

## Office of the Dean of the Graduate Division

424 Sproul Hall, 510-642-5472

Email: [graddean@berkeley.edu](mailto:graddean@berkeley.edu)



**Fiona M. Doyle,**  
**Dean of the**  
**Graduate Division**  
is the chief advocate for graduate education and research at Berkeley, working with the Graduate Council of the Academic Senate

to sustain the world-renowned excellence of more than 100 graduate programs. The Dean collaborates with campus faculty and staff to build diverse sources of financial, academic, career, and life-balance support for Berkeley's 10,000-plus doctoral and master's students. Fiona Doyle is also the Donald H. McLaughlin Professor of Mineral Engineering in the Department of Materials Science & Engineering.

### Associate Deans

The Graduate Dean is assisted in strategic planning and communications with campus constituencies by members of the faculty who serve part-time as Associate Deans.



**Susan J. Muller,**  
a professor of Chemical and Biomolecular Engineering, has served as Associate Dean 2007-10 and 2013-present. She oversees graduate student support, including fellow-

ships, awards, grants, and student employment (academic appointments). She administers the annual mentoring awards and represents the Division in supporting the campus's diversity, equity, and inclusion initiatives.



**Kim Voss,** a professor of Sociology, has served as Associate Dean since January 2016. She oversees admission allotments, academic affairs and degree progress issues, and graduate profes-

sional development. She also works with the Graduate Council and its advisory committees. Along with Associate Dean Muller, she shares responsibility for participating in academic program reviews.

## Welcome to Berkeley

The Graduate Division serves more than 10,000 students in over 100 graduate degree programs. We are here to help you from the time you are admitted until you complete your graduate program.

While your department is often your first stop for information, we help guide you along the path to your degree. We are your partners for an array of academic, personal, and professional support services that are key to the everyday well-being and life-long successes of Berkeley students. Welcome!



## HOW WE GET THE WORD OUT

The Graduate Division keeps in touch with the graduate community throughout the year. Our Communications and Events staff help keep you informed and up to date.

510-643-7358 • Email: [gradpub@berkeley.edu](mailto:gradpub@berkeley.edu)  
[grad.berkeley.edu/about-us/publications](http://grad.berkeley.edu/about-us/publications)

### Electronic Publications

Entering students are encouraged to download **The Graduate Student Handbook** to help you get started.

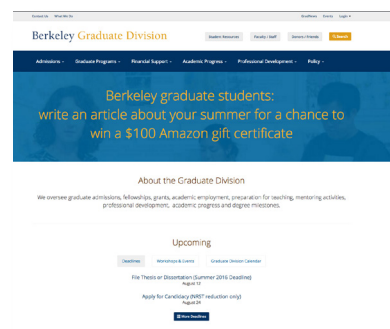
Our website, [grad.berkeley.edu](http://grad.berkeley.edu) is the central online resource for all graduate students. Look there for information about upcoming deadlines, fellowships, campus employment, developing professional skills, balancing your work/life priorities, filing your thesis or dissertation, and preparing for future careers. See our **Student Resources page** for essential information on everything from employment to academic milestones.

Our monthly electronic newsletter, **GradNews**, is sent to the email address you've entered into Cal Central. Links take you to illustrated articles on the web. **GradNews** brings you useful facts, helpful tips, and announcements vital to all Berkeley graduate students, including fellowship opportunities, policy matters that affect you, and news of interest about grad students, grad alumni, and faculty. Check out past issues at [grad.berkeley.edu/category/news](http://grad.berkeley.edu/category/news). Friend us on **Facebook** and follow us on **Twitter**!

### Events and Lectures

The Graduate Division hosts events that instruct and honor graduate students, including the New Graduate Student Orientation, the Distinguished Graduate Fellows Reception, GSI Awards Ceremonies, and Mentoring Awards Ceremonies. Graduate students are encouraged to attend our annual series of **Berkeley Graduate Lectures** and the **Tanner Lectures on Human Values**, which bring prominent scholars from around the world to speak and interact with the public.

510-643-7413 • Email: [lectures@berkeley.edu](mailto:lectures@berkeley.edu) • [gradlectures.berkeley.edu](http://gradlectures.berkeley.edu)  
[tannerlectures.berkeley.edu](http://tannerlectures.berkeley.edu)



## GRADUATE PROFESSIONAL DEVELOPMENT (GPD)

Berkeley's master's and doctoral degree candidates have varied needs for professional development as they explore future career paths. **Graduate Professional Development (GPD)** provides professional development resources and programs and serves as a gateway to a wide range of resources and opportunities that can enable students to develop the skills and experiences crucial to success in whatever careers they choose.

GPD collaborates with campus partners to develop tools and offer activities so that graduate students can formulate professional development goals, carry them out, and build an array of flexible skills that prepare them for multiple career pathways.

### GRADUATE PROFESSIONAL DEVELOPMENT RESOURCES AND PROGRAMS

- **Graduate Student Professional Development Guide** helps you identify skills to develop and steps to take each semester to strengthen those skills. [grad.berkeley.edu/gps/guide](http://grad.berkeley.edu/gps/guide).
- **Individual professional development planning tools** help you set goals and track your progress. [grad.berkeley.edu/gps/idp](http://grad.berkeley.edu/gps/idp).
- **The GPD online calendar** features workshops, conferences, talks, and other events sponsored by GPD and our campus partners that aim to build skills for various careers. [grad.berkeley.edu/gps/calendar](http://grad.berkeley.edu/gps/calendar).

**Graduate Student Instructor (GSI) Teaching & Resource Center** prepares graduate students for teaching at Berkeley and in future academic and professional careers. Offerings include fall and spring teaching conferences; workshops on teaching; the online course, Professional Standards and Ethics in

Teaching; a Certificate of Teaching and Learning in Higher Education; confidential consultations on teaching and on preparing teaching materials for the academic job search; electronic resources, including the Teaching Guide for GSIs and award-winning teaching ideas by Berkeley GSIs; grants and awards for GSIs and their faculty mentors; the Language Proficiency Program for international GSIs; and seminars for faculty on teaching with GSIs.

301 Sproul Hall • 510-642-4456 • Email: [gsi@berkeley.edu](mailto:gsi@berkeley.edu)  
[gsi.berkeley.edu](http://gsi.berkeley.edu)

**Graduate Writing Center** assists graduate students in developing the academic skills necessary to successfully complete their graduate degrees and to prepare for future academic and professional careers. Offerings include workshops on academic writing (grant writing, thesis/dissertation writing), editing, and publishing, writing groups, and confidential consultations.

307 Sproul Hall • 510-643-9392 • Email: [gradwriting@berkeley.edu](mailto:gradwriting@berkeley.edu)  
[grad.berkeley.edu/gps/writing](http://grad.berkeley.edu/gps/writing)

**Student Mentoring and Research Teams (SMART) program** engages doctoral students in creating mentored research opportunities for undergraduate students at Berkeley. The program is designed to broaden the professional development of doctoral students and to foster research skills and paths to advanced studies for undergraduates. Visit [smart.berkeley.edu](http://smart.berkeley.edu).

**Summer Institute for Preparing Future Faculty** is a six-week summer program for doctoral candidates preparing for future academic positions. See [gsi.berkeley.edu/programs-services/workshops-seminars-institutes/summer-institute](http://gsi.berkeley.edu/programs-services/workshops-seminars-institutes/summer-institute).

### GRADUATE PROFESSIONAL DEVELOPMENT PARTNERS

**Career Center** offers 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.

2440 Bancroft Way • 510-642-1716  
[career.berkeley.edu/Phds/Phds](http://career.berkeley.edu/Phds/Phds)

**Beyond Academia** is a career education conference and network created by and for Ph.D. students and postdoctoral scholars who are considering careers outside of academia or are interested in learning about the many career options available to Ph.D.s. Conference attendees hear from, and interact with, panels of successful and creative professionals; workshops and networking events allow for discussion in an informal setting. The annual event is planned and organized entirely by Berkeley graduate students and postdocs.

[beyondacademia.org](http://beyondacademia.org)

**Visiting Scholars & Postdoc Affairs Program** coordinates various career networking opportunities open to graduate students at Berkeley. Staff offer programs and services to help meet the educational needs and career interests of postdoctoral scholars and to foster a robust postdoctoral community.

44 Barrows Hall • 510-643-9681 • Email: [vspa@berkeley.edu](mailto:vspa@berkeley.edu)  
[vspa.berkeley.edu](http://vspa.berkeley.edu)

For a complete list of campus partners, see [grad.berkeley.edu/professional-development/partners](http://grad.berkeley.edu/professional-development/partners).

### Campus Emergency Loans

Any registered student may apply for an emergency loan, interest-free if repaid within 60 days (with a small processing fee). The maximum loan amount is set each semester by the Financial Aid & Scholarships Office and is subject to change without notice. For more information, see [financialaid.berkeley.edu/short-term-emergency-loan](http://financialaid.berkeley.edu/short-term-emergency-loan).

### Federal Loans

The **Financial Aid & Scholarships Office** administers Federal Direct Loans, several smaller federal loan programs, and the Federal Work-Study Program. Graduate students who are US Citizens or permanent residents can usually borrow what they need to cover the difference between their academic year budget (tuition, fees, and living expenses) and merit-based awards and other available resources.

For detailed information on how and when to apply for loans, how funds are disbursed, and important links, see the **Graduate Award Guide** at [financialaid.berkeley.edu/graduate-award-guide](http://financialaid.berkeley.edu/graduate-award-guide).

If you still have questions after visiting the website, you can submit questions at [studentcentral.berkeley.edu/open-case](http://studentcentral.berkeley.edu/open-case). Be sure to include your student ID number and make sure your email address and phone number are correct in [Cal Central](#).



## GRADUATE STUDENT SERVICES

318 Sproul Hall, Berkeley, CA 94720-5900

The Graduate Student Services staff are the friendly and knowledgeable people who track your progress from the time you apply to Berkeley until you receive your degree. We coordinate with staff and faculty in your academic program to get things done for you!

**Admissions** staff are often the first point of contact for applicants. We advise applicants, faculty, and departments on policy and procedures for gaining admission to graduate study at Berkeley.

510-642-7405 • Email: [gradadm@berkeley.edu](mailto:gradadm@berkeley.edu)  
[grad.berkeley.edu/admissions/apply](http://grad.berkeley.edu/admissions/apply)

**Appointments** staff help students become employed with staff and academic titles such as Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, and Tutor. We monitor student eligibility for fee and tuition remission and ensure compliance with mandatory policies.

510-642-7101 • Email: [gradappt@berkeley.edu](mailto:gradappt@berkeley.edu)  
[grad.berkeley.edu/financial/graduate-student-employment](http://grad.berkeley.edu/financial/graduate-student-employment)

**Degrees** staff monitor your progress from registration to graduation. You will find procedures, forms, and applications on our web pages. After consulting staff in your home department, you can drop in or schedule an appointment to discuss specific academic concerns such as the qualifying exam, advancement to candidacy, filing fee, probation, and readmission. Master's theses and doctoral dissertations are filed in our office.

510-642-7330 • Email: [degrees@berkeley.edu](mailto:degrees@berkeley.edu)  
[grad.berkeley.edu/academic-progress/advising](http://grad.berkeley.edu/academic-progress/advising) and  
[grad.berkeley.edu/academic-progress](http://grad.berkeley.edu/academic-progress)

**Fellowships** staff help you fund your graduate education. We administer university- and federally-funded fellowships, foundation and corporate awards, departmentally restricted awards and departmental block grants. Our web pages list fellowships,

awards, and other financial aid links.

510-642-0672 • Email: [gradfell@berkeley.edu](mailto:gradfell@berkeley.edu)  
[grad.berkeley.edu/financial/fellowships](http://grad.berkeley.edu/financial/fellowships)

**Office for Graduate Diversity** staff recruit and support graduate students from underrepresented communities. They provide advising on a wide range of issues and connect students to campus resources. They help students to achieve academic success and to sustain a connected UC Berkeley community experience.

327 Sproul Hall, Berkeley, CA 94720-5900  
510-643-6010 • Email: [grad.diversity@berkeley.edu](mailto:grad.diversity@berkeley.edu)  
[diversity.berkeley.edu/graduate/gdp](http://diversity.berkeley.edu/graduate/gdp)

**The American Indian Graduate Program (AIGP)** staff promote the inclusion and success of American Indians and Alaska Natives in graduate education at Berkeley.

597 Barrows Hall, Berkeley, CA 94720-5900  
510-642-3228 • Email: [aigp@berkeley.edu](mailto:aigp@berkeley.edu)  
[diversity.berkeley.edu/graduate/aigp](http://diversity.berkeley.edu/graduate/aigp)

**The Graduate Student Community Coordinator** supports graduate students around issues that affect their well-being — such as health education and wellness, housing, social connection, and engagement. The GSC coordinator collaborates with the Graduate Assembly, University Health Services, the Student Parent Center, Berkeley International Office, Rec Sports, and other campus units to support student well-being and cultivate community among Berkeley's graduate and professional students.

510-642-4071 • Email: [gradlife@berkeley.edu](mailto:gradlife@berkeley.edu)

## FINANCING YOUR EDUCATION

It's wise to begin applying for funding at the same time that you apply for admission to graduate studies. At Berkeley, your application for admission is simultaneously your application for funding — but don't stop there. Keep seeking opportunities throughout your graduate career. Be sure to build in sufficient time to complete each application's requirements (including time for third-party references or nominations), so that you meet every deadline.

### University Fellowships and Grants

**Multi-year fellowships** (for two or more years) usually cover tuition and fees, with a stipend for living expenses. Students are nominated by their academic departments and selected by faculty committees

**One-year fellowships** are often for specific phases of graduate study. Students should consult their academic programs and apply directly for fellowships for:

- Research
- Internship
- Mentorship
- Dissertation writing

**Grants** are usually for expenses related to specific projects. Students should apply directly for grants for:

- Travel
- Summer research
- Language study
- Professional development
- Conference attendance

Also be sure to search your academic department's websites and other online resources.

[grad.berkeley.edu/financial/fellowships](http://grad.berkeley.edu/financial/fellowships)

**External Fellowships and Grants** include portable awards from the National Science Foundation and other government agencies, as well as private sources. Search the websites and publications of:

- Federal agencies and foundations
- Professional associations and journals in your field of interest
- Reference books, such as The Annual Register of Grant Support
- Online sources, such as [fastweb.com](http://fastweb.com) and [finaid.org](http://finaid.org)

### Campus Academic Employment

Students typically work during part of their studies in campus academic appointments as:

- Graduate Student Instructors
- Readers
- Graduate Student Researchers
- Tutors

These appointments provide stipends, skills training, and preparation for future careers. Depending on the percentage of time, they may also cover tuition and fees. For more information, see the Campus Employment section at [grad.berkeley.edu/students](http://grad.berkeley.edu/students).

# Campus Services and Resources

For a complete list of student resources, see [grad.berkeley.edu/students](http://grad.berkeley.edu/students).

**Berkeley International Office** provides expertise to international students and scholars through advising, immigration services, advocacy, and programming for the Berkeley campus community.

2299 Piedmont Avenue, MC 2321

Phone: 510-642-2818

[internationaloffice.berkeley.edu](http://internationaloffice.berkeley.edu)

**Cal Central Dashboard** includes all crucial student information: admissions, financial aid, registration, enrollment, billing and payment, advising, course management, and records. You can also check your campus email, calendar, events, and more.

[calcentral.berkeley.edu](http://calcentral.berkeley.edu)

**Cal Student Central** This multi-service unit, which includes the Financial Aid & Scholarships Office, assists students with registration and enrollment, billings and payments, and federal and emergency loans.

120 Sproul Hall • 510-664-9181

[studentcentral.berkeley.edu](http://studentcentral.berkeley.edu)

**Disabled Students' Program** provides disability-related classroom and academic accommodations for students with disabilities. Staff advise about special aid, scholarships, and vocational rehabilitation benefits. Student grants are available for disability-related assistive technology.

260 Cesar Chavez Student Ctr., MC 4250

Phone: 510-642-0518/TTY: 510-642-6376/

FAX: 510-643-9686

[dsp.berkeley.edu](http://dsp.berkeley.edu)

## Early Childhood Education Program

**(ECEP)** provides early childhood services to infants, toddlers, and preschoolers at five centers in Berkeley and Albany. ECEP's goal is to help student parents balance school, work, and family. ECEP teaches UC Berkeley's youngest students in a safe, nurturing, stimulating environment that sparks curiosity. A number of spaces are reserved for the children of student parents, and subsidies are available to qualified parents. Enrollment is limited; apply as early as possible.

2339 Haste Street • Phone: 510-642-1827

[ece.berkeley.edu/students](http://ece.berkeley.edu/students)

## Gender Equity Resource Center

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.

202 Cesar Chavez Student Ctr., MC 2440

Phone: 510-642-4786

[geneq.berkeley.edu](http://geneq.berkeley.edu)

**Graduate Assembly (GA)** This official campus student government provides resources and advocacy for the graduate students at Berkeley. The Delegate Assembly is the legislative and authorizing body, composed of representatives from all graduate academic units, departments and schools. The GA funds graduate student groups, collaborates with the administration, and launches independent projects that support graduate student communities.

Eshelman Hall, room 444, MC 4500

Phone: 510-642-2175 • [ga.berkeley.edu](http://ga.berkeley.edu)

**Housing** options for graduate students include university-owned and -operated (including University Village for families), group housing co-operatives, and off-campus rental housing. A guide to choices is at [housing2.berkeley.edu/graduate](http://housing2.berkeley.edu/graduate). Most grad students live in off-campus housing. Berkeley's **Cal Rental's listing service website** can assist you with finding rentals.

Phone: 510-642-3644

Email: [calrentals@berkeley.edu](mailto:calrentals@berkeley.edu)

[och.berkeley.edu](http://och.berkeley.edu)

## Library Services

The Berkeley Library offers world-class collections and resources in more than 20 subject-based libraries on campus. Access the list of databases (resources for research) by subject, type, and title on the Library web site. To learn about services that support your teaching and research and for the contact information for your department's library liaison, visit:

[lib.berkeley.edu/information/graduate-students](http://lib.berkeley.edu/information/graduate-students)

## Ombuds Office for Students and Postdoctoral Appointees

This is a neutral and confidential resource for conflict resolution with a campus-related issue or concern. The Ombudsperson will listen to your case, serve as a sounding board, discuss your options, provide coaching on communication, and help you navigate difficult situations.

510-642-5754

[sa.berkeley.edu/ombuds](http://sa.berkeley.edu/ombuds)

## UNIVERSITY HEALTH SERVICES

2222 Bancroft Way • 510-642-2000 • [uhs.berkeley.edu](http://uhs.berkeley.edu)



UHS provides comprehensive medical, mental health, and health promotion services to Berkeley students, as well as limited services to other eligible groups. Services are designed to minimize the impacts of illness, emotional distress, or injury on studies and work. The facility is fully accredited, staffed by board-certified physicians, nurse practitioners, physician assistants, a nutritionist, and nurses.

Students can use medical services just as they would at their regular doctor's office and urgent care center, whether or not they are enrolled in the Student Health Insurance Plan (SHIP). To start your care at UHS, see **Go Tang Guide to Getting Started at Tang**.

Spouses, domestic partners, and other eligible non-students may use some UHS services on a fee-for-service basis. Verify eligibility by calling the main phone number.

## Workshops for Graduate and Undergraduate Students

- Managing Stress, Anxiety & Depression
- Exploring Majors/Careers as an International Student
- Mindfulness for Stress Reduction & Resilience
- Focus for Success
- Managing Social Anxiety
- Mindfulness Meditation
- Managing Emotions Skills

## Counseling & Psychological Services (CPS) Graduate Student Groups

- From Self-Criticism to Kindness
- Graduate Women's Support
- Queer Womyn of Color Support
- Grief & Loss Support
- Graduate Men's Support
- Understanding Self and Others

All groups begin in late September or early October. Call to register 510-642-9494

[uhs.berkeley.edu/students/counseling](http://uhs.berkeley.edu/students/counseling)