UC Berkeley School of Public Health

2016-2017 Student Handbook

Berkeley | School of Public Health

Dear Students,

Welcome to the start of a new year at the UC Berkeley School of Public Health! I hope that you take pride in being a part of an amazing institution—the first school of public health west of the Mississippi River; a top 10 school that has an international reputation for excellence in education, research, and community engagement; and a school that has sent more than 12,000 graduates to put their education and skills into practice in public health worldwide. You are joining a group of health leaders who are innovating and transforming communities every day, locally, nationally, and globally.

I would like to call your attention to our four core values that should guide your interactions with each other and with faculty, staff, and the greater community. You can learn more about them in our 2015-2020 Strategic Plan:

HEALTH AS A RIGHT: We strive to eliminate inequities that impact the health and dignity of all people, especially those most vulnerable.

STRENGTH THROUGH DIVERSITY: We embrace our differences, seeing in them a path to stronger solutions for the communities we care about.

THINK FORWARD: We foster innovation and train our students to challenge conventional thinking.

IMPACT FIRST: We focus our research, education, and service efforts in areas with the potential to have transformative impact on the health of populations, locally and globally.

I am certain that you will be impressed by our world-class faculty, just as I know they are impressed with you. However, year upon year we have heard that the students are most awed by their fellow students. You will learn as much from each other as you will learn from us, and I strongly encourage you to reach out to students in other programs—even in other schools and colleges—and broaden your network as you will often learn the most from those who are most different. All of us benefit from the tremendous resource of Berkeley and from being surrounded by a community dedicated to a healthy future for the School, for California, and for communities around the globe.

I hope that you are filled with enthusiasm for your studies and your future careers, and I encourage you to look around you at the people, the campus, the city, the mountains, and the sea. This is truly the world's finest place for the cultivation of fresh new perspectives on the meaning of public health.

Sincerely,
Stefano M. Bertozzi MD, PhD
Dean, School of Public Health

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The School at a Glance

Our Structure and Size

The School of Public Health is organized into seven divisions. Five of them (Biostatistics, Epidemiology, Environmental Health Sciences, Health Policy & Management, and Infectious Diseases & Vaccinology) offer a range of eponymous graduate degree programs (master's and doctoral). The Community Health Sciences division houses master's programs in Public Health Nutrition, Maternal & Child Health, and Health & Social Behavior. The final Interdisciplinary division houses the undergraduate degree program, the Doctor of Public Health, the On-Campus/Online MPH (OOMPH), the Interdisciplinary MPH, concurrent MPH programs, and the Joint Medical Program, as well as the Center for Public Health Practice. The figure below illustrates the variety of degree offerings at the School by division.

Epidemiology	Biostatistics	Community Health Sciences	Health Policy & Management

• **PhD**
• **MPH**
  • 11-month
  • 2-year
• **MS**
	• **PhD**
	• **MPH**
	• **MA**
		• **MPH**
		  • *Health & Social Behavior*
		  • *Maternal & Child Health*
		    • 11-month
		    • 2-year
		  • *Public Health Nutrition*
			• **PhD**
			  • *Health Policy*
			• **MPH**
			  • 11-month
			  • 2-year

Environmental Health Sciences	Interdisciplinary		Infectious Diseases & Vaccinology

• **PhD**
• **MPH**
  • 11-month
  • 2-year
• **MS**
  • *Global Health & Environment*
  • *Environmental Health Sciences*
	• **DrPH**
	• **11-month MPH**
	• **On-Campus/ Online MPH**
	• **Undergraduate Program, BA**
		• **Joint Degree**
		  • **MD/MS (UCB-UCSF Joint Medical Program)**
		  • **MJ/MPH**
		  • **MSW/MPH**
		  • **MCP/MPH**
		  • **MPP/MPH**
		  • **MBA/MPH**
			• **PhD**
			  • *Infectious Disease & Immunity*
			• **MPH**

Unless otherwise indicated, the MPH is a 2-year program. MJ=Master of Journalism, MSW=Master of Social Welfare, MCP=Master of City Planning, MPP=Master of Public Policy, MBA=Master of Business Administration. It should also be noted that the faculty of the Health Policy PhD program is evenly split between the HPM and CHS divisions.

Research Strengths by Division

The School of Public Health's faculty are engaged in local, regional, national, and international research endeavors that provide an invaluable resource to the research training and mentoring of students. Six of our divisions house research faculty and investigate a wide array of health topics (the exception is the Interdisciplinary Division). The principal strengths of each division are illustrated below.

Research Centers

The School of Public Health houses more than 20 interdisciplinary research centers, which provide rich opportunities for faculty collaboration and graduate student mentoring and training. See the illustration below.
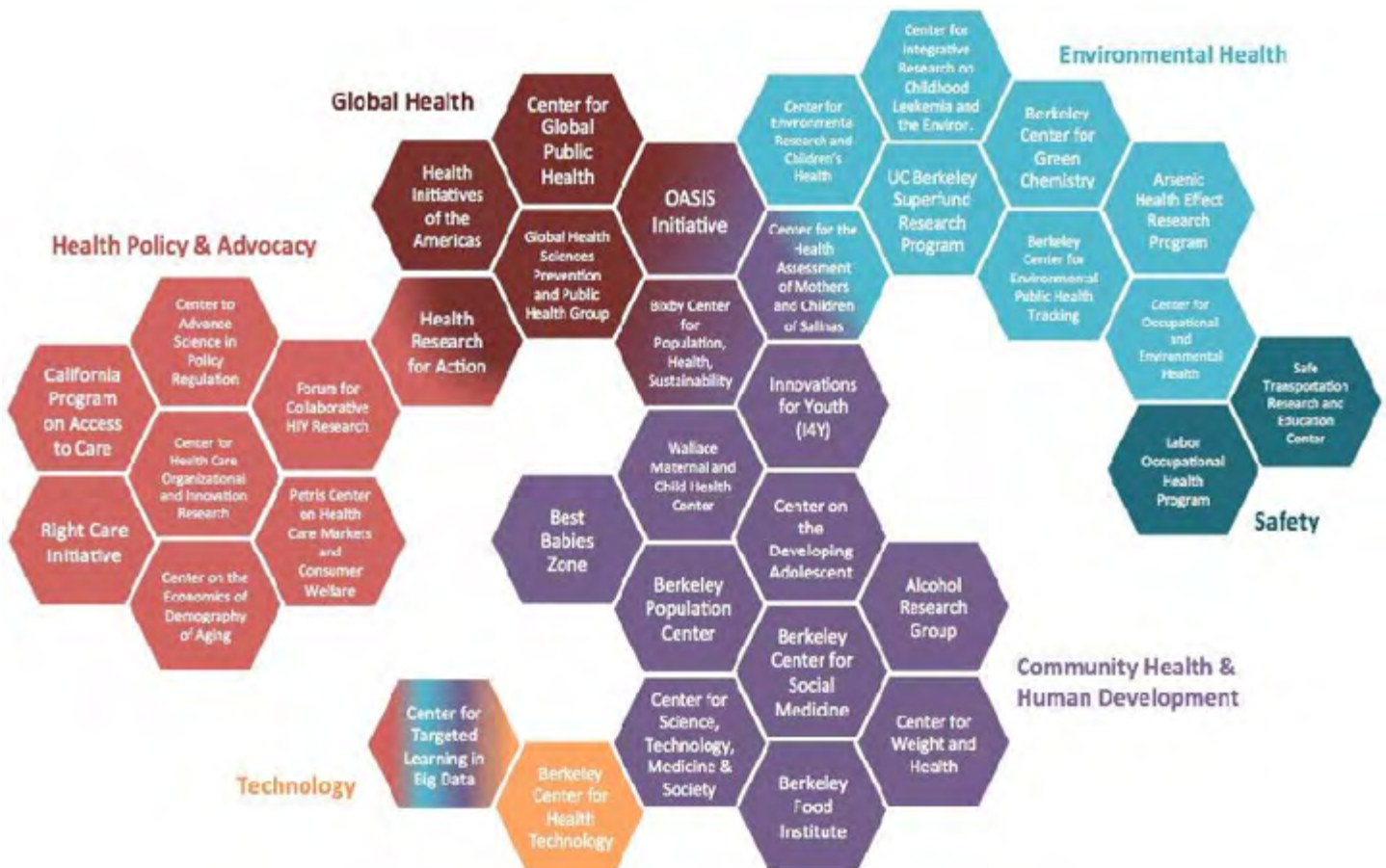
Number of Graduate Students by Degree Program

For the incoming cohort of Fall 2016, we are excited to welcome 230 on-campus graduate students. Here is the breakdown by degree program.

Degree Program	Incoming Students (2016)
Biostatistics MA	10
Biostatistics PhD	4
Doctor of Public Health	6
Environmental Health Sciences MPH	11
Environmental Health Sciences MS	4
Environmental Health Sciences PhD	2
Epidemiology MPH	9
Epidemiology MS	1
Epidemiology PhD	9
Epidemiology/Biostatistics MPH	15
Health & Social Behavior MPH	24
Health Policy & Management MPH	26
Health Policy PhD	8
Infectious Diseases & Immunity PhD	2
Infectious Diseases & Vaccinology MPH	15
Interdiscipliwnary MPH	15
Maternal & Child Health MPH	17
Public Health Nutrition MPH	13
On-Campus/Online MPH	39
TOTAL	**230**

Selected Staff Directory

Student Services & Admissions		
Shederick A. McClendon, Assistant Dean of Students	642-9654	samcclendon@berkeley.edu
Marques Redd, Asst. Director of Student Services	643-8452	redd@berkeley.edu
Angela Waxman, Asst. Director of Student Services	642-8626	awaxman@berkeley.edu
Crystal Saetern, Asst. Director of Admissions/Recruitment	642-7675	sphadmit@berkeley.edu
Svetlana Battle, Interdisciplinary MPH Program Manager	642-6327	sbattle@berkeley.edu
Norma Firestone, Environmental Health Sciences Program Manager	643-5160	ehs_div@berkeley.edu
Carol Hui, Public Health Nutrition Program Manager	666-3734	carolhui@berkeley.edu
Kate Jerman, Maternal & Child Health Program Manager	643-4991	kate.jerman@berkeley.edu
Tracey Jones, UCB-UCSF Joint Medical Program Manager	642-5671	jmp@berkeley.edu
Susie Lewin, On-Campus/Online MPH Program Manager	642-8253	oomph_prog_mgr@berkeley.edu
Teresa Liu, Infectious Diseases Program Manager	642-2613	idadmin@berkeley.edu
Janene Martinez, Epidemiology Program Manager	643-2731	jcarolm@berkeley.edu
Sharon Norris, Biostatistics Program Manager	642-3241	biostat@berkeley.edu
Michael Parra, Coordinator of Financial Aid & Admissions	643-0881	sphinfo@berkeley.edu
Marques Redd, DrPH Program Manager	643-8452	drph@berkeley.edu
Marques Redd, Health Policy PhD Program Manager	643-8452	healthpolicy_phd@berkeley.edu
Angela Waxman, Health & Social Behavior Program Manager	642-8626	awaxman@berkeley.edu
Angela Waxman, Health Policy & Management Program Manager	642-8626	hpm_mph@berkeley.edu
Yasmin Wofford, Curriculum Planner & Data Analyst	642-4706	sphcourses@berkeley.edu
D.R.E.A.M. (Diversity Respect Equity Action Multiculturalism) Office		
Darlene Francis, Associate Dean for Education, Equity, and Inclusion	642-7132	darlenefrancis@berkeley.edu
Michelle Azurin, Diversity Outreach Coordinator	664-7240	mazurin@berkeley.edu
Durrain Ansari-Yan, Diversity Outreach Coordinator	664-7240	durrain@berkeley.edu
GRADS, Graduate Recruitment & Diversity Services	642-6698	sphgrads@berkeley.edu
Christine Naya - Maternal & Child Health		
Andres Pomart - Epidemiology/ Biostatistics		

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Center for Public Health Practice & Leadership		
Jeff Oxendine, Associate Dean for Public Health Practice	642-2414	oxendine@berkeley.edu
Jennifer LaChance, Associate Director, Center for Public Health Practice & Leadership	643-7541	lachance@berkeley.edu
Patricia Wakimoto, Associate Director, Center for Public Health Practice & Leadership	643-0722	pwaki@berkeley.edu
Ruthann Haffke, Career Services Manager	642-0431	haffke@berkeley.edu
Audrey Cristobal, Field Supervisor for Health & Social Behavior and Infectious Diseases & Vaccinology	642-2084	acristobal@berkeley.edu
Grace Turkis, Director, Center for Health Leadership Fellows Program	666-3737	gturkis@berkeley.edu
Harry Snyder, Advocacy Leader in Residence		hmsnyder2010@berkeley.edu
Public Health Library		
Michael Sholinbeck, Outreach/Instruction Librarian	642-2511	msholinb@library.berkeley.edu
Deborah Jan, Head Librarian	642-2511	djan@library.berkeley.edu

NOTE: If you are using a campus phone, only dial the last 5 digits. (Area code 510)

Selected Administrative Staff Roles and Responsibilities

Darlene Francis, Associate Dean for Education, Equity, and Inclusion: Serves as the Head Graduate Advisor for MPH and DrPH students; is charged with leading educational programs and being the final School of Public Health authority on all student-related matters; represents the School to entities such as the Graduate Division, Academic Council, Office of the Registrar, etc.; oversees efforts to increase the access and academic success of diverse students; provides leadership to achieve equity and inclusion through outreach and recruitment, admissions advising, academic and social support, and mentoring.

Shederick A. McClendon, Assistant Dean of Students: Leads student services personnel in the Office of Student Services and Admissions as well as assists program student services staff in offering services to all SPH students; guides and advises on policy and compliance issues regarding students; manages SPH student fellowship resources and supports, guides, and advises SPH Fellowships Committee on the effective distribution of financial resources; provides general advising to faculty, staff, and students regarding all aspects of student administrative engagement with UC Berkeley and the School.

Marques Redd, Assistant Director of Student Services, Health Policy PhD & DrPH Program Manager: Works with assistant dean of students to set and implement schoolwide policies; implements best practices in advising, enrollment management, and academic progress; and provides direction to student services staff in the Epidemiology, Biostatistics, Environmental Health Sciences, and Infectious Diseases divisions. Works closely with HP and DrPH directors in providing guidance relating to program administration; provides advice and assistance to HP and DrPH students on academic issues, degree progress, and major requirements.

Angela Waxman, Assistant Director of Student Services, Health & Social Behavior and Health Policy & Management Program Manager: Works with assistant dean of students to set and implement schoolwide policies; implements best practices in advising, enrollment management, and academic progress; and provides direction to student services staff in the Community Health Sciences and Health Policy & Management divisions. Works closely with HSB and HPM directors in providing guidance relating to program administration; provides advice and assistance to HSB and HPM students on academic issues, degree progress, and major requirements.

Crystal M. Saetern, Assistant Director of Admissions & Recruitment: Advises SPH Faculty Council's Student Affairs Committee in setting of admissions policies; designs and implements effective admissions processes for 31 distinct SPH degrees and program combinations; guides, trains, and leads SPH faculty, staff, and students in all matters relating to admissions for both the traditional campus degree programs as well as the Online/On-campus MPH (OOMPH) program; advises prospective applicants on application processes and best practices for a successful admissions application.

Getting Started

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 your admission offer. 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.

Tasks may include:

- Signing the Statement of Intent to Register (SIR)
- Completing the Statement of Legal Residence (SLR)
- Submitting final transcripts or degree diplomas by mail

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.

Student ID and CalNet ID

If you are a newly admitted graduate student, you will receive an email from gradadm@berkeley.edu with instructions for how to retrieve your 8-digit Student ID number and PIN. Once you have secured your Student ID, you can create a CalNet ID online. Your CalNet ID will be your @berkeley.edu email address, so choose wisely!

If you are unable to create a CalNet ID by following the process above, you can obtain a "token" (a numerical code) from a departmental CalNet Deputy or from the Cal 1 Card Office. Go to the web page Create CalNet ID (with token) to set up your CalNet ID and passphrase. Your default CalNet ID will be the same as your Student ID number, but you will create a new one as you move through the process

Berkeley Email Address

After you claim your CalNet ID, you will need to create your bConnected Google Account. bMail, part of the bConnected Collaboration Services portfolio, is where you will find email directed to your official campus email address (which is your CalNet ID followed by @berkeley.edu). Please make

sure you notify your program coordinator of your new email account.

UC Berkeley campus policy requires all students to have and use a Berkeley email address. Students are welcome to have email forwarded to another mail client (e.g. Gmail). However, all administrative messages from the School and UC Berkeley will be sent to the berkeley.edu email address. You are responsible for communications sent to and from your Berkeley email address.

Cal 1 Card
All current students, faculty, and staff are required to get a Cal 1 Card. The Cal 1 Card is UC Berkeley's official identification card and 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 (RSF), 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, Visit the Cal 1 Card office at 180 Cesar Chavez Center in Lower Sproul Plaza. The office is open Monday-Friday from 9:00 a.m. to 4:30 p.m. In order to get your Cal 1 Card you will need to present a government-issued identification

card (such as a driver's license or passport) and make sure you know your student/employee identification number. Your first card and Class Pass are free.

AC Transit Class Pass
All currently registered students are entitled to a Class Pass sticker. The Class Pass sticker provides unlimited ridership privileges on all AC Transit bus lines and campus shuttles. Eligible students can pick up a Class Pass sticker any time during the semester at the Cal 1 Card Office, which is located at 180 Cesar Chavez Center in Lower Sproul Plaza.

NOTE: If you lose your Cal 1 Card after obtaining a Class Pass, you will incur the current Class Pass replacement fee in addition to the Cal 1 Card replacement fee. All Class Pass replacements must be requested/disbursed at Parking & Transportation (2150 Kittredge Street).

Campus Wifi
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. The secure automatic connection means that users only login once.

Follow these steps to access AirBears2:

1. Create a Key. Use your CalNet Passphrase to login to the Manage My Keys website and follow the instructions provided. See additional information on managing your AirBears2 key.

2. Configure Your Device or Computer. Once you have your AirBears2 key, you can configure your device or computer to use AirBears2. Just select it as your Wi-Fi network, accept the certificate that is offered (this secures the association process), and log in with your CalNet ID using your AirBears2 key as the password. Once you have done this the

first time, your device should automatically use AirBears2 whenever you are within an area that it is provided (inside almost all Campus buildings).

Guests may use the "CalVisitor" network 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.

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.

Establishing California 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.

After you arrive in California, please review the information on the Registrar website page for

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 (orres@berkeley.edu) or phone (510) 664-9181.

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

This summation (above) 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.

Housing
It is recommended that students find housing as soon as they sign their Statement of Intent to Register (SIR). The options for graduate student housing at Berkeley outlined below are described in greater detail on the Explore Housing Options website for graduate students.

UNIVERSITY-OWNED-AND-OPERATED HOUSING

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, a shared bathroom, a kitchen facility, and a 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.

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 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 at apts@berkeley.edu or call (510) 642-4109.

ALTERNATIVE HOUSING

The Berkeley Student Cooperative is made up of buildings, known as co-ops, that offer various accommodations, including rooms, houses, and shared apartments for single students in single or double occupancy rooms.

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 United States and dozens of other countries.

OFF-CAMPUS HOUSING

Many graduate students reside in off-campus rental housing in Berkeley or nearby communities and find their housing through the Cal Rentals website, a rental listing service that assists the Berkeley community with finding 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 (e.g., 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.

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 students pay a mandatory student fee for a "Class Pass," the AC Transit bus pass issued at the beginning of 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 and AC Transit Bus Routes, 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. Daytime shuttle schedules are available online. 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 (510) 643-7701 or visit the Parking and Transportation website.

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 for carpool permits 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. See Permit Rules.

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 Cal! Program Manager, Natalie Nava at nnava@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 more information, see the P&T website.

Student Information Systems

Cal Central
Students entering in the fall of 2016 will access all of their key information through a single point of entry at 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, enrollment information, grades, financial aid, and much more. Students can login to CalCentral using their CalNet ID.

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

bCourses
bCourses is the name of Berkeley's official campus Learning Management System (LMS). This web-based tool provides a resource for instructors and students to enrich the teaching and learning experience. Course materials and communications will be disseminated through bCourses and can be archived for later retrieval. Students must enroll in the bCourse site of any course that requires it. Students can login to bCourses using their CalNet ID.

NOTE: There are methods for filtering email from your various bCourses sites. Beware of turning off email notification for one site housed on bCourses as notifications for all other sites will be affected. All email communications are archived in each site, so if you do miss a message you can catch up there.

bConnected
All registered students are required to have their own bConnected Google account. A bConnected account includes your official campus email (bMail),

calendar (bCal), document-sharing (CalShare), and data storage (bDrive and Box)—which is unlimited while you are a student! You are responsible for communications sent to and from your "@berkeley.edu" address and for data stored in your bConnected account.

If you haven't already, please visit bconnected.berkeley.edu/ to create your bConnected Google account using your CalNet ID.

Phone/Address/Email Updates
Keep your current home address, phone number, and email address updated with the Office of the Registrar. You can do this by logging onto CalCentral and editing the contact information in your profile. If you have an academic student appointment (as a Graduate Student Researcher [GSR] or Graduate Student Instructor [GSI] for instance), keep your contact information updated with your payroll contact because payroll records do not fully intersect with student academic records and some functions, such as direct deposit, are managed by completely different systems.

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 choose option 1.

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.

General Enrollment Information

Registration
Becoming a fully registered student involves two steps: (1) enrolling in classes and (2) paying fees. Note that you will not have any fees assessed to your account until you have enrolled in at least one class.

Enrollment Appointments in Cal Central
While most graduate and professional students will follow the standard process of enrollment in CalCentral, some may have different enrollment dates and processes. Please contact your advisor for more information about class enrollment if you are a student participating in one of the following graduate/professional programs: School of Law; Haas School of Business MBA, EMBA, EWMBA; School of Optometry OD; School of Information MIDS; School of Public Health OOMPH; and Goldman School of Public Policy MPA.

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. If you experience technical issues, email Student Information Systems (SIS) at sishelp@berkeley.edu.

Minimum Unit Requirements (for DrPH and MPH Students)
NOTE: Academic degree programs (MA, MS, PhD) may have additional or different enrollment policies than professional degree programs (MPH, DrPH). Please check with your program's student advisor.

A minimum of 42-48 units (depending on the program) are required for the MPH degree. A course load of 12-16 units per semester is acceptable for Public Health graduate students. A student who wishes to take fewer than 12 or more than 16 units is required to obtain special approval. In exceptional cases such as personal or family illness, and upon recommendation of the student's Graduate Advisor and the SPH Office of Student Services and Admissions, the Dean of the Graduate Division may approve a reduced course load. Carrying a reduced course load may result in a prolonged degree program.

SPH students must follow the requirements listed below:

1. Master's students are required to take a minimum of 12 units per semester.
2. Doctoral students who have passed their Qualifying Examinations are required to take a minimum of 8 units per semester (although most doctoral students opt to take 12 units since the registration fees are set at one rate regardless of unit count).

In exceptional cases such as personal or family illness, and upon recommendation of the student's Graduate Advisor and the SPH Office of Student Services and Admissions, the Dean of the Graduate Division may approve a reduced course load. Carrying a reduced course load may result in a prolonged degree program.

Minimum Grade Requirements
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.

A passing grade for a Breadth Course Requirement is a "B-". MPH students must take Breadth Course Requirements (PH 142, PH 200J, PH 200K, PH 200L, and PH 250A) for a letter grade. This also applies for the alternative courses which are listed later in this document. Students attaining less than a "B-" will be required to retake the course in order to qualify for graduation.

Good Academic Standing
Students must be in good academic standing to be placed in School of Public Health internships and residencies. Students are normally considered to be in good academic standing if they are making adequate progress toward the completion of degree requirements and:

- have a cumulative grade-point average of at least 3.0;

- do not have more than 2 unfinished incomplete grades on their record; and

- have not received warning letters from the department or been placed on formal probation for academic or clinical deficiencies.

Grading Standards
In order for students to be in good academic standing, they must maintain an overall grade point average of at least 3.0 on the basis of all upper division and graduate courses (100 and 200 level) taken in graduate standing. Grade-points earned in Berkeley courses numbered below 100 or above 300 are not included in determining a student's grade point average for remaining in good standing or earning a degree. Some departments may have higher performance standards than the minimum "B" average required by the Graduate Division. The School of Public Health considers a grade of lower than "B-" in any individual course to be a sign of academic concern.

Independent and Special Study Courses
Independent and special study courses are numbered: 195, 197, 198, 199, 296, 297, 298, and 299. Of the 42/48 minimum units required for the MPH degree, no more than one-third of the total units completed (i.e. 10 units for a 42-unit degree or 12 units for a 48-unit degree) may be taken from courses numbered 195, 197, 198, 199, 296, 297, 298, or 299. Students may take Independent study units offered by SPH or departments outside the School. Provisions about independent study are to be administered by the Office of Student Services and Admissions in concert with the student's Faculty Advisor and monitored by the Associate Dean for Education, Equity, and Inclusion. The SPH Education Policy and Curriculum Committee (EPCC) may grant variances to these policies as necessary and appropriate.

Consent of Instructor
Consent of Instructor means the instructor has the prerogative of deciding whether a student has the necessary background for the course that he or she wishes to take. Denial of access to a course should never be made for any reasons other than the student's academic preparation and ability to intellectually benefit from the course, as well as his or her potential to contribute.

If a student does not agree with the instructors decision, he or she can go to the Division Head or Associate Dean for Education, Equity, and Inclusion in the School of Public Health to request an appeal. If the student is unsatisfied with the response of the appropriate School personnel, he or she is encouraged to request a meeting with the University Student Ombuds Office.

Incomplete "I" Policy

An instructor may assign an incomplete grade if the student's work in a course has been of passing quality but is incomplete due to circumstances beyond the student's control (such as sudden illness the day of an examination, or a family emergency that doesn't allow for completion of assignments by the end of the semester.) The student and instructor must draft a written agreement addressing completion of remaining coursework, specifying which work must be completed and by what date. The student and instructor should also agree to the percentage of the final grade being represented by the incomplete coursework. The agreement must acknowledge the students understanding of the implications if the prescribed work is not completed by the prescribed time limit.

School of Public Health Policies

Sexual Violence & Sexual Harassment Prevention Education

Both the University and the School have made it a priority to ensure that harm and violence have no place at Cal. This can include, but is not limited to, hate or bias related incidents, sexual violence, sexual harassment, dating violence, domestic violence, and stalking. Through numerous trainings, we are equipping our campus with the skills to recognize instances of potential harm or violence and offer help safely, be that by de-escalating, intervening in, or reporting any potentially violent or concerning situations.

All students are required to complete trainings in order to be able to register for classes. This includes two components:

1. Online training: Think About It for Graduate Students will be available beginning July 5; a personalized link will be emailed to your berkeley.edu email address and available at CalCentral.

2. In-person training: This is an hour long in-person presentation held during the first 6 weeks of semester. There are several options available:
   - Any graduate student can attend a general session at the New Graduate Student Orientation on August 23, 2016 (registration required).
   - A makeup session will be offered on September 4, 2016.

REMEMBER: Both components must be completed, or a hold will be placed on your registration.

Standards of Ethical Conduct

The University's Statement of Ethical Values and Standards of Ethical Conduct commits everyone in the UC community to the highest ethical standards in furtherance of the University's mission of teaching, research, and public service. It identifies the University's core ethical values as integrity, excellence, accountability, and respect.

In summary, we are committed to the following:

1. Fair Dealing. We will always conduct ourselves ethically, honestly, and with integrity.

2. Individual Responsibility and Accountability. We will accept responsibility appropriate to our positions and delegated authorities.

3. Respect for Others. We will treat everyone we contact with respect and dignity.

4. Compliance with Applicable Laws and Regulations. We will learn and abide by federal, state, and local laws that affect our campus roles.

5. Compliance with Applicable University Policies, Procedures and Other Forms of Guidance. We will learn and abide by University and campus policies and procedures that affect our campus roles.

6. Conflicts of Interest or Commitment. We will avoid both actual conflicts of interest and the appearance of such conflicts and devote our primary professional allegiance to the University and its mission of teaching, research, and public service.

7. Ethical Conduct of Research. We will conduct our research with integrity and intellectual honesty and show the greatest care for human or animal subjects.

8. Records: Confidentiality/Privacy and Access. We will follow applicable laws and University policies when accessing, using, protecting, or disclosing records.

9. Internal Controls. We will ensure that internal controls are established, properly documented, and maintained for activities within our jurisdictions.

10. Use of University Resources. We will ensure that campus resources are used only on behalf of the University.

11. Financial Reporting. We will ensure that accounting and financial records are accurate, clear, and complete.

12. Reporting Violations and Protection from Retaliation. We will report all known or suspected improper governmental activities under the provisions of the University's Whistleblower Policy, recognizing that everyone is protected from retaliation for making such reports under the Whistleblower Retaliation Policy.

Honor Code
The Associated Students of University of California (ASUC) in conjunction with the Graduate Assembly, the Academic Senate, and the Letters and Sciences (L&S) Deans have developed a new UC Berkeley Honor Code to support an environment of academic integrity and respect on campus. While the statement of the Honor Code itself is brief, it is an affirmation of our highest ideals as Golden Bears:

"As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others."

The purpose of the Honor Code is to enhance awareness of the need for the highest possible levels of integrity and respect on campus, both within and outside the academic context. We hope and believe that the code will catalyze a series of ongoing conversations about our principles and practices. Together, through engagement, we can create a consistent message and ethos in our classrooms, labs, departments, and throughout the academic enterprise to ensure that the core values of academic integrity and honesty are being embraced by both students and faculty. For more information, see Honor Code Frequently Asked Questions.

Academic Misconduct
Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a

friend to gain an unfair academic advantage. See the Center for Student Conduct website for basic definitions and examples of academic misconduct. Please note that this list is not exhaustive and individual departments may have differing expectations for students, and therefore students are responsible for clarifying the standards and expectations of their individual departments.

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.

Procedure for Deferred Admission
If a student wishes to defer admission after completing the Statement of Intent to Register (SIR), the student should contact his or her program manager immediately. The program manager will submit the "Request for Deferred Admissions" form to the Assistant Director of Admissions and Recruitment, justifying the reason for the deferral (deadline: September 1). Petitions will be assessed on a case by case basis. The Assistant Director will forward the request to the Graduate Admissions Office, which will send a deferral status memo once the deferral is processed.

Unless special exceptions have been approved, a deferred student must join the program no later than one year after the original review date and recommendation for admission. A deferred applicant must complete a new online Graduate Division application with the applicant type "deferral" and submit before the program's application deadline for the semester of reentry. When the deferred student completes a new application for the deferred term, an additional admissions allocation will be provided for the program to admit the student. The student will need to provide updated documents through the online application system. Official documents will be required at the time of SIR.

- Deferrals must be requested via the "Request for Deferred Admission" form by the Head Graduate Advisor by e-mail.
- The deadline to submit deferrals for the following year is September 1.
- Departments can only defer applicants who have accepted admissions through SIR.
- TOEFL exam scores must be valid for the deferral period.

- If a department that admits only for fall requests a one semester deferral to the following spring, the request requires an exception to the normal starting date of the program. The department must explain why the applicant will not be at an academic or financial disadvantage by starting in the spring.

Withdrawing from the University
If instruction has already begun and a student wishes to discontinue study, a withdrawal must be formally requested and processed. By withdrawing, enrollment in all classes will be dropped, and a student will no longer be able to attend for that semester or any future semester unless readmitted. Students may withdraw temporarily without penalty. Many students take a semester off during the program. Withdrawal requests are reviewed and approved by the Program Director.

Basic Procedure:

1. Complete Withdrawal Request Form
2. Submit Withdrawal Form to your Program Manager
3. Approval is required from both the Program Director and the SPH Head Graduate Advisor (NOTE: Your withdrawal is not official until these approval steps are completed)

NOTE: Please allow 10 days for your request to be processed. Until your withdrawal is processed completely, you are still responsible for your classwork. Submitting the form does not automatically withdraw you.

Please contact your Program Manager for more comprehensive instructions on the withdrawal process.

Re-enrollment after Withdrawal
If you completely withdraw from your program, you must submit readmission paperwork and subsequent fees to re-enroll. Re-enrollment after complete withdrawal is left to the discretion of the programs. There is a possibility of being denied re-admittance. Think very carefully when considering withdrawing completely.

The timing of your withdrawal request will affect your refund eligibility (full vs. partial vs. fee credit).

Guide to Graduate Policy
Policies and procedures that govern graduate work at Berkeley are found in the Guide to Graduate Policy on the Graduate Division website.

Student Records and Privacy

Public Records

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 of Information from Student Records is posted on the Office of the Registrar website; the entire policy can be read HERE. Unless you request "non-disclosure" (in writing), the Registrar and the School of Public Health consider the following categories to be public information once you become a registered graduate student:

- Name of student
- Birthday
- Address
- Email
- Telephone number
- Major field of study
- Degrees granted at Berkeley
- Dates of attendance

The Assistant Dean of Student Services is responsible for the maintenance of all student records. The assistant dean is assisted by staff members who have the need to access student records in the course of performing their duties. 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.

Confidential Records

All other records, such as general correspondence, admission application, and educational test scores, are confidential. The following persons have access to these records: The Office of the President of the University, the Ombudsperson, and academic and non-academic staff of the School of Public Health. Other campus personnel are granted access when such access is necessary for the normal performance of their assigned duties. The procedures by which students and persons or organizations outside the campus may gain access are described below. Complete records of degree recipients, as well as those of inactive students who have not finished their degrees, are kept for five years after the last semester of registration.

Procedures for Access to Confidential Records

Students have the right to inspect their own confidential records provided they present adequate identification. Letters of recommendation and statements of evaluation dated before January 1, 1975, will not be disclosed since these are not covered by congressional legislation. Letters and evaluations placed in the file after January 1, 1975, are not disclosed if the student has waived the right to inspect and review those recommendations.

To inspect their records, enrolled students should direct their request to the Student Services and Admissions Staff. Request for Review of Students Record forms are available in 417 University Hall. The form takes a minimum of one working day,

but no more than 15, to process. The student may review his or her file in 417 University Hall. Copies will be made for legal actions only. We regret that it is not possible to make copies of any or all parts of a student's record file for the purpose of applying for admission or employment elsewhere.

Disclosure to a third party can be made only with the written consent of the student, which must name the third party, the records to be released, and the reasons for the disclosure.

NOTE: For records of graduation or official grades for coursework completed at the School, the official office of record is the campus Registrar.

Challenge of Records

If a student believes that his or her records includes information that is inaccurate, misleading, inappropriate, or otherwise in violation of the students rights of privacy, an appointment should be made with the Assistant Dean of Students to request that the records be amended. If the student is not satisfied with the result of the appointment, he or she may appeal to the Dean of the School of Public Health. If the student is still not satisfied, there will be a hearing, presided over by a campus official or other party who does not have direct interest in the outcome of the hearing. The hearing will be within a reasonable length of time and will provide an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for the inclusion in the student's records of a written explanation.

NOTE: Grading and other evaluations of students work by course instructors do not fall within the scope of such a hearing.

While complaints and questions that have to do with student records would first be directed to the Assistant Dean of Students, they may also be submitted to the Office of the Registrar, 127 Sproul Hall. Complaints regarding violation of the rights accorded students by the 1974 Federal Family Educational Rights and Privacy Act (Buckley) may also be filed with the Family Compliance Office, US Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605.

Grievance and Appeals Procedures

Grade Grievance and Appeals

In the event of any grievance or dispute, students are encouraged to contact the Ombudsman Office for Students and Postdoctoral Appointees.

Initial jurisdiction over grade grievances lies within academic departments, which make recommendations to the Committee on Course of Instruction (COCI), which determines the final resolution. COCI considers grades to be a matter of academic judgment and subject to challenge only on the basis of Berkeley Division Regulation A207.A. (Grade Appeals: Appeal Process), which states that the grounds for grievance are:

- application of non-academic criteria, such as: considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements
- sexual harassment
- improper academic procedures that unfairly affect a student's grade

For more information, visit Procedures for Grade Appeals Based on the Alleged Use of Non-Academic Criteria.

Informal Grievance

Students who wish to appeal a grade in a Public Health course must first begin discussions with the instructor. Students may contact the department chair, the student Ombudsperson, or another mutually acceptable third party such as the Assistant Dean of Students who can attempt to mediate the dispute informally and impartially. If the matter is resolved informally between the instructor and student and requires a grade change, the case will be referred to the Committee on Courses of Instruction (COCI), which will review the case and notify the Registrar's Office if it is determined that a grade change is required. If the matter cannot be resolved informally by the student and instructor or by a third party, then the student may begin the formal grievance process.

Formal Grievance

If the matter cannot be resolved informally and it has been less than one calendar year since the last day of the semester in which the course in question was taken, then the formal grievance process may begin. Neither the informal nor the formal grievance process may begin if one calendar year has passed.

The student shall submit the case in writing to the Assistant Dean of Students, who shall form an ad hoc Grievance Committee composed of three faculty members, including a committee chair, only two of whom may be from the same program. The original instructor cannot be a member of the

committee. The committee will also be comprised of two students in good standing appointed by the SPH Graduate Student Council. Student members must have been in residence for at least one year and, ideally, will have passed courses or an examination in the unit at least at the level of the disputed course or examination.

A new ad hoc committee will be formed for each case presented. In cases where multiple grievances are presented (e.g., more than one student grieving grades for the same course or one student grieving grades from multiple courses), a single ad hoc committee will be formed with the student's or students' written consent.
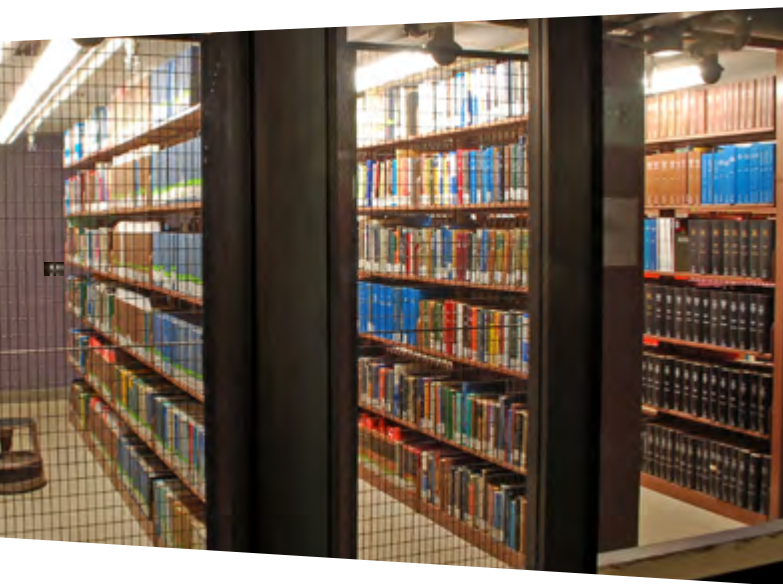
After the student has submitted their appeal to the Assistant Dean of Students, the committee will then obtain a written response from the instructor and will allow both parties to submit additional information orally or in writing. After the grievance committee reaches a decision, they will submit their recommendation, including minority view, to the Assistant Dean, student, and instructor. The Assistant Dean will then forward the committee's recommendation to the Committee on Courses

of Instruction (COCI). If COCI finds in favor of the student, they may change a failing grade to P or S, drop a course retroactively, retain the course but eliminate the grade from the GPA, or adopt the letter grade, if applicable, recommended by 4 out of 5 members of the grievance committee.

Graduate Appeal Procedure

The purpose of this procedure is to afford Berkeley graduate students an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above and excludes complaints regarding student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance or decanal evaluations of a student's appropriate academic progress unless the complaint alleges that the actions may have been influenced by non-academic criteria, such as considerations of race, politics, religion, sex, or other criteria.

The University has a variety of mechanisms to deal with complaints. An overview of grievance and appeals procedures which address administrative or academic decisions that impede or terminate progress toward a degree are discussed in Graduate Appeal Procedure.

The general rule, in the event of a dispute, is to begin with the parties closest to the situation. The principle is illustrated in the following policy adopted by the School of Public Health faculty for professional degree students. It pertains to administrative or academic decisions that impede or terminate progress toward a degree goal but does not cover grade appeals.

1. The student should first discuss the complaint with his/her Faculty Advisor or Program Chair.

   a. If the situation is not resolved, the student and/or the Faculty Advisor should consult either the Division Head or the Assistant Dean of Students.
   b. If still unresolved, the next step is to consult the Associate Dean for Education, Equity, and Inclusion.

2. Only if the above steps are followed without satisfactory resolution should the student bring the grievance or appeal to the Dean of the Graduate Division.

Graduate students may contact the Office of the Ombudsman for Students for informal assistance with complaint resolution. The Associate Deans of the Graduate Division also may be consulted for informal resolution at any stage of the process. Civil law remedies, including injunctions, restraining or other court orders, and monetary damages also may be available to complainants.

Fees, Bills, and Other Fiscal Matters

Registration Fees
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 for continuing undergraduates and graduate students 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 September 23, 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.

Electronic Funds Transfer (EFT)
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 Aid
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.

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.

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 Grants; Childbirth Accommodation Funding; Family and Childbearing Leaves; Child Care Reimbursement for Graduate Student Researchers; Back-Up Child Care; and Breastfeeding Support Program. For more information, see visit the Support for Student Parents website.

Please direct questions about need-based loans to Cal Student Central, 120 Sproul Hall, (510) 664-9181. You can also consult the graduate student section of the Financial Aid and Scholarships Office website.

Fellowships and Scholarships (for Graduate Students)

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. 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 will be announced via email from Graduate Student Affairs Officers 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.

Emergency Loan Program

The Financial Aid and Scholarships Office offers short-term emergency loans to graduate and undergraduate students. These interest-free loans are designed to help students meet unanticipated expenses directly related to the cost of education. Information on the Emergency Loan Program is on the Cal Student Central website and the Financial Aid & Scholarships website.

Work Study

Working part-time while in school is a great way to pay for some of your expenses and keep your student loan debt to a minimum. The Federal Work-Study program at UC Berkeley creates job opportunities for students. Many of the campus

jobs are restricted to work-study students, so it is a good idea to apply for work-study.

For Work-Study questions, students can call Cal Student Central at (510) 664-9181, phone hours: 9 am - noon and 1-4 pm; drop in at 120 Sproul Hall (Regular hours of operation: Monday - Friday, 9 am - 4 pm); or open a case. Employers with questions should email wsp@berkeley.edu.

Fee Remissions

Graduate students who hold academic appointments (GSI, GSR, Reader, Tutor) may be eligible for fee remissions that offset a portion or all of their educational and health insurance fees. The amount of the fee remission depends on the type of appointment that is held during the current semester. Although the specifics of a graduate student appointment may vary, the following fee remissions generally apply for students appointed the full semester:

- GSI/GSR (25-44%): Partial Fee Remission
- GSI/GSR (45% or greater): Full Fee Remission

Typically, though not always, GSIs/GSRs who are hired for at least 25% time (10 hrs/week) receive most of their tuition/fees paid (everything except for Professional Degree Supplemental Tuition, Class Pass, and Berkeley Campus Fees), as well as an hourly salary and student health insurance. GSIs/GSRs hired at least 45% time also receive the Class Pass and Berkeley Campus fees paid as part of the benefit. The Professional Degree Supplemental Tuition must still be paid. All graduate students are restricted to working no more than half-time (50%) during fall / spring semesters, regardless of the position they hold. A request for an exception can be submitted to the Head Graduate Advisor. Many departments appoint graduate students for less than half time. For example, a GSI typically works 16 to 20 hours per week, on average.

NOTE: If you are not a resident of California, you typically will not qualify to get your non-resident supplemental fee paid for as a GSI, no matter what percent time you work, unless otherwise stated by your department.

NOTE: Students on Filing Fee status are not eligible for fee remissions.

Filing Fee Information and Policies

The Filing Fee is a reduced fee, one-half of the Student Services Fee (formerly the University Registration fee), for doctoral students who have completed all requirements for the degree except for filing the dissertation (Plans A and B) and presenting the Final Defense (Plan A). It is also available to master's students with no requirements remaining except for filing the thesis (Plan I) or taking the final comprehensive examination (Plan II). Filing Fee is available for the fall and spring semesters only. You can apply here.

The Filing Fee is not a form of registration. If students wish to use University services that are supported by registration fees, they must pay those fees. Students on Filing Fee status are not eligible to hold academic appointments because they are not registered.

If a student does not complete the final degree requirements (filing the dissertation or thesis, or passing the final comprehensive exam) during the semester for which the Filing Fee is approved, the student must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements.

NOTE: The Filing Fee may be used only once during a student's career.

Teaching and Research Assistantships

Academic Student Employment (ASE)
Many graduate students are offered academic appointments, such as Graduate Student Instructor (GSI, 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 (GSR). Please note that academic appointments have minimum academic requirements, such as GPA and English language proficiency, as well as registration and other requirements. Some positions are 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 a 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 GSI, GSR, Reader, Tutor Guide.

The Role of the GSI
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.

The Role of the GSR
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. GSR duties may include participant recruitment, data collection and analysis (may require working knowledge of STATA, SAS, or R), and manuscript editing and writing.

How to Find GSI/GSR Opportunities
Graduate Student Instructor positions are available primarily for doctoral or continuing master's students; however, incoming master's students may secure a position as a GSI for an undergraduate course. Typically, departments send out announcements when they are ready to look for GSIs (usually late March through August for Fall semester appointments). If you are interested in a particular department, visit the departmental website and join their mailing list.

Applications for GSI positions are made directly by the student to the department in which s/he wants to GSI for. Students must apply to each department separately and only after they have committed to come to Berkeley School of Public Health (i.e., submitted the Statement of Intent to Register).

GENERAL TIPS
- Check UCB departmental websites for application details and deadlines
- Check the SPH Bulletin emailed out weekly by SPH Communications

- Check the SPH Student Digest emailed out weekly by the Office of Student Services and Admissions

- Check the SPH Jobsite (requires CalNet ID login) for new posts regarding GSI/GSR positions. Check frequently, as positions are high in demand and may be filled quickly. You can also see other part-time jobs for students that are available.

- Look for emails concerning GSI/GSR opportunities from your program manager, faculty, and SPH staff.

- Begin your search early; check departmental websites for GSI application deadlines.

- Apply broadly and ask to be put on a waitlist in case someone decides not to take a GSI position that is offered to them.

- GSR appointments can be made at any point throughout the year, so continue your search

- Try not to get discouraged; finding and securing a GSI/GSR position takes initiative and a lot of follow-up, but most students who have wanted to get a position manage to do so by their second year.

TIPS FOR FINDING GSIs
If you are an incoming master's student, you are eligible to apply for GSI appointments in undergraduate courses. Please note that each department has its own application and its own submission deadlines. More information can be found on UC Berkeley departmental websites. In addition to applying online, you may consider contacting faculty or department heads directly.

If you are a doctoral or continuing master's student, you are welcome to apply for GSI appointments in undergraduate and graduate courses. In addition to applying online, you may consider contacting faculty directly. For example, if you took "International Maternal and Child Health"

in Fall 2016, you may be a good candidate to teach that class in Fall 2017, so you would want to get in contact with Ndola Prata and express your interest in becoming a GSI.

Remember: You can be a GSI in any department in which you feel you have experience. DO NOT apply to be a GSI for a course in which you are not knowledgeable and adequately prepared to teach.

TIPS FOR FINDING GSRs
If you are interesting in doing research with a particular faculty member at UC Berkeley, you are encouraged to reach out to them directly and inquire about GSR positions. Ask faculty or staff well before the beginning of the semester for which you want to be appointed about research projects that may need GSRs. You should also check department websites and talk to your graduate student colleagues, who may have suggestions.

GSI, GSR, Reader, and Tutor Guide
Detailed information about academic student employment can be found in the GSI, GSR, Reader, and Tutor Guide. This is a complete guide that outlines:

- I. Collective Bargaining Agreement
- II. How to Find a Graduate Student Academic Appointment
- III. Letter of Appointment
- IV. GSI Appointments
- V. Acting Instructor-Graduate Student (AI-GS) Appointments
- VI. Campus Resources for GSIs and AI-GSs
- VII. Graduate Student Research (GSR) Appointments
- VIII. Reader Appointments
- IX. Tutor Appointments
- X. General Policies on Academic Appointments
- XI. Summer Sessions
- XII. Contact Information

GSI Teaching and Resource Center

This Graduate Division office provides teaching support for new and continuing 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.

The GSI Teaching and Resource Center 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 gradappt@berkeley.edu or call (510) 642-4456.

Language Proficiency

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.

Pedagogy Courses

GSIs are required to take pedagogy courses. All GSIs teaching for the first time at Berkeley are required to enroll and complete a 375-level course (2 units) on teaching in the discipline prior to or concurrent with their first appointment. However, please note that courses in the 375 series do not count toward the 42/48 unit requirement for the MPH degree.

School of Public Health Resources

Website
The School of Public Health home page is sph.berkeley.edu. General information for all graduate students may be found on the Berkeley Graduate Division website

University Hall
University Hall (UHall) is home to the School of Public Health. Students may request access to University Hall outside normal open hours (Monday through Friday, 7:00 am to 6:00 pm) by submitting their ID card and Card Key Request form accompanied by a Mailroom Notification Key Request form to the Office of Student Services and Admissions for approval and signature. The office will submit the form to the SPH Facilities Office, who will grant access.

Student Services and Admissions
The Office of Student Services and Admissions is located at 417 UHall. The Student Services and Admissions team in the School of Public Health works year round to ensure that all students have access to the campus services they may need. We coordinate with faculty and staff, including the Dean, to plan events, run orientations, and address disciplinary issues.

**Center for Public
Health Practice & Leadership**
The Center for Public Health Practice & Leadership's (CPHPL) mission is to support students, faculty, alumni, and practitioners as current and emerging health leaders to achieve excellence in practice as they promote individual and community health. The center collaborates with academic, practice, and community partners to make the link between teaching, research, and the practice of public health, and provides services appropriate to the needs of its key constituents. The center promotes a commitment to diversity, human rights, and social justice and offers the following services: internships, career services, leadership development, and professional development. Learn more about the summer internship process for 2-year MPH students.

Career Services for Graduate Students and Alumni
The Career Services office provides a full range of resources designed to support students and alumni at all points along the employment path. Students can discuss career decision-making and job search strategies, have resumes and cover letters critiqued, conduct a mock interview, evaluate a job offer, or learn more about the career resources available at the School of Public Health. Career counseling appointments are available 10 am - 5 pm, Monday - Friday. To make an appointment, email Ruthann Haffke, career services manager, at haffke@berkeley.edu.

SPH Jobsite for Graduate Students and Alumni
Search for full-time or part-time jobs, fellowships, internships, GSI/GSR, and volunteer opportunities using the School of Public Health Jobsite. In addition to searching employment listings, you can:

- Browse employer profiles and find out which employers are actively recruiting School of Public Health students and alumni.
- Create custom searches, review your application history, and store your resume, cover letter, and other documents.
- Evaluate your personality, interests, skills, and values as they relate to your career choices.

- View the calendar to find and sign up for workshops, employer information sessions, and special events.

DREAM Office

The DREAM office is located at 461 UHall. The mission of the D.R.E.A.M. Office (Diversity Respect Equity Action Multiculturalism Office) is to increase diversity in the public health workforce by encouraging students from historically underrepresented or disadvantaged backgrounds to pursue graduate degrees in the health professions. We work to reduce barriers to entry into graduate school and to help those interested in working with vulnerable populations to succeed in their goals.

At the UC Berkeley School of Public Health, we have a longstanding commitment to diversity, equity, and inclusion as pathways to excellence at all levels of the School—via recruiting, mentoring, and inclusively engaging with diverse populations of students, faculty, staff, and community partners. To learn more about the UC Berkeley campuswide commitment to diversity, equity, and inclusion, visit diversity.berkeley.edu.

Sheldon Margen Public Health Library

The Sheldon Margen Public Health Library (www.lib.berkeley.edu/libraries/public-health-library), located on the ground floor of University Hall, offers scheduled reference hours, consultations by appointment, drop-in instruction sessions, wireless campus Internet access, 12 Windows and Macintosh computers, and access to ArcGIS, SPSS, R, and the Microsoft Office suite. Through the Library, students have access to thousands of online resources including journals, books, databases (PubMed, Scopus, Embase, Global Health, CINAHL, etc.), data, and more. Off-campus access is available via the Library Proxy Server or the campus VPN (www.lib.berkeley.edu/using-the-libraries/connect-off-campus). The hours of operation are 10 am - 5 pm, Monday - Friday. The library is closed on the weekends. Michael Sholinbeck, outreach/instruction librarian, leads professional development workshops for students throughout the school year and summer. For more information about library resources and databases, visit the Public Health Library website.

Graduate Student Lounge

The Public Health student lounge is open to all graduate students and is located in the Alice Martin Commons Room, Ground Floor, 56 UHall. The door remains locked at all times, and an access code is required to gain entry. Visit your program manager for the current semester's access code, which cannot be distributed over email. Currently registered SPH doctoral students (or those on Filing Fee) have access to an additional lounge located on the 5th floor. For access to the doctoral

lounge in 585 UHall, email the Assistant Director of Student Services in 50 University Hall to have your student ID card activated.

Haviland Hall Computer Facilities
There are two computer facilities available to Public Health students: 340A and 340B Haviland Hall, located on the third floor. 340A is a classroom shared with the School of Social Welfare (SSW). Students from SPH and SSW are welcome to use this room for drop-in use when classes are not meeting. 340B is a small drop-in computer lab. All computers are equipped with the latest statistical software, including STATA, SAS, R, and SPSS. See below for facility hours of operation.

340A Haviland Hall (Classroom)
    M-Th: 8 am-6 pm
    F: 8 am-5 pm
    Sun: 1 pm-5 pm
    Sat: closed
    University Holidays: closed

340B Haviland Hall (Drop-In Lab)
    M-Th: 8 am-6 pm
    F: 8 am-5 pm
    Sun: 1 pm-5 pm
    Sat: closed
     University Holidays: closed

Public Health Students using the Haviland Hall computer facilities are given a free allowance of 300 pages per semester, approximately 20 pages per week. After that, students are expected to make a 2-to-1 paper contribution to the facilities. See Paper Policy for more information. Printing is also available in the University Hall Student Lounge (56 University Hall). However, students need to supply their own paper.

Listserv Announcements
To post relevant announcements to the SPH student community, submit your notices via e-mail to sphinfo@berkeley.edu. Your announcement will be included in the SPH Student Digest, which is sent out on Monday mornings throughout the year and more frequently at the start and completion of semesters when more announcements are necessary. In addition, to keep students in the loop, the SPH Bulletin, an enewsletter for faculty and staff, is sent out every other Monday. If you have an announcement to submit, please email it to sph_communications@berkeley.edu.

Be sure to read ALL emails from the followings addresses:

    SPH Communications:
        sph_communications@berkeley.edu

    Sphinfo Departmental:
        sphinfo@berkeley.edu

Campus Resources

Office of 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.

For more information, contact:

> Office of Graduate Student Life
> 318 Sproul Hall #5900 Berkeley, CA 94720
> Hours: 9 am - 12 pm and 1 pm - 4 pm,
> Monday through Friday
> email: gradlife@berkeley.edu
> phone: (510) 642-4071

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.

For more information, contact:

> Graduate Assembly
> Eshleman Hall 2465 Bancroft Way, #444
> Berkeley, CA 94720-4500
> phone: 510-642-2175

Services for Student Parents

About one in 10 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. For more information, see Student Parents policies here.

STUDENT PARENT SERVICES

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. They 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.

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.

The [Student Parent Center](#) on campus 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.

Services for International Students
The 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](#). You can reach the office here:

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

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](#).

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 that accommodations are understood and provided. If you need help completing the online application, request assistance by contacting dsp@berkelely.edu. For further details, see the [DSP website](#).

The Graduate Diversity Program
The [Graduate Diversity Program (GDP)](#) is committed to ensuring all UC Berkeley graduate students benefit from an inclusive learning experience. Focusing on students traditionally underrepresented in higher education, the 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, the 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](#).

Gender Equity and Resource Center
The [Gender Equity Resource Center (GenEq)](#) is a UC Berkeley campus community center committed to fostering an inclusive Cal experience for all. GenEq is a department in the Division of Equity & Inclusion. At the Gender Equity Resource Center, students, faculty, staff, and alumni connect for resources, services, education, and leadership programs related to gender and sexuality.

The programs and services of the Gender Equity Resource Center are focused on the following four key areas: women, men, LGBTQ+ youth, and sexual harassment and violence. Gen Eq strives to provide a space for respectful dialogue about sexuality and gender and be a portal to campus and community

resources dealing with the many intersections of identity (e.g., race, class, ability, etc.). For more information, visit the Gender Equity Resource Center's website.

Public Service Center

The Public Service Center (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, and there are 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. The center can be found at the address below:

Public Service Center
218 Eshleman Hall
(510) 642-3916
publicservice@berkeley.edu

GSI Teaching and Resource Center

The GSI Teaching and Resource Center helps graduate students transition to teaching as GSIs at UC Berkeley and offers programs and services to assist graduate students in developing their teaching skills for future academic and nonacademic careers. The center collaborates with faculty and departments to assist them in the mentoring and teaching preparation they offer graduate students. On the GSI Teaching and Resource Center website, you can find information about programs and services, training sessions, teaching guides for GSIs, and FAQs. More information can be found in the GSI, GSR, Reader and Tutor Guide and Teaching and Research Appointments.

Career Center

The Career Center offers services for all students, including alumni. Undergraduates can use career center services to learn about internships and jobs, edit their resume and cover letter, and get advice about applying to graduate school and career decision-making. Graduate students can make confidential appointments with Ph.D. career counselors and go to professional workshops, career fairs, employer information sessions, and the annual Ph.D. Career Colloquium. For more information, go to the Career Center website.

Graduate Student Writing Center

The Graduate Writing Center 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 unit offers workshops on topics such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication, in addition to writing groups and individual consultations on these topics for graduate students.

Center for Student Conduct

The Center for Student Conduct supports the mission of the University of California, Berkeley by objectively and efficiently administering our Code of Student Conduct, promoting academic integrity, balancing individual and community interests in order to encourage student accountability, and connecting students to resources that foster student success. The Berkeley Campus Code of Student Conduct can be found here. If you suspect that a violation of the Code of Conduct has occurred, you can report an Incident online.

Ombuds Office

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, serve as a mediator as well as assist in facilitating resolutions to your concerns.

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.

Health and Wellness

University Health Services (Tang Center)
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, and health promotion services. While UHS is certainly available to assist students in times of illness and distress, a mission of the health center is keeping students well and focused on school.

Registered students can use all services at UHS whether or not they have a Berkeley Student Health Insurance Plan (SHIP). However, students without SHIP will pay a fee. To make an appointment, call (510) 642-2000 or go to the online eTang Patient Portal (CalNet ID required). For more information, including a list of providers and services, visit the University Health Services website.

Student Health Insurance Plan (SHIP)
As a condition of enrollment, all UC Berkeley students are required to have major medical health insurance to cover hospitalization and other care outside University Health Services. Students are automatically enrolled in Student Health Insurance Plan (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)
Counseling and Psychological Services (CPS) offers short term counseling for academic, career, and personal issues. There is no charge to get started, and all registered students can access services regardless of their insurance plan. Professional counselors are available to meet with students to talk about personal, academic, and career issues, including adjusting to school, deciding on a career or major, dealing with family or relationships, sexual orientation and identity, and coping with personal crises. Groups and workshops are also available on a variety of topics, including managing stress, anxiety, and depression.

Office Hours
Monday-Wednesday: 8 am-5:30 pm
Thursday: 9 am-5:30 pm
Friday: 8 am-5 pm
Crisis drop-in: Monday-Friday, 10 am-5 pm

Recreational Sports Facility (RSF)

You can find just about everything you'll need to stay fit at the Recreational Sports Facility (RSF), including 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 the Memorial Stadium, tennis courts, running tracks, the Strawberry Canyon Recreation Area, Hearst Pool, and the Golden Bear Recreation Center, group exercise classes, and discounted rates on personal training, instructional fitness classes, massage therapy, and outdoor adventure classes at the Berkeley Marina. The Weekly Schedule for group exercise classes is posted every week, and drop-ins are welcome.

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.

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. When you are on campus at night, stay on lighted, well-traveled walkways, or use Night Safety Services such as BearWALK. For resources and tips regarding how to stay safe on campus, visit the Stay Safe webpage.

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. 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.

How to Report a Crime to Berkeley Police

UCPD strongly encourages the reporting of criminal or suspicious activity in a timely manner to assist police in intervening in potential criminal actively and apprehending suspects.

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
or use a Blue Light emergency phone

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

Each year, the UC Police Department publishes the campus annual security report, which contains 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 at police@berkeley.edu.

Major Campus Emergency

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.

The campus home page is your first stop for emergency information; if the home page isn't available, go to the campus campus emergency website. News and instructions will also be updated regularly on an emergency hotline, 1-800-705-9998, and on radio broadcasts in the Bay Area from KALX 90.7FM or KCBS 740AM.

BearWALK

BearWALK is largely a student-run operation that provides walking escorts to safely escort students home after dark. UCPD's Community Service Officers (CSOs) provide you with a walking escort from dusk until last pick up at 3:00am, 365 nights a year. BearWALK CSOs will meet you at, and walk you to, locations within these service boundaries:

- North: Cedar Street
- West: Milvia Street
- South: Derby Street
- East: Prospect Street

HOW TO REQUEST A WALK
To book a free walking escort call (510) 642-9255 (642-WALK) or visit BearWalk.berkeley.edu. You will need your CalNet ID to request a walk. Please call or make your online request no earlier than 15 minutes before your desired pick-up time.

BearWALK Service Hours: 6pm to 3am
Door-To-Door Service Hours: 3am to 5:30am

For more information about Night Safety Services, including a night safety shuttle and door-to-door service, visit nightsafety.berkeley.edu.