task required of all new students except those admitted to the following programs: the Executive MBA, the Evening and Weekend MBA, the Master of Law, and the Master in Financial Engineering. Submit the SLR before June 1st.

If a final transcript, degree diploma, or other documentation is requested, it must be delivered to the Graduate Admissions Office by Monday, October 3, 2016, to ensure your continued registration and enrollment as a graduate student. An official transcript is one that has been issued by your current undergraduate (or graduate) school and is sent directly to **Berkeley Graduate Admissions, 318 Sproul Hall #5900, Berkeley, CA 94720-5900.**

If you do not expect to graduate by the date listed on your application, or if you have problems concerning the award of your undergraduate degree, please notify Graduate Admissions by phone, (510) 642-7405, or by email to gradadm@berkeley.edu as soon as possible.

If you are completing a graduate degree program, please submit an

official transcript showing course work completed and grades earned, as well as the conferral of the degree as soon as it is available. Official documents with evidence of degree conferral must be received by Graduate Admissions before this degree can be added to your Berkeley records.

BEFORE YOU ARRIVE

CalCentral Dashboard and SIS

Student Information Systems (SIS) is one of UC Berkeley's largest and most comprehensive student technology projects. SIS has consolidated over 100 information systems into one integrated software solution. The new SIS includes all crucial student information: admissions, financial aid, registration, enrollment, course management, advising, billing and payment, records, and more. For the first time, students entering in the fall of 2016 will access all of their key information through a single point-of-entry: CalCentral.

CalCentral simplifies UC Berkeley's online campus experience. This website combines multiple campus systems into one easy-to-use, mobile-friendly place. Check campus email, calendar, academic progress, financial aid, **bCourses**, and more, anywhere. For an overview of the Dashboard, please watch **Getting Started with CalCentral**.

If you experience any technical issues in CalCentral, **email sishelp@berkeley.edu** or contact your department's Graduate Student Affairs Officer.

bConnected

A **bConnected account** is your official campus email, calendar (for scheduling meetings, office hours, etc.), and document-sharing account. All registered students are required to have their own.

Your bConnected account comes with unlimited data storage. Your campus email address:

- ◆ based on your online identity (your CalNet ID followed by @berkeley.edu);
- ◆ will be used by professors, departments, and university administration to send you important information on registration status, enrollment, financial aid, and class assignments.

After you accept your offer of admission, you can create a **bConnected account** by going to the **bConnected website**. You are responsible for communications sent to and from your "@berkeley.edu" address and for data stored in your bConnected account.



BECOMING A REGISTERED STUDENT

Becoming a fully registered student involves two steps: **enrolling in classes and paying fees**. Note that you will NOT have any fees assessed to your account until you have enrolled in at least one class.

Enrolling in Classes

While most graduate and professional students will follow the **standard process of enrollment in CalCentral**, some may have different enrollment dates and processes.

Students attending the following graduate and professional programs: School of Law; Haas School of Business MBA, EMBA, EW MBA; School of Optometry OD; School of Information MIDS; School of Public Health OOMPH; and Goldman School of Public Policy MPA. If you are a student of one of these programs, please contact your advisor for more information about class enrollment.

For all others: Enrollment Appointments in CalCentral will be available for incoming students starting August 5, 2016. You **MUST** enroll early to be eligible for academic appointments, stipends from university fellowships and grants, and access to services and programs.

For more information, see the **Graduate Enrollment Page**, or **email [SIS sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)** for technical issues, or your Graduate Advisor for advising help.

Fee Payment Information

Your registration fees are billed through the **Billing and Payment Services Office**. Registration fees for fall 2016 can be found on the **Office of the Registrar website**.

Your first billing statement (e-Bill) will be available in early August and must be viewed online through CalCentral. Paper bills are not generated; your only notification will be by email. E-Bills are generated once a month and once the e-Bill is created it does not update. Before making a payment, it is important to first view your updated balance by logging into CalCentral. If you are eligible for financial aid, please note that the August e-Bill will not show your financial aid payments, including loan disbursements, for the fall semester.



Payment Options

Students will use CalCentral My Finances for billing activities, including viewing new charges, account balances, transaction history, and paying bills. If you wish to grant a trusted individual access to seeing and paying your bills, use the link on My Finances to grant authorization.

Students can pay university bills online by eCheck at no cost, with a credit card for a 2.75% convenience fee, or with foreign currency through a Western Union wire transfer. More information can be found online on the [Billing Services page of the SIS website](#).

You must pay your registration fees in full or enroll in the Deferred Payment Plan (which has a \$40 participation fee). The deadline for new graduate students to select this payment option is September 15, 2016. To be considered a registered student, at least the first installment of your fees must be paid by August 15, 2016, and you must be enrolled in at least one class. If your fees are not paid on time, your enrollment in classes may be canceled, any fellowship or stipend payments may be placed on hold, and you may not be able to access campus services such as the library or Recreational Sports Facility or be able to obtain a bus pass.

Recipients of fellowships, stipends, and financial aid are strongly encouraged to sign up for [Electronic Funds Transfer \(EFT\)](#) to expedite receipt of their disbursements or refunds via direct deposit to your personal bank account. Students using EFT receive their refunds faster and avoid standing in line. EFT is secure and saves resources. See the [EFT website](#) to sign up online. Refunds paid to students by a paper check can be picked up in person at the Cal Student Central office located at 120 Sproul Hall. Checks that are not picked up in a timely manner

will be mailed to the local address on file in CalCentral. Make sure your local address is current to avoid

delays in payment and problems with returned mail due to an outdated address. For billing inquiries, contact:

Cal Student Central (different from CalCentral)

120 Sproul Hall

Hours: Monday to Friday, 9:00 am – 4:00 pm

Phone: (510) 664-9181

studentcentral.berkeley.edu

FINANCIAL ASSISTANCE

Financial Aid Office

To be eligible for University funding, all graduate students who are U.S. citizens or permanent residents are required to submit the annual **Free Application for Federal Student Aid (FAFSA)**, which is available on the [FAFSA website](#).

Need-Based Financial Aid

Federal Direct Loans and work-study awards are administered by the [Financial Aid and Scholarships Office](#). The programs are based entirely on demonstrated financial need and require a Free Application for Federal Student Aid (FAFSA), independent of the fellowship application. The FAFSA form is available on the [FAFSA website](#).

Only U.S. citizens or students with permanent resident status may apply for the federal loans and work-study funds administered by the Financial Aid and Scholarships Office. In most cases, students will be eligible to borrow Federal Direct Loans sufficient to cover their academic year budget (tuition and fees, living expenses, books, etc.), less awards from other sources. If you have not filed a 2016–17 FAFSA, do so as soon as possible to ensure you have loan funding available for the 2016–17 academic year.

Please direct questions about need-based loans and work-study programs to [Cal Student Central](#), 120 Sproul Hall, (510) 664-9181. Or you can consult the graduate student section of the [Financial Aid and Scholarships Office website](#).

Emergency Loan Program

Emergency loans are available for registered graduate students who need temporary assistance for living expenses or who need help to get registered. Information on the Emergency Loan Program is on the [Financial Aid website](#).

Graduate Division Fellowships

[The Fellowships website](#) is an excellent place to begin researching extramural fellowships, including those awarded by government agencies, foundations, and corporations. Check the website for the most up-to-date fellowship information. Graduate Services Fellowships also offers workshops on some extramural fellowships (i.e., Fulbright, FLAS, NSF, etc.).

Fellowship workshops are announced via email to Graduate Student Affairs Officers in departments and via [GradNews](#).

Graduate Fellowships Office

318 Sproul Hall #5900, Berkeley, CA 94720-5900
(510) 642-0672

If you were awarded financial assistance through the University for 2016–17, you will receive information directly from the appropriate office concerning payment of the award. Graduate students will find numerous opportunities for funding once they begin their academic careers. Keep in mind that fellowships funded by foundations or government agencies often have early fall deadlines. Students are advised to continue to apply for fellowships even if they have already received funding for their first two or three years of graduate school.

INTERNATIONAL STUDENT ARRIVALS

Berkeley International Office

Berkeley International Office provides advising on non-immigrant visa matters, financial, personal and cultural issues. For important information and requirements specific to new international students at UC Berkeley, visit the [Berkeley International Office website](#).

The Non-Immigrant Information Form (NIF)

All non-immigrant students must complete the online NIF as part of their acceptance of admission. This includes students who intend to hold F-1 or J-1 student status, as well as other non-immigrant classifications such as A-1, E-2, J-2, H-1B/H-4 and L-1/L-2. Find more information about the NIF on the [Berkeley International Office website](#).

Before you can access the online NIF, you must first submit your Statement of Intent to Register (SIR) to the university. It may then take up to 72 hours for the system to update before you can [login to the NIF](#).

Certificate of Eligibility Form I-20 (F-1) or DS-2019 (J-1)

Berkeley International Office issues I-20 and DS-2019 documents needed for all new and continuing international students to obtain an F-1 or J-1 student visa.

To obtain your I-20 or DS-2019, complete the online NIF form on the [Berkeley International Office website](#).

Applying for a Student Visa

A visa is required to enter the U.S. for anyone who does not have legal U.S. permanent resident status or citizenship, with the exception of Canadian nationals who may enter the U.S. with the I-20 or DS-2019 and passport. Allow for sufficient time in your planning to apply for your visa. Start by checking the U.S. embassy or consulate website in your area to get instructions, make an interview appointment, and find out about visa appointment and processing wait times. U.S. embassy and consulate information is available on the U.S. embassy website.

Making Travel Arrangements

According to U.S. regulations, the earliest you can arrive is 30

days prior to the start of the semester. For most programs, the Fall 2016 semester begins on August 17. You may enter the U.S. in F-1 or J-1 status only after July 18, 2016. Your specific program start date will be noted on your NIF cover page. If you experience visa-processing delays, or will be unable to arrive in Berkeley for the first day of classes, contact the Berkeley International Office immediately at [International Office@berkeley.edu](mailto:InternationalOffice@berkeley.edu).

Mandatory Online Arrival Notification

All New, Transfer, EAP, and Returning (withdrawn for one semester or more) F-1/J-1 international students are required to complete a document check online to confirm their arrival in the U.S. and activate their F-1/J-1 immigration records. After your arrival in the U.S., please do the following:

- ◆ Update your local U.S. address in Cal Central (temporary or short-term addresses are accepted). See this [guide to updating your address](#) in Cal Central.
- ◆ Look up your [I-94 Arrival Record online](#). Download, take a screen shot and save it on your computer.
- ◆ Upload the saved file or screen shot of your [I-94 Record here](#).

International Student Orientation Programs

Berkeley International Office hosts orientation programs and social events specifically for international students new to the U.S. and Berkeley. All international students are invited to attend. The schedule for the orientation program is posted on the [Berkeley International Office website](#).

Berkeley International Office

International House, 2nd floor
2299 Piedmont Avenue, Berkeley, CA 94720-2320
phone (510) 642-2818, email: nif@berkeley.edu

TEACHING AND RESEARCH ASSISTANTSHIPS

Many graduate students are offered academic appointments, such as **Graduate Student Instructor** (synonymous with “teaching assistant”), Tutor, or Reader. These titles are **Academic Student Employees (ASE)** and are regulated by a union contract. The contract is available online. Students also may be offered an appointment as a **Graduate Student Researcher**.

A **Graduate Student Instructor (GSI)** serves as a teaching apprentice under the supervision of the instructor in charge of the course. GSI duties may include lesson planning and lab preparation, teaching sections or labs, office and email consultation, and grading exams and papers.

A **Graduate Student Researcher (GSR)** performs research work broadly related to his or her degree program under the direction of a faculty member or principal investigator.

All graduate students are restricted to working no more than half-time, regardless of the position they hold. For



example, a GSI typically works 16 to 20 hours per week, on average. Many departments appoint graduate students for less than half time. Academic appointments have minimum academic requirements, such as GPA, and students must meet registration and other requirements. Some positions may be eligible for fee remissions in addition to salary.

Before you begin any work, you should first meet with the personnel assistant in your hiring department to complete all the necessary paperwork and ensure that you understand what your position will entail and what to expect in terms of salary and fee remissions. For GSI appointments, the hiring department is required to send you an official appointment letter and any supplemental information required.

For GSR appointments, you should receive your signed copy of the **GSR Appointment Form** from your department outlining the details of your GSR appointment.

Your appointment is not final until you have accepted the job offer in writing. Ask about University deadlines, and make sure that you have met all the requirements for your position. For more information, please read the following documents:

- ◆ **GSI, GSR, Reader, Tutor Guide** has general job descriptions and requirements, tips for finding a position, and policies for academic appointments.
- ◆ **Fee Remission Program Bulletin** explains the fee remission program and is updated every semester.

The GSI Teaching and Resource Center, an academic unit in the Graduate Division, has been recognized as “a model for TA development programs everywhere” (WASC Educational Effectiveness Visiting Team Report). The Center prepares GSIs for the teaching they will do at Berkeley and in future careers. The Center’s website provides useful information and resources that can greatly assist you in your teaching.

The GSI Teaching and Research Center also assists students who do not speak English as a native language. Students who do not speak English as a native language and who do not hold a Bachelor’s degree from a U.S. institution must demonstrate

oral English proficiency to be appointed as a GSI. In those countries where the **internet-based (iBT) TOEFL** is available, English language proficiency for teaching is determined by the speaking section score of the iBT TOEFL. In those countries where the iBT TOEFL is not available, students can demonstrate their proficiency by taking and passing the Oral Proficiency Test (OPT) offered on the Berkeley campus. Information on passing scores, testing options, and language courses can be found on the **GSI Teaching and Resource Center’s Language Proficiency web pages**.

FIND HOUSING

The options for graduate student housing at Berkeley outlined below are described in greater detail on the **“Explore Housing Options” web pages** for graduate students.

UNIVERSITY-OWNED-AND-OPERATED HOUSING

Ida Louise Jackson Graduate House

Ida Louise Jackson Graduate House is reserved for single graduate students and is located one block from campus on College Avenue. This complex consists of shared apartments that are furnished and have single-occupancy bedrooms, shared bathroom, kitchen facility, and living/dining room area. Data and phone lines are provided in bedrooms. Rents are per-person and are determined by apartment size. Utilities (including water, garbage, electricity, data line and basic cable) are included. Phone services are provided by Residence Telephone Services. For monthly rates, see the Ida L. Jackson housing website. You can submit an application online at the housing portal for the Jackson House.

Manville Apartments

The Manville Apartments are unfurnished single studios for law students and other single graduate students. Located three blocks from campus, at Shattuck Avenue and Channing Way, these apartments are within easy walking distance of downtown Berkeley shops, movie theaters, and public transportation. Utilities include basic cable and Internet data line; students pay for electric service. For monthly rents, see the Manville housing

website. You can submit an application online at the housing portal for the Manville Apartments.

Family Student Housing

Family Student Housing offers apartments for married/partnered students, with or without children, and single parents at [University Village](#). The East Village Apartments include spacious two and three-bedroom flats and townhouses, and the West Village Apartments include one, two, and three-bedroom apartments.

The popular University Village community is located about three miles northwest of campus in the nearby town of Albany (known for its excellent school district). Rents include all utilities, internet, basic cable and one parking space. University Village is served by AC Transit and the local bus system; registered students can ride for free.

For more information, email the Family Student Housing Assignments Office, apts@berkeley.edu or call (510) 642-4109.

ALTERNATIVE AND OFF-CAMPUS HOUSING

The Berkeley Student Cooperative

[The Berkeley Student Cooperative](#), known as co-ops, these buildings offer various accommodations, including rooms, houses, and shared apartments for single students in single or double occupancy rooms.

International House

[International House](#) is located at the eastern edge of the campus, provides room and board accommodations, and features an exciting array of intercultural activities and programs for students and scholars from the U.S. and dozens of other countries.

Off-Campus Rental Housing

Many graduate students reside in rental housing in Berkeley or nearby communities and find their housing through the [Cal Rentals website](#), a rental listing service assisting the Berkeley community to find housing. For a \$20 subscription fee, you receive three months of access to rental listings from landlords who seek Cal students as tenants. Rentals advertised include shared apartments and houses, rooms in private rooming houses and private homes, apartments and houses in the community, and work exchanges.

Apartments with three or more bedrooms are rare. Unlike University housing, off-campus rentals usually do not include utilities, cable TV, or internet access. Typically you will be required to pay the first month's rent and a security deposit in advance.

[Work Exchanges](#) are another option for budget-conscious students. Sometimes a homeowner will seek a student to perform a job (baby-sitting, gardening, or managing the property) in exchange for a room or an apartment. Expect to work approximately fifteen hours per week for a rent-free room.

GET SETTLED

Residency

Students are classified as residents or nonresidents after completing the **Statement of Legal Residence** shortly after being admitted to the University. Graduate students (U.S. citizens, permanent residents, and some eligible nonimmigrants) who enter UC Berkeley as nonresidents and who establish residency for the required year may be classified as residents for tuition purposes within one year after their arrival. These students then receive the benefit of paying at the lower resident rate.

The classification process is not automatic. Continuing nonresident students who have made California their permanent home and believe that they are eligible for resident status must submit an online residency classification petition. Supporting documentation can be uploaded to [Cal Central](#) prior to established deadlines. Even though few nonresident students submit a petition to change their residency status until the end of their first academic year at Berkeley, you must start the process of fulfilling the residency requirements as soon as you arrive. This includes documenting when you arrived, that your year of physical presence in this state is coupled with your intent to make California your home, and that you are financially independent.

What Should You Do Once You Arrive in California?

Please review the information on the Registrar website page [Residency Requirements: Graduate Students](#). Remaining in California during non-academic periods is a strong indicator of your intent to make California your home. You will be required to document that you were physically present in California for at least two of the three months during the summer previous to the term for which you are petitioning for residency.





For the full text of the campus residency policy, what students should do once they arrive, and applicable deadlines, see the Residence Affairs website. Students with residency questions should contact the Residence Affairs unit by [email](#) or phone (510) 664-9181.

This summation is not a complete explanation of the policies regarding residency. Changes may be made in the residence requirements between the publication date of this guide and the relevant residence determination date.

Note: International students with F-1 or J-1 visas/nonimmigrant status are not eligible to establish residency.

Cal 1 Card – Your Photo ID and Much More

The Cal 1 Card is UC Berkeley's official identification card. The Cal 1 Card has several functions.

- ◆ It is your official UC Berkeley nontransferable photo identification card.
- ◆ It is your access card to campus buildings and services, including: library services, University Health Services, recreational sports facilities, residence halls, and Cal Dining meal plan points. In addition, with a Class Pass sticker you can use your Cal 1 Card to ride AC Transit.
- ◆ It also functions as a debit card. You can deposit money to the card online and use the card for purchases from participating on- and off-campus merchants, printing in computer labs and libraries on campus, food and beverages at Cal Dining locations, and laundry in the residence halls. Your Cal 1 Card debit account is free with no minimum balances or overdraft fees. It's easy to get started online today.

To obtain your Cal 1 Card, upload a photo and valid government-issued identification online, or go in person to 180 Cesar Chavez Center in Lower Sproul Plaza.

For a complete list of merchants, to deposit money online, and to learn about all the benefits of the Cal 1 Card, visit the [Cal 1 Card website](#).

Student Records and Privacy

As a student, you will have a variety of records maintained by the University of California. Disclosure of information contained in these records is governed by state and federal law and by campus policy. [The Berkeley Campus Policy Governing Disclosure](#) is posted on the [Office of the Registrar website](#). Unless you request “non-disclosure,” the Registrar and the Graduate Division consider the following categories to be public information once you become a registered graduate student: name, address, email, telephone numbers, birthdate, birthplace, class levels, dates of attendance, major field of study, degrees granted by Berkeley and their dates, school most recently attended, and the number of course units in which the student is enrolled. Also, the Graduate Division confirms the awarding of University fellowships and grants administered by the Graduate Division.

When requested, we will release the information noted above, if available in our offices. If you do not want this information released, in whole or part, you must submit a written request to withhold this information from public disclosure. You can do this **by letter or by completing a form that is available from Graduate Services Degrees, 318 Sproul Hall, Berkeley, CA 94720-5900**. The written request will be honored until you graduate or withdraw from the University, or for a five-year period, whichever comes first. However, this procedure is only applicable to Graduate Division records; if you wish to have other records made confidential, you must contact the Registrar's Office, your department, and any other office to which you have provided information and then follow their nondisclosure procedures.

ACADEMICS AND RESEARCH

ACADEMIC ADVISING

The Graduate Student Affairs Officer (GSAO) in your department will tell you which faculty member has been assigned as your Graduate Advisor to help you understand course requirements and to plan a program of study. Eventually, you will need to designate a faculty member to serve as your major advisor and to direct your thesis or dissertation. This professor

will act as your personal mentor during your graduate career and will introduce you to the academic world of your discipline.

All graduate students are required to maintain a minimum grade-point average of 3.0 (B) in all upper division and graduate course work. Check with your Graduate Advisor for the requirements in your department, as some departments may have higher standards for their students.

GSI TEACHING AND RESOURCE CENTER

This Graduate Division office provides teaching support for new and continuing Graduate Student Instructors (GSIs) and prepares graduate students for the teaching they may do in future academic and nonacademic careers. The **GSI Teaching and Resource Center** includes teaching conferences, workshops, course improvement grants, teaching awards, consultations, and a **Certificate in Teaching and Learning in Higher Education**. The **Center's Language Proficiency Program** administers **SPEAK (Speaking Proficiency English Assessment Kit)** and **OPT (Oral Proficiency Test)** exams for prospective GSIs who do not speak English as a native language. The Center also assists departments and faculty in their role of preparing GSIs for teaching through grants, web-based materials, and an annual seminar for faculty on mentoring GSIs in teaching.

In tandem with the Graduate Writing Center staff, the Center sponsors a **Summer Institute for Preparing Future Faculty**. The Center's website includes an online teaching guide and a rich array of materials to assist GSIs. Visit the GSI Teaching and Resource Center at 301 Sproul Hall to find books, videos, and other reference materials on teaching. For more information, **email** or call (510) 642-4456.

INTELLECTUAL PROPERTY

Research Policies

The conduct of research at the University of California, Berkeley is governed by the rules and policies of several jurisdictions — the federal and state governments, the UC Office of the President, the Academic Senates of both the University of California system and the Berkeley campus, as well as the administration of UC Berkeley. The **links listed here** provide information on relevant rules, regulations, and policies.

Intellectual Property

The aim of UC Berkeley policies on the protection of intellectual property rights is to make available research to others for the public benefit, while providing recognition to individual researchers and inventors and encouraging the prompt and open dissemination of research results.

The UC Berkeley Office of Technology Licensing (OTL) works with campus inventors to facilitate transfers of technologies created at UC Berkeley to the commercial sector for public use and benefit. OTL also has a peer division, the Industry Alliances Office (IAO), which enables innovative research relationships by negotiating research contracts between Berkeley employees and private industry.

Publications

Due to the variability and ambiguity in practices among different fields regarding faculty-student authorship of published work, the Graduate Council of the Academic Senate has mandated a set of processes within each department to clarify expectations concerning authorship. Guidelines, as well as an appeals process are set at the faculty-student level and the department level. For more information, see the **policy on fairness of authorship credit**.

PROFESSIONAL DEVELOPMENT

Graduate Professional Services (GPS)

Graduate Professional Services (GPS) is a dynamic hub of professional development programming for UC Berkeley's graduate students. With both a virtual and physical presence, GPS assists students in navigating the extensive programming offered by a wide range of campus units that support the





academic, professional, and career development of graduate students. The GPS website features an online calendar of professional development events and an online professional development guide to help graduate students explore and develop career-oriented competencies and skills. The GPS Center, located in 309 Sproul, provides a space for professional development events and workshops for graduate students.

GPS collaborates with graduate program faculty, student groups, and staff networks to offer activities that help graduate students recognize potential career paths, set professional development goals, and build skills vital to a variety of careers, both within and beyond the academy. For more information, visit the [GPS website](#) or [email our Professional Development Resource Coordinator](#).

The Graduate Writing Center

This [Graduate Division office](#) assists graduate students in the development of academic skills necessary to successfully complete their graduate programs and prepare for future faculty and professional positions. This center offers workshops on topics such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication, in addition to writing groups and a graduate-level course on academic writing (GSPDP 320) that is offered every spring.

In conjunction with the GSI Teaching and Resource Center, the Graduate Writing Center also sponsors the [Summer Institute for Preparing Future Faculty](#) and the [Student Mentoring and Research Teams \(SMART\) Program](#), a graduate/undergraduate research mentoring program. Workshops are announced through departments and GradNews. For more information about the Graduate Writing Center (307A Sproul Hall), call (510) 643-9392 or send an [email to the center](#).

Career Center

The Career Center offers services for graduate students including confidential appointments with Ph.D. career counselors, workshops on the academic job search and expanded professional options for graduate students, an M.S./Ph.D. Career Fair, employer information sessions, and the annual Ph.D. Career Colloquium.

TECHNOLOGY RESOURCES

Students have access to a wealth of technology resources to support collaboration, learning, and research on campus and beyond. [Berkeley policies](#), such as data security and copyright, govern the broad range of electronic activities that you may engage in as a student. Specific regulations and more information are on the [Campuswide IT Policy and Privacy website](#).

The general access computer facilities on campus are equipped with Windows and Macintosh computers and up-to-date software, plus scanners, color and monochrome printers, and areas for those who want to work on their personal laptops. Computer facilities staff are trained to assist with issues ranging from account creation and network connections to scanner walk-throughs to in-application troubleshooting and tutoring. Locations, hours, and technical service specifics can be found on the [ETS website](#). The Student Computer Consulting Service (SCCS), located on the first floor of Moffitt Library, can assist with software downloads and network connectivity issues.

Educational Technology Services (ETS)

ETS provides audiovisual, computer projection, and podcast technology for classrooms, along with training and support of technologies to enrich teaching and learning experiences. Learn more on the [ETS website](#).

bCourses

[bCourses](#) is Berkeley's new Learning Management System (LMS) powered by Canvas. It is an online system specifically designed for the delivery and communications of course content, online engagement between students and instructors, and the management of student work in support of face-to-face and hybrid classes.

Software Central

[Software Central](#) offers no- or low-cost downloads of campus site-licensed software, including Windows 7, Microsoft Office Suite, Adobe Creative Suite, and integrated firewall/antivirus programs. Cloud services for online storage and collaboration — Box, bDrive and Google Docs — are available at no cost to the campus community. You will need a CalNet ID and passphrase to download/access these services. See [bConnected](#) for service access information.

Campus Wi-Fi choices

[AirBears2](#) is the wireless service for access to the campus network. It provides access to all students, staff, and faculty, and includes a provision for the creation of short-term guest accounts for campus visitors. Guests may use CalVisitor to

access the internet only. This is an open wifi network and requires no password. attwifi is a service provided by AT&T Wireless. It is available to AT&T customers with devices that are provisioned for the service. Members of the general public may also access it for a fee on the [IST website](#).

Technology Support

The [online Knowledge Base](#) provides how-to's and answers to commonly asked technical questions.

The CSS-IT Help Desk can answer specific questions. Contact the Help Desk at (510) 664-9000, then option 1.

Phishing

Phishing is a type of attack carried out in order to steal usernames, passwords, credit card information, Social Security numbers, and other sensitive data, by masquerading as a trustworthy entity. Phishing is most often seen on campus in the form of malicious emails pretending to be from credible sources such as UC Berkeley technology departments or financial organizations related to the university. If you receive an email you are not sure about, don't reply — forward the suspicious email to consult@berkeley.edu or call the CSS-IT Service Desk at (510) 664-9000.

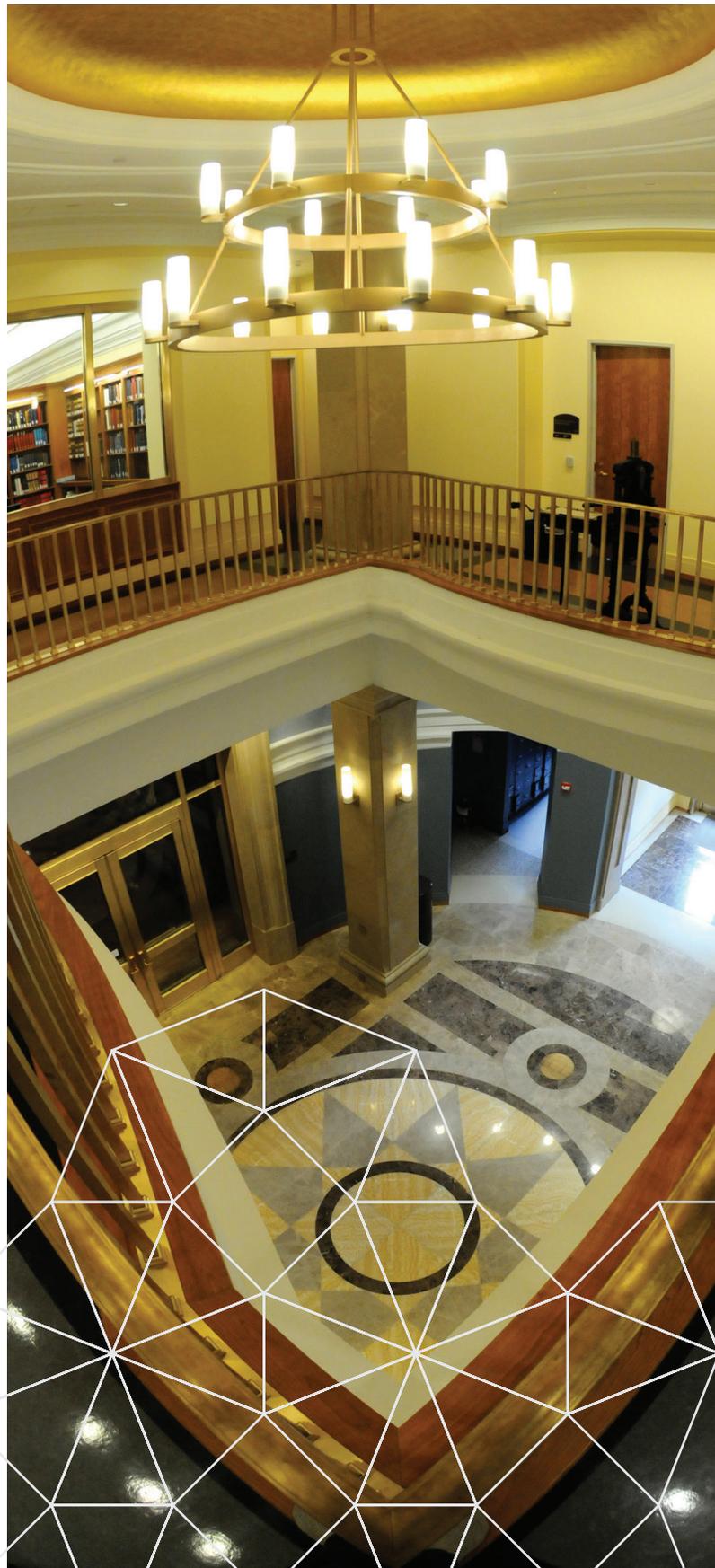
HEALTH, WELLNESS, AND MENTAL HEALTH SERVICES

University Health Services (UHS) at the Tang Center is a comprehensive outpatient center, complete with medical, mental health, wellness, and insurance programs. Services provided include primary, urgent, and specialty medical care; pharmacy, laboratory, and radiology services; physical therapy; counseling and psychological services, including a career counseling library; health promotion services; and eTang online student portal. Registered students can use all services at UHS whether or not they have Berkeley SHIP.

Student Health Insurance Plan (SHIP)

As a condition of enrollment, all students are required to have major medical health insurance to cover hospitalization and other care outside UHS. Students are automatically enrolled in SHIP, which is administered by UHS. SHIP coverage is worldwide and includes excellent medical, mental health, dental and vision benefits. For 2016-17, the Fall semester coverage period is August 15 -December 31, and Spring semester covers December 31-July 31. Fall 2017 plan will begin on August 1. Dependent plans and free Insurance Helpline are also offered. More details are available [online](#).

Counseling and Psychological Services (CPS) provides a variety of services for students to help with personal, academic, career, and crisis concerns. There is no cost to get started with CPS, with up to five free visits per year. Professional counselors are available at the Tang Center, as well as at several satellite offices, which offer access for graduate students who do not want to run into the undergraduates they teach. Graduate





student-specific groups and workshops focus on managing stress, anxiety, and depression, with support groups for graduate women and men.

Office Hours

Monday-Wednesday: 8:00 am-5:30 pm

Thursday: 9:00 am-5:30 pm

Friday: 8:00 am-5:00 pm

Crisis Drop in Hours: 10:00 am – 5:00 pm, Monday – Friday

Recreational Sports

You can find just about everything you'll need to stay fit at facilities managed by the Department of Recreational Sports: swimming pools, racquetball and handball courts, weight rooms, cardiovascular machines, basketball, volleyball, badminton courts, intramural sports leagues, and more.

Student memberships are included in campus fees, so you don't need to pay anything extra to become a member — although you will still need to fill out a liability waiver. Students also receive special rates on fitness classes, personal training, intramural sports, and outdoor adventure classes.

All members get access to the RSF, the Fitness Center at Memorial Stadium, tennis courts, running tracks, the Strawberry Canyon Recreation Area, Hearst Pool, and the Golden Bear Recreation Center, Group X exercise classes, and discounted rates on personal training, instructional fitness classes, massage therapy, and outdoor adventure classes at the Berkeley Marina.

Members can sponsor one additional person who meets the following criteria: legal spouse, domestic partner, or adult (at least 17 years old) at the same shared residence to receive a discounted membership rate. Call (510) 642-7796 for more information, or visit the [Recreational Sports website](#).

SERVICES FOR STUDENT PARENTS

About one in ten of Berkeley's graduate population is a student parent. UC Berkeley recognizes that a family-friendly academic culture is essential to the success and well-being of all students, faculty, and staff. The University is committed to supporting

policies, programs, and services to help graduate student parents meet their family care obligations while they pursue their academic goals.

Academic Policies

The Graduate Council of the Academic Senate supports academic accommodations for graduate students with substantial parenting responsibilities, including (when applicable) extension of time for academic milestones. For details, see the [Student Parent policies here](#).

CHILD CARE

The Early Childhood Education Program (ECEP)

The [University's Early Childhood Education Program](#) (ECEP) provides early childhood services to infants, toddlers, and preschoolers at five centers in Berkeley and Albany. ECEP teaches UC Berkeley's youngest students in a safe, nurturing, stimulating environment that sparks curiosity. It is ECEP's goal to help student parents balance school, work, and family. We reserve a number of spaces for the children of student parents, and also provide subsidies to those who qualify.

Early applications are recommended, and are available on the Early Childhood Education website. A local child care referral agency, Bananas (510-658-0381), can provide names of other child care services in the community. For more information, visit the [ECEP website](#).

Emergency Back-Up Child Care

Parents who are currently registered UCB students are eligible for up to 60 hours per year of highly-subsidized back-up child care from a leading nationwide provider of care services (on a first-come, first-served basis). This back-up program helps student parents when their regular child care arrangements are unavailable and they need to attend to academic responsibilities on campus, at home, or away. For more information, visit the [Back-Up Child Care website](#).

Financial Aid for Student Parents

Registered graduate student parents (single or married) with dependent children may apply for a variety of aid programs.

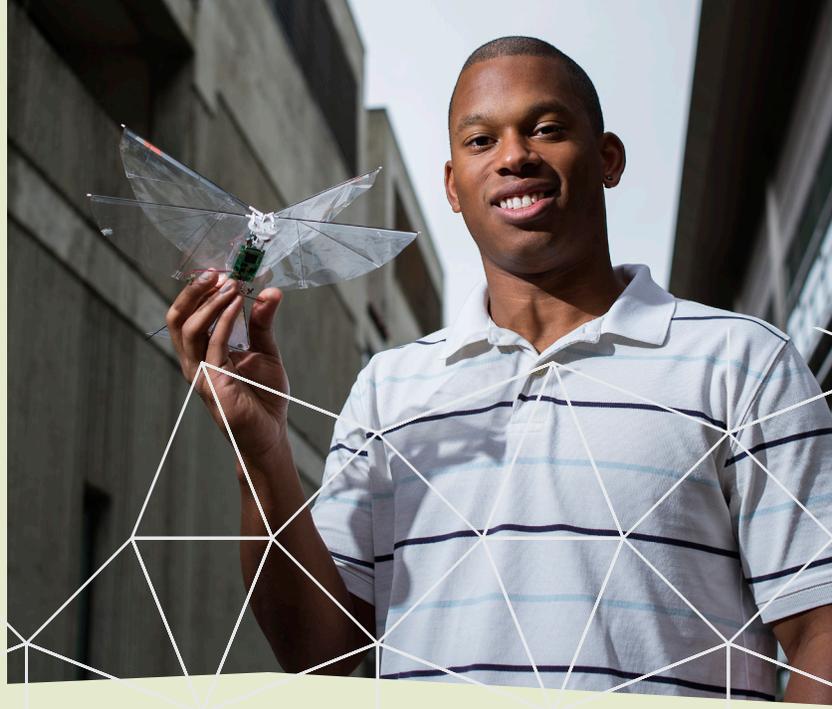
- ◆ Graduate Student Parent Grant
- ◆ Childbirth Accommodation Funding
- ◆ Reimbursement Program for Graduate Student Researchers
- ◆ Reimbursement Program for Academic Student Employees (GSIs, Readers, Tutors)
- ◆ Family-Related ASE Contract Policies

For more information, see visit the [Support for Student Parents website](#).

NETWORKS

Student Parent Center

This campus center provides information, child care referrals, problem-solving counseling, and advocacy for the needs of student parents. It offers a central, cheerful, inviting space for student parents who need to be on campus with their children,



a relaxing area for nursing, opportunities to network with other student parents, and access to computers and kitchen facilities. For more information, visit the [Student Parent Center website](#).

Berkeley Parents Network

Created by UC Berkeley graduate students in 1993, this independent, free, volunteer-run online community offers parent-to-parent advice and local referrals via email newsletters, on childcare, pediatricians, schools, and much more. To subscribe to the newsletters, visit the [Berkeley Parents Network website](#).

EQUITY & INCLUSION

The Division of Equity and Inclusion provides leadership and accountability to resolve systemic inequities for all members of UC Berkeley through engaged research, teaching, and public service, and by expanding pathways for access and success and promoting a healthy and engaging campus climate.

E & I includes several programs that are excellent resources for graduate students.

The Graduate Diversity Program (GDP)

The Graduate Diversity Program (GDP) is committed to ensuring all UC Berkeley graduate students benefit from an inclusive and respected learning experience. Focusing on students traditionally underrepresented in higher education, GDP offers services to prospective and current students, with the goal of recruiting, retaining and graduating diverse graduate students.

The GDP provides individual advising on admissions, application assistance, strategic planning for academic success, and post-graduation planning. In collaboration with current students, GDP strives to promote a forum for ideas and programs designed to enhance the educational pathways of diversity students. For more information, see the [Graduate Diversity Program's website](#).

The American Indian Graduate Program (AIGP)

AIGP promotes the inclusion and success of American Indians and Alaska Natives in graduate education at UC Berkeley. Outreach, recruitment, advice, advocacy, and many other individualized services work to eliminate barriers that prevent Native Americans from taking full advantage of educational, social, and professional opportunities. For more information, see the [American Indian Graduate Program's website](#).

Centers for Educational Justice and Community Engagement

The Centers for Educational Justice & Community Engagement (EJCE) at Berkeley are seven programs and centers that advocate and collaborate across diverse communities. Community engagement enriches the academic success of students and fosters a campus climate that honors the dignity of all people.

Many of these programs are geared toward undergraduates except for the Gender Equity Resource Center. The Gender Equity Resource Center (Gen Eq) provides support and services for women, and lesbian, gay, bisexual, transgender and queer (LGBTQ) students, as well as advocacy, support, and education on sexual and relationship violence and hate crimes. For more information, see [Gen Eq Center website](#).

Disabled Students Program

The Disabled Students Program (DSP) provides a wide range of academic accommodation services for eligible students. Students are responsible for pursuing DSP's disability verification requirements and applying for accommodations.

After completing the online application and interactive process with a DSP Specialist, it is recommended that students meet with each faculty member in courses where accommodations are required, to insure the accommodations are understood and provided. If help is needed to complete the online application, request assistance by contacting dsp@berkeley.edu. For further details, see [DSP website](#).



GRADUATE STUDENT LIFE

The Office of Graduate Student Life supports graduate students around issues that affect their well-being, such as health education and wellness, housing, and parenting support — and helps create a more inclusive community for all students.

The **Graduate Community Coordinator** works hand-in-hand with campus partners including the Graduate Assembly, Student Affairs, and other service units to provide programs, workshops, and outreach tailored towards graduate students. The coordinator also serves as a liaison for graduate students and represents the Graduate Division on various campus committees, advocating for the unique needs of graduate students.

Graduate Assembly

The Graduate Assembly is the official representative body of the graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. In service to these principles, the Graduate Assembly advocates for graduate student rights, funds student groups on campus, and directly manages a variety of projects that support graduate student communities.

Graduate Assembly

Eshleman Hall 2465 Bancroft Way, #444
Berkeley, CA 94720-4500
Phone: 510-642-2175
<http://ga.berkeley.edu>

Public Service Center

The PSC partners with faculty and community to support Berkeley students in finding their path to creating a just and equitable world. The PSC has 22 programs and collaborates with more than 200 community partners, with many ways to get involved. The PSC supports graduate students in developing community-based courses and research; identifying placement sites for students; setting up community partnerships; finding resources to support this work; and connecting graduate

students to colleagues in the fields of engaged scholarship, service-learning, civic engagement, and community-based participatory research.

218 Eshleman Hall
(510) 642-3916
publicservice@berkeley.edu
<http://publicservice.berkeley.edu>

ADDITIONAL CAMPUS RESOURCES

CAMPUS SAFETY

On campus and in the surrounding area, you should take the precautions that you would in any urban setting. When you arrive, take the opportunity to tour the campus during daylight hours to become familiar with your surroundings. The UC Police Department (UCPD) is a full-service police department operating around the clock. The UCPD provides a number of crime prevention and safety programs.

When you are on campus at night, stay on lighted, well-traveled walkways, or use Night Safety Services such as BearWALK. UCPD regularly publishes Crime Alerts for the community, notifying of criminal activity on or near campus. Alerts will be sent to your “@berkeley.edu” email address via Nixle’s UC Berkeley Private Group. For more information, see the [UCPD website](#).

Each year, UCPD publishes the campus annual security report, containing campus crime statistics, and campus security policies. A print copy is available on request. To receive print copies, call UCPD Community Outreach at (510) 642-3679, or [email UCPD](#).

The Police Department is located in the basement of Sproul Hall.

To report an emergency on or off campus:
call 911 from any telephone.

From cell phones, to report on-campus emergencies:
call (510) 642-3333.

For non-emergency assistance:
call (510) 642-6760.

EMERGENCY PREPAREDNESS

The Office of Emergency Management (OEM) has information on how to prepare for earthquakes, fires, and other major emergencies. OEM has created a free emergency preparedness mobile app that contains Berkeley-specific tips and guidance for a wide range of emergencies. Please visit the [OEM website](#) for download instructions and to access further information on campus emergency procedures, including a list of supplies to keep on hand. If you are a Graduate Student Instructor, learn where to direct your class if you need to evacuate by reviewing evacuation maps in each campus building. As a graduate student, you have been automatically enrolled in WarnMe, the campus alert system via your berkeley.edu email address. To receive WarnMe emergency warnings via any other method, such as by text or phone, you must log onto the [WarnMe website](#) and input your contact information. Text messages are the fastest way to get notified and should be your first alert priority.

To get additional information during a major campus emergency, call 1-800-705-9998, or log onto the campus's main web page. If the main Berkeley page is down use the [emergency website](#), or listen to the campus radio station (KALX 90.7 FM). You can also go to the [Safe and Well website](#), a virtual bulletin board to find friends and leave messages for family and friends during a large-scale emergency.

UNIVERSITY LIBRARY

UC Berkeley is home to one of the finest research libraries in the U.S., encompassing over eleven million items housed in over twenty libraries and access to an extensive array of online resources.

The [Library website](#) is your first source of information about library resources and services. Visit [Information for Graduate Students and GSIs](#) to find a guide specifically for graduate students, which includes:

- ◆ Information about borrowing, off-campus access to electronic resources, interlibrary loan, and more. Services for instructors include in-class workshops on library research, consultations about research assignments, and course reserves.
- ◆ Links to Subject Guides to learn about reference sources, article databases and specialized research tools in your discipline.
- ◆ How to contact your Subject Librarian, who is available to support your research and teaching, and to answer questions regarding library services, collections research tools.
- ◆ Research Help is also available at reference desks in the campus libraries, by e-mail, and via 24/7 chat.

Your Cal1 Card is your library card; you will use your Calnet ID and passphrase to access online sources from off-campus.

PARKING AND TRANSPORTATION

Since Berkeley is a busy urban campus, parking near campus is limited; however, parking can usually be found in the new



Underhill Parking Facility between Channing and Haste Streets. Students living within two miles of the campus are not eligible to purchase parking permits. Berkeley is well-served by public transit, and many students prefer to walk or bike to campus. For more information about all of our programs, see the [Parking and Transportation website](#).

Student AC Transit Class Pass

All graduate and undergraduate students pay a mandatory student fee for a “Class Pass,” the AC Transit bus pass issued at the beginning of the fall and spring semesters that provides year-round access to AC Transit buses.

The Class Pass allows registered students to ride free of charge on AC Transit (including the Transbay lines to San Francisco). The fees are covered by your registration fees. All you need to do is pick up your Class Pass at the Cal Photo ID Office. For more information regarding the Class Pass, see the [P&T website](#).

BearTransit Shuttle

Your Cal 1 Card is also valid on the BearTransit campus shuttles, which operates eleven lines to and around campus nearly 24 hours a day, including service to Moffitt Library, BART, the



ASUC, and other popular destinations. Shuttle schedules are available on the [P&T website](#). Schedules for the Night Time routes are also available [online](#).

Parking Permits

Students who live at least two miles from campus can purchase parking permits. To manage local demand, parking permits are strictly enforced on campus and in the surrounding neighborhoods.

To purchase a permit, check current parking fees, or obtain a parking map, call or visit:

Parking and Transportation

2150 Kittredge Street
Berkeley, CA 94720-5746
(510) 643-7701
<http://pt.berkeley.edu/>

If you must drive, Parking and Transportation encourages finding a carpool partner using your personal network, [511.org](#), or [Zimride](#). Carpooling saves money; for example, Fall 2016 rates are \$129/semester instead of \$363/semester. Be sure to bring your Cal Photo ID card and proof of local residence, such as a rental agreement or utility bill in your name (phone bills will not be accepted). If you drive to campus every day, you can save money by purchasing a prepaid student permit for a full semester. If you drive to campus only occasionally, you can purchase a Daily Student Fee Lot Permit that will allow you to park in student lots. Night and weekend permits also are available.

Bicycle Commuting, Security, and Licensing

Bicycles are allowed on most paths and roads on campus, with the exception of areas where riders must dismount and walk due to heavy pedestrian traffic. To avoid bicycle theft, make sure to properly lock your bike to a rack using a high-quality U-lock. Always lock the wheels and frame of your bike to a rack in a well-lit, well-traveled area. Secure, covered bike parking is available free of charge in four facilities and there are bike lockers at University Hall and Recreational Sports Facilities. Please see the [P&T website](#) for bike parking information. California bicycle licenses are free to campus affiliates. Please contact UCPD for license information.

Alternative Transportation

Parking and Transportation also provides information on their website on, and services related to, alternative transportation, including the Class Pass, BearTransit campus shuttles, carpools, Bay Area Rapid Transit (BART), and taking your bicycle on public transit. There is a link to bikes on public transit, and route planning at [511.org](#). P&T also offers students a \$48 High Value Bart ticket for \$43. If you have further questions, contact the Go Call! Program Manager, Natalie Nava at nnav@berkeley.edu or (510) 664-7268.

Car Sharing

Three car-sharing services Zipcar, City Carshare, and Enterprise are now available on or near campus. Each service provides its members with short-term car rentals. Car-sharing is an excellent alternative to automobile ownership for students. Use a vehicle when you need it for grocery runs and errands instead of owning, insuring, parking, and maintaining your own vehicle. For information, see the [Parking and Transportation website](#).

STUDENT LEGAL SERVICES

The Attorney for Students advises currently registered UC Berkeley students regarding their legal questions, rights, and obligations. A student legal consultation might focus on a landlord-tenant dispute, a citation for a criminal infraction or misdemeanor, filing an action in California Small Claims Court, questions related to credit card debt and/or collection actions, issues arising from a car accident or auto insurance, or questions about family law.

[Student Legal Services](#) provides counsel and guidance only, and does not represent or advocate for individual students with regard to their potential legal claims or disputes. If your situation requires legal representation, the Attorney for Students will help refer you to appropriate resources. Student Legal Services counsel and guidance is limited to California law only. For additional information about the scope and limits of services, see the [Student Legal Services website](#).

OMBUDS OFFICE FOR STUDENTS AND POSTDOCTORAL APPOINTEES

The **Ombuds Office** is a neutral, confidential resource for informal conflict resolution with a campus-related issue or concern. The Ombudsperson will listen to your concerns, serve as a sounding board, discuss your options with you, coach you in navigating difficult conversations, and help you get a new perspective so you can determine the next steps to take. They can also help to clarify policies and procedures, help you understand your rights and responsibilities, and when appropriate can serve as a mediator as well as assist in facilitating resolutions to your concerns (510) 642-5754.

GRADUATE DIVISION SERVICES

The Graduate Division will work with your department to oversee your progress toward a higher degree. We are located on campus in Sproul Hall on the third and fourth floors, where you will find offices for graduate admissions, degree progress, fellowships and academic appointments, the Graduate Writing Center, the GSI Teaching and Resource Center, and Communications and Events.

Graduate Services: Appointments

The Appointments Office administers policy related to graduate student academic titles. If you choose to work in an academic role, you'll find helpful information in the [GSI, GSR, Tutor Guide](#), or contact the Appointments Office, 318 Sproul Hall.

Graduate Services: Fellowships (see page 4)

Graduate Services: Degrees

The Degrees Office, 318 Sproul Hall, monitors your progress as a student from first registration to graduation. The Degrees staff can help you with problems or concerns about registration, qualifying exams, advancement to candidacy, and ultimately filing for your degree.

Graduate Professional Services (see page 9)

The Graduate Student Instructor (GSI) Teaching and Resource Center (see page 9)

The Graduate Writing Center (see page 10)

Communications and Events

Throughout your graduate career, Graduate Communications and Events will keep you informed about academic workshops, opportunities for fellowships and grants, important deadlines, special events, and other time-sensitive issues via a monthly electronic newsletter, *GradNews*.

This newsletter, the [GradNews web page](#), our [Facebook](#) and [Twitter pages](#), and other graduate publications can be found on the [Graduate Division website](#).

We also bring world-renowned scholars and prominent political figures to lecture and meet with graduate students on campus. These lectures are free to students and open to the public. Visit the [Berkeley Graduate Lectures website](#) for the schedule of events.

ACADEMIC CALENDAR

University of California, Berkeley

Fall Semester 2016

FALL SEMESTER BEGINS	August 17, Wednesday
Instruction Begins	August 24, Wednesday
Academic and Administrative Holiday	September 5, Monday
Academic and Administrative Holiday	November 11, Friday
Academic and Administrative Holiday	November 24 – 25 Thursday and Friday
Last Day of Instruction	December 9, Friday
Final Examinations	December 12 – 16, Monday – Friday
FALL SEMESTER ENDS	December 16, Friday
Academic and Administrative Holiday	December 26 – 27 Thursday and Friday
Academic and Administrative Holiday	December 30 – January 2 Friday/Monday

Spring Semester 2017

SPRING SEMESTER BEGINS	January 10, Tuesday
Academic and Administrative Holiday	January 16, Monday
Instruction Begins	January 17, Tuesday
Academic and Administrative Holiday	February 20, Monday
Spring Recess	March 27 – 31, Monday – Friday
Academic and Administrative Holiday	March 31, Friday
Cal Day	April 22, Saturday
Last Day of Instruction	May 5, Friday
Final Examinations	May 8 – 12, Monday – Friday
SPRING SEMESTER ENDS	May 12, Friday
Academic and Administrative Holiday	May 29, Monday

Summer Sessions 2017

First Six-Week Session begins	May 22, Monday
Academic and Administrative Holiday	May 29, Monday
Ten-Week Session begins	June 5, Monday
Eight-Week Session begins	June 19, Monday
First Six-Week Session ends	June 30, Friday
Second Six-Week Session begins	July 3, Monday
Academic and Administrative Holiday	July 4, Tuesday
Three-Week Session begins	July 24, Monday
Ten-Week Session ends	August 11, Friday
Eight-Week Session ends	August 11, Friday
Three-Week Session ends	August 11, Friday
Second Six-Week Session ends	August 11, Friday

* Dates subject to change