

CEE NEW GRADUATE STUDENT INFORMATION 2020-21
 Orientations, Registration and New Student Information

Welcome to UC Davis!

In this packet, you will find a lot of important information. Please read through it thoroughly (I know, it’s long – but some of it you will have already done) and then ask if you still have questions (contact information at the end). Also, I HIGHLY recommend you make note of the various deadlines in your calendar now.

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ORIENTATIONS

Graduate Student Department Orientation: REQUIRED

The Department Orientation for new students will be held on Tuesday September 29, 2020. We will have a General Welcome and Area Advising Breakout Sessions, and other important information. An orientation agenda with more information will be emailed to you in early September. In the meantime, please Save the Date on your calendar from 8:00am-5:00pm for different orientation activities that day. More information will be posted in August/September: <https://cee.engineering.ucdavis.edu/new-graduate-student-orientation>

Office of Graduate Studies Orientations

You are all invited to participate in the Fall 2020 Graduate Student Orientation (GSO), International Graduate Student Orientation (IGSO), and Holistic U sponsored by Graduate Studies. These events are social and academic orientation activities and workshops for graduate students and postdocs. These events will be held in mid-September. Registration generally opens in August, and more information and a link to registration can be viewed here: <https://grad.ucdavis.edu/orientation>

Teaching Assistant (TA) Orientation

All students who are hired as Teaching Assistants (TAs) are required to attend the Campus TA Orientation. All students are highly encouraged to attend the TA orientation now in case they become a TA later in the year. CEE Students will attend the orientation on Monday September 28. More information, and registration, can be found here (Registration is open, and you **MUST** register by September 11, 2020): <https://cee.ucdavis.edu/tao>

I encourage you to read the *TA's Guide to Effective Teaching at UC Davis* (https://cee.ucdavis.edu/sites/g/files/dgvnsk5371/files/files/page/2019-2020%20TA%20Guide_onlineversion.pdf) over the summer prior to the TA Orientation.

Note:

- Students are required to complete all sections of the orientation.
- More information about applying for Teaching Assistant and Readership positions in CEE and around campus can be found in the FUNDING section of this welcome packet.
- More information about the English requirement for Teaching Assistant positions can be found below.

Mandatory Sexual Harassment and Sexual Violence Prevention Workshops

All students are required to complete the Mandatory Sexual Harassment and Sexual Violence Prevention Workshop. More information can be found here: <https://sexualviolence.ucdavis.edu/graduate-and-professional-student-education-requirements> (This website should be updated by June). Please be advised that if you do not attend a workshop, your course registration will eventually be blocked.

The university's policy on sexual harassment and sexual violence can be found here: <http://manuals.ucdavis.edu/PPM/400/400-20.pdf>

NEW STUDENT SET UP

Much of this section, you may have already completed. Please just double check on these!

Computer & E-mail Accounts

The department's IT Support will give you information regarding your department access to the computer laboratories at the New Student Orientation. In the meantime, you should have already established your UC Davis computing and email account when you submitted your Statement of Intent to Register (SIR).

If you have NOT set up your UCD computing account and email, you should do so immediately. Instructions can be found here: <https://grad.ucdavis.edu/admissions/newly-admitted-students>. If you need assistance setting up your computing account and email, contact IT Express: <http://itexpress.ucdavis.edu/>. All university-related communications will be sent to your UCD email, so it's important that you check it on a regular basis. To redirect your UCD email: <http://email.ucdavis.edu/forms/mailredirect.php>

Duo

Duo is a multi-factor authentication system which will better protect your UC Davis accounts. Please take a moment to enroll now: <https://movetoduo.ucdavis.edu/>

My UC Davis

my.ucdavis.edu is a portal you can use to access your email, your schedule, your bill, and has links to all sorts of resources. Once you log in, you can edit the tiles on the main screen to have easy access to the things that are important to you. I would recommend using myAccounting, mySchedule, and myQuicklinks. In the Finances tab, you will also see a link to myAwards – please note that these are awards through the Financial Aid office, and completely separate from any funding through the department or college. Academic appointments and departmental fellowship for example are not reflected in myAwards.

AggieCard - Student ID

All students will receive a student ID card called an AggieCard. Information is available here: <http://registrar.ucdavis.edu/records/aggiecard-photo-submit/>

Final Transcripts

All students must submit their official transcripts to the Office of Graduate Studies. If you submitted your final transcripts before you graduated, you will need to order a final transcript with your degree posted, and resubmit your official transcript. The final transcript(s) should be sent directly to the Office of Graduate Studies, University of California-Davis, 250 Mrak Hall, One Shields Ave, Davis, CA 95616. More information can be found here: <https://gradstudies.ucdavis.edu/current-students/newly-admitted-students/transcript-requirements-new-admits>

Statement of Legal Residence Hold

The Office of the University Registrar will be contacting you regarding filling out a Statement of Legal Residence form. This form is online and the deadline to complete it is **July 1, 2020**. If you do not meet this deadline, you will be classified as a nonresident and will be assessed the Nonresident Supplemental Tuition. More information is here: <https://registrar.ucdavis.edu/tuition/residence>

UC Davis Health Requirements

Be sure to submit your immunization records. More information can be found here: <https://shcs.ucdavis.edu/resources/new-students>

INTERNATIONAL STUDENTS

International Student Orientation Program

International students are required to attend the International Student Orientation Program. More information can be found here: <https://siss.ucdavis.edu/orientation-graduate-and-professional-students>

Please be sure to read all the information on the “Newly Admitted Students” website:
<https://siss.ucdavis.edu/newly-admitted-students>

For more information about requirements for international students, please contact SISS, email siss@ucdavis.edu, telephone (530) 752-0864 or web <http://siss.ucdavis.edu/>. You can find your advisor based on last name here: <https://siss.ucdavis.edu/contact-us>

English Language Courses for International Students

Many international students will need to take UWP 225 / UWP 226 during their first academic year. The policy regarding this requirement can be found here:

https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc2018-02_policy_on_graduate_student_course_requirements_english_as_second_language.pdf

For more information about the English Course Requirement, please visit
<https://iae.ucdavis.edu/graduate/first-year>

This course will not count toward your degree requirements, or units needed for the degree.

DOMESTIC NON-RESIDENTS

Establishing California Residency for Tuition Purposes

If you are classified as a domestic non-resident, after one year, you can establish California Residency for Tuition Purposes, and not be charged the Non-Resident Supplemental Tuition. While it takes a year to establish residency, it is important to begin the process early (before December) with steps such as:

- Paying state taxes
- Getting a CA driver’s license
- Registering to vote in California
- Registering your vehicle in California (if you have one)

Please take the time now to understand the steps required so you can start early. More information can be found here: <https://registrar.ucdavis.edu/tuition/residence>

COURSE REGISTRATION AND FACULTY ADVISORS

Faculty Area Advisors

All new students are assigned an *initial* faculty Area Advisor based on their research area, unless you have already been in contact with a faculty advisor. You were admitted to the research area that you listed on the graduate application. In most cases, PhD students start the graduate program already knowing which faculty member they are going to work with. If you have any questions about the area you were admitted to, or who your faculty advisor is, please contact Lauren Worrell at lkworrell@ucdavis.edu.

The Area Advisor will serve as your initial faculty advisor until you find your major professor (permanent faculty advisor) – you should establish who your major professor is by your **second quarter**. There are some basic guidelines to assist with your first quarter registration below. Additionally, during the area advising session at our department orientation, you will have the opportunity to discuss your class schedule, degree requirements, etc. with your Area Advisor. The faculty Area Advisors, and their contact information, for the 2020-21 Academic Year are below:

- Environmental: Frank Loge (fjloge@ucdavis.edu; 530-754-2297)
- Geotechnical: Alejandro Martinez (amart@ucdavis.edu; 530-752-5476)
- Structures: Michele Barbato (mbarbato@ucdavis.edu; 530-754-6427)
- Transportation: Michael Zhang (mjaller@ucdavis.edu; 530-752-7062)
- Water Resources: Holly Oldroyd (hjoldroyd@ucdavis.edu; 530-752-8819)

Fall 2020 Class Registration

All full-time students are expected to register in 12 units each quarter. For payroll purposes, students (with academic appointments) **must register for at least 12 units *before* September 1.**

Go to Student Information System on the Web (SISWEB) <http://sisweb.ucdavis.edu/> and login to **Schedule Builder**. The Schedule Builder tool can be used to search and enroll in classes, view class details, find course materials, check for registration holds, adjust and view class schedules. Select Fall Quarter 2020 as the academic term then click Add/Search Courses. Choose “Engineering Civil and Environ (ECI)” from the Subject drop down menu. All available ECI Courses for Fall 2020 will populate (except hidden courses – such as *research units* – more information below).

Courses numbered 200-299 are graduate level courses, and 100-199 are upper division undergraduate level courses. Courses numbered 1-99 are lower division undergraduate classes, and will not count towards your graduate record. Most, if not all, of your classes should be graduate level. Save the classes you want to register for to your schedule, and then click Register ALL. See the Fall Quarter 2020 Class Schedule & Registration Guide <http://registrar.ucdavis.edu/registration/index.cfm> for more details.

The Fall 2020 Course Search Tool is another resource to search for available classes on the Office of Registrar’s website via the following link: <https://registrar-apps.ucdavis.edu/courses/search/index.cfm> Select “Engineering Civil and Environ (ECI)” from the Subject Area drop down menu. All available ECI Courses for Fall 2020 will populate (the Course Search Tool is also very helpful for looking at historic offerings of courses).

Note: ECI is the course prefix for Civil and Environmental Engineering. All courses are assigned a specific 5-digit Course Registration Number (CRN), which is the number that you can use to search for courses and add them to your schedule. For example, if you decided to enroll in ECI 243A – Water & Waste Treatment, you will find that CRN (29319) using the course link above. With this CRN number, you will also be able to

enroll in courses using the old SISWEB system, by clicking “Login to SISWEB” here: <http://sisweb.ucdavis.edu/> (Most students prefer Schedule Builder to sisweb).

Course Offerings and Descriptions

Most Graduate Level Classes are offered once a year, or even once every other year. You can easily see which classes have been offered in previous years by clicking on the “CEE Course Matrix” link from the Resources for Current Graduate Students page: <http://cee.engr.ucdavis.edu/graduate-resources/> (second link under the “CEE Courses” section). Be sure to note the year of the sheet you are looking at. Our tentative course offerings for future terms will also be posted here, however these are subject to change without notice.

Below the CEE Course Matrix, there is also a list for “ECI 289 Course Offerings”. ECI 289 courses are special topic courses. ECI 289 course offerings are constantly evolving. These are typically specialty courses offered by faculty on a trial basis that may or may not become permanent course offerings. Please view this page, or talk to the faculty member directly, for more information about special topics courses. <https://cee.engr.ucdavis.edu/graduate/eci-289-short-course-descriptions/>

For catalog descriptions of ECI courses, visit <https://ucdavis.pubs.curricunet.com/Catalog/eci-courses-sc>

Taking Undergraduate Upper Division Courses

Please note that some undergraduate level engineering courses will have registration restrictions for graduate students. If you plan to register for an undergraduate upper division course and SISWEB/Schedule Builder restricts you from adding it, please contact the Graduate Staff Advisor, Lauren Worrell (lkworrell@ucdavis.edu, 530-752-1441, Room 2007 Ghausi Hall) to inquire about when restrictions might lift or if you are able to obtain a permission to add (PTA) number for the course.

Also note that many undergraduate level courses will have prerequisites. You will be required to fill out an online prerequisite form for every undergraduate class with prerequisites (unless you took the prerequisite courses at UC Davis). Be thorough in filling out this form and mention that you are a graduate student, why you need the courses, and what courses in your academic background fulfill the listed prerequisites. The faculty will approve your prerequisite petition to allow you to remain in the course.

Fall 2020 Class Registration Tips

You must enroll in a minimum of 12 units, unless you are approved to be part-time. Many students will take two to three courses, and then enroll in a seminar and/or research units as needed to reach the 12 unit minimum (more information about research units below). You will have a chance to talk to your area advisor about courses at the department orientation, and there will be some time in the first week to adjust your schedule (especially to drop a class and add research units). The deadlines to drop and add courses are listed here: <https://registrar.ucdavis.edu/calendar/quarter>

While most graduate level classes will have a 20 day drop deadline, be sure to check the drop deadline for every class (sometime labs will have an earlier drop deadline than lectures). I **HIGHLY** recommend you put the add and drop deadlines on your calendar now, as petitions for late drops are not generally approved.

Required Core Coursework

Information about the required core courses by Research Area can be found in the Guidance Manual (below). Because our graduate courses are generally offered only once a year, we highly recommend you start thinking about the core coursework now, and when you will take your required core courses.

Fall Registration Suggestions

You should check the CEE Course Matrix for the ECI course offerings, and these are great courses to start with. You can also consider courses outside of ECI. It is highly recommended you explore some course options on your own, and then **check in with your major professor or area advisor**.

Guidance Manual for Graduate Students and Their Advisors

The Guidance Manual for Graduate Students and their Advisors has the department's current degree requirements, and a lot of important information and policy. You may review the current manual from our Resources page under "Degree Requirements": <https://cee.engr.ucdavis.edu/graduate-resources/>

It is *highly recommended* you take the time to read the entire guidance manual, as there is a lot of important information in there. For additional information on Graduate Studies policy, please see the Graduate Studies website: <https://grad.ucdavis.edu/policies>

Registering in Research Units (ECI 290C/299)

Some MS students, and all PhD students, will register in ECI 290C and 299 research units with your respective major professor (faculty advisor) at some point in their career. Every time you enroll in research units, you will want to talk to your faculty advisor early so you can discuss what will be expected of you to earn "satisfactory" grades in your research units. While these units are sometimes used to "fill" a schedule to the 12 unit minimum, you are expected to put in the time and work based on the number of research units you are enrolled in. Every CEE faculty member is assigned individual 290C and 299 CRNs each quarter and these courses are always taken concurrently. ECI 290C is called Graduate Research Conference and is always 1 unit. ECI 299 is the actual research unit course; it defaults to 1 unit, and students may increase the variable units as needed. To do this, simply login to schedule builder and find the button that says "edit" next to "Units" which is listed below the title ECI 299. Please note these research CRNs change quarterly, are NOT published online and must be obtained from Lauren Worrell (lkworrell@ucdavis.edu) or Rufa Pazyuk (rnpazyuk@ucdavis.edu) each quarter you plan to enroll in them. When emailing the staff to ask for research unit CRN's, please include the faculty name for the research units you want to enroll in.

Fall Instruction

Instruction begins on Wednesday September 30 (The Fall quarter begins Monday, September 28, but there are no classes on Sept. 28 or 29). The deadline to add courses is October 15. Be sure to note if any of your classes have a 10 day drop deadline of October 13 – most classes will have a 20 day drop deadline of October 27: <https://registrar.ucdavis.edu/calendar/quarter>

FUNDING

Funding

Look for information about the sessions available regarding funding during the campus Graduate Student Orientation. Also be sure to look through the information on the graduate studies website (<https://grad.ucdavis.edu/financial-support>) – they have especially good resources related to external funding (<https://grad.ucdavis.edu/financial-support/external-fellowships>). Once you have determined who will serve as your major professor, that person will also be a good resource to discuss funding opportunities.

Not all students will be funded (especially true for MS students). Many of our students will find partial funding, or full funding for select quarters. We highly encourage students to be proactive in seeking funding opportunities outside our department and outside campus.

Funding for graduate students usually comes in the form of:

- External fellowships: You are strongly encouraged to apply for external fellowships on your own – information can be found here: <https://gradstudies.ucdavis.edu/prospective-students/financial-support/about-external-fellowships>
- Internal fellowships and departmental fellowships: all new students are considered for these automatically with your application. A few select students will be nominated by the department for Campus fellowships, which are extremely competitive. Then students may also receive departmental fellowships, which are decided on by our faculty in each research area. These have largely been decided on already for 2020-21.
- Academic appointments:
 - Graduate Student Researcher (GSR): You might be hired by a particular faculty member (your major advisor) to engage in research. GSR positions pay a salary, and also provide tuition and fee remission (in-state and NRST). GSR positions are more common for PhD and MS thesis (plan I) students.
 - Teaching Assistant (TA) and Reader: You can be hired by our department, or apply with other departments for these positions (it is highly recommended you apply to other departments in addition to CEE). For CEE, you can submit an application to be a TA or Reader from the “Teaching Assistants and Readers” website (<https://cee.engineering.ucdavis.edu/graduate/current-graduate-students/teaching-assistants-and-readers>). Your major professor can also be an advocate for you in finding these positions. TA and Reader positions pay a salary, and provide partial in-state fee remission (all in-state fees except about \$200. TA and Reader positions do NOT cover NRST).

Note: If you are funded for fall quarter, the first payment (fellowship or academic appointment salary) is **November 1**. Salary for academic appointments are paid in arrears (at the end of the month worked). Some students may qualify for an emergency, short term, or assistant loan through the financial aid office to assist with the transition until payday: <https://financialaid.ucdavis.edu/loans/short-term>

Teaching Assistant (TA) and Readership Appointments

Any student who wishes to be a TA during their studies at UC Davis **must** attend for the TA Orientation. The Department of Civil and Environmental Engineering’s TA orientation is **Monday September 28**. Please **register as soon as possible** at this website: <http://cee.ucdavis.edu/tao/index.html>

If you are interested in being hired as a Teaching Assistant (TA) or Reader for our department, please complete the application on our website, which will open around the first of July. This link will be on the

[“Teaching Assistant and Readers” website](#). Please note, that for our department, applicants will be considered when there are openings for TA and Reader positions, however filling out the form does **not** ensure you will be offered a TA or Reader position (as we have many more students than positions available). Order of application submission does not factor into placement decisions, as long as you meet the deadline.

You can also contact other departments about possible TA and readership positions if you are interested. Each department will have its own process for selecting TAs and Readers – I highly recommend looking at both the department’s website, as well as checking for TA and Reader job postings on Handshake: <https://icc.ucdavis.edu/handshake>

English Proficiency Requirements for TAs:

Depending on your Undergraduate Degree, TOEFL, and/or IELTS scores, you may be required to pass the TOEP test here at UC Davis prior to being employed as a TA (receiving a waiver for the TOEFL at time of admission does not automatically qualify you for a waiver of this requirement). Please be sure to read the policy on Language Proficiency Requirements for Appointment of Students to Teaching Assistant and Associate In_ Titles, here: https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g2011-01_appt_reqs_intl_ta-ai.pdf

Graduate Student Researcher

If you are interested in being actively involved with research, you should speak to a faculty member about GSR opportunities. More information about GSR’s can be found here: <https://grad.ucdavis.edu/faculty-and-staff/pps-coding-guide/graduate-student-researcher>

Our departments GSR compensation plan can be found here: <http://cee.engr.ucdavis.edu/wp-content/uploads/2018/04/CEE-GSR-Compensation-Plan-2018-Final.pdf>

FAFSA

All students eligible to fill out the FAFSA, should fill it out EVERY YEAR. There are a few awards each year, as well as work study opportunities which require a completed FAFSA, and it may qualify you for a small campus fee grant and loans.

Work Study

Work study for graduate students is a way for a student to be hired as a GSR, with a cost savings for the hiring grant (faculty apply for work study on behalf of their students, however the student must have done the FAFSA). Faculty in our department apply for work study on the students behalf.

UCPath

UCPath is the new payroll system for UC Davis. If you have an academic employment (GSR, TA, Reader position), you will be able to see your employment and pay in UCPath.

Funding Questions

Lauren Worrell is a good first point of contact for most questions related to funding rules/policy, funding and payment issues, what you see on your bill, fee remission policies, etc. Contact information at the end of the packet.

OTHER IMPORTANT INFORMATION

Graduate Student Health Insurance Plan (SHIP)

All registered graduate students are eligible for, and automatically enrolled in, the Student Health Insurance Plan (SHIP); it is included in the quarterly student fees. As long as you are registered and your fees are paid each quarter (whether that be individually or via an academic appointment such as a GSR or Teaching Assistant), you have student health coverage through SHIP.

Your health insurance will become effective the first day of the quarter, Monday, September 28. For more information on the Student Health Insurance Plan, visit: <https://shcs.ucdavis.edu/insurance/ship-benefits-information>. If you plan to continue to carry private insurance, you may submit the 2020-21 SHIP Waiver application online: <http://shcs.ucdavis.edu/insurance/waiver/>. The deadline to submit the waiver online is **September 1** (to be effective in Fall quarter).

Housing Information Web Sites

I hope you all saw the resources sent to you from the Office of Graduate Studies through their Incoming Graduate Student Digest (such as the housing facebook group). If you are still looking, here are some other resources. Most leases in Davis will be for the full academic year, so be sure to do your research before signing a lease.

- Student Housing Office (Official UC Davis information): <https://housing.ucdavis.edu/graduate-and-professional-housing/>
- Community Housing Listing, operated by Associated Students of UCD. This site is especially helpful if you are interested in renting a room in a larger house: <http://chl.ucdavis.edu>
- Davis Wiki (not affiliated with UC Davis). Includes great resources about rental housing in Davis and Apartments: https://localwiki.org/davis/Rental_Housing_Guide
<https://localwiki.org/davis/Apartments>
- Craigslist.org (not affiliated with UC Davis). Some apartments, and room leases will be listed here: <http://sacramento.craigslist.org/>
- Uloop.com (not affiliated with UC Davis). Like craigslist, has individual postings <https://ucdavis.uloop.com/housing/>
- Yelp.com (not affiliated with UC Davis). Includes reviews of apartments near Davis: http://www.yelp.com/search?find_desc=Apartments&find_loc=Davis%2C+CA&ns=1
- Note: Always be cautious of scams or misleading information when searching for housing online.

Academic Calendar

Please make sure to look at the “Fees and Billing”, “Quarter Dates and Deadlines”, and “Graduate Student Deadlines” calendars, all linked on the left hand side of this page:

<http://registrar.ucdavis.edu/calendar/index.cfm>. Take some time to copy these important dates into your personal calendar for the year (especially add/drop deadlines, and the graduate student final fee payment deadline).

Campus Map and Transportation

The online Campus Map available via this link: <http://campusmap.ucdavis.edu/>

Please note that the Department of Civil & Environmental Engineering is housed in Ghausi Hall.

TAPS is the UC Davis Transportation Services. Parking permits (yes – campus does ticket!), driving, and bicycling information can be found on their website: <http://taps.ucdavis.edu/>

The UC Davis Bus System is called Unitrans. It has routes throughout Davis, and cost \$1.25 for a one ride fare. Discounted passes are available: <http://unitrans.ucdavis.edu/>

Still Have Questions?

Please contact the Graduate Program Coordinator for CEE, Lauren Worrell, at lkworrell@ucdavis.edu (preferred) or

To make an appointment with Lauren, please go to: <https://appointments.ucdavis.edu/?calendar=162>

If the direct link doesn't work, you can visit: <https://appointments.ucdavis.edu/default.aspx>

Then select "Civil and Environmental Engineering" from "All Offices"

Then click on Graduate Civil and Env. Eng. Advising

Lauren's other contact information is:

Office phone 530-752-1441

Office: 2007 Ghausi Hall

Lauren is available for walk in's anytime her door is open

Note from Lauren: This summer, I will likely still be working remotely much of the time. Once you have your UC Davis computing account, you can also find me on Slack (ucdavis.slack.com) for quick questions as I may not be in my office to drop by. Email and set appointments are preferred for more detailed and non-urgent communications.