

FREQUENTLY ASKED QUESTIONS (FAQs)

FELLOWSHIPS

How are fee fellowships paid?

If your fees are paid by a fellowship, a credit will be posted to your student statement upon your enrollment in classes. For Fall Quarter, you must be enrolled in 12 units no later than September 15 for this to happen. If you do not enroll in course work then your account will not be credited and you will be charged a \$50 late fee. The last possible day to enroll and pay fees for Fall Quarter is October 15th. Please contact your academic program office for information concerning your initial enrollment.

How are fellowship stipends paid?

You are required to sign up for direct deposit to receive your fellowship stipend. It is the most cost effective and safest method of receiving funds. Make sure that the money has been deposited into your account before spending it. You enroll for direct deposit payments through your GROWL account: <https://ucribm.ucr.edu/Paws/PAWS.html>.

When do I receive my fellowship money?

Fellowship stipends are paid once each quarter. For Fall Quarter your first fellowship stipend is available no later than October 1 but should be available September 21. For Winter Quarter it is available January 3. For Spring Quarter it is available April 1.

Can I supplement my fellowship?

Fellowships are awarded to students to free them from the need for employment. Fellowship awards with less than a \$10,000 stipend may be supplemented up to a maximum of a 25% time (10 hours per week) for a quarter or an average of 25% time over three quarters.

Students receiving an award of \$10,000 or more may be supplemented only after approval by the Graduate Dean. Your program's Graduate Advisor must make the request to the Dean in writing. The maximum supplementation should be no more than 25% time.

The Graduate Research Mentorship Program (GRMP) may be supplemented up to 25% time with a GSR only. GAANN and Dissertation Year Fellowships (DYP) do not allow any supplementation.

What is my tax liability with a fellowship?

Fellowships and scholarships from any source in excess of the amount equal to tuition, fees, books and course-related expenses are fully taxable though not subject to withholding taxes. This means you may incur a tax liability that is not withheld from your paycheck and that may need to be paid by you to the Internal Revenue Service (IRS) as Estimated Taxes. Contact the IRS for more information. Be sure to keep receipts for income tax reporting purposes. The Graduate Division cannot provide any additional information on taxes. You will have to consult a tax expert if you need help paying your taxes.

What happens to my fellowship if I withdraw?

If you have to withdraw during the middle of a quarter you may have to return some or all of your fellowship for that quarter. Be sure to speak with the Graduate Division staff before withdrawing.

What happens to my fellowship if I fall into academic difficulty?

Fellowship holders who fail to maintain good academic standing and make acceptable progress towards graduation may have their fellowships modified, reduced, or revoked at the discretion of the Graduate Dean. Students who receive notification from the Graduate Dean that their

fellowships are in jeopardy should first consult with their program's Graduate Adviser rather than responding directly to the Dean.

EMPLOYMENT

How and when do I get paid as a TA or GSR?

Teaching Assistants (TAs) and Graduate Student Researchers (GSRs) are paid through the payroll system. For a Fall Quarter appointment you are paid on November 1, December 1, and January 1. For a Winter Quarter appointment you are paid on February 1, March 1, and April 1. For a Spring Quarter appointment you are paid on May 1, June 1, and July 1.

To authorize direct deposit into the bank of your choice, go to <http://atyourservice.ucop.edu>. Make sure that the money has been deposited into your account each month before spending it. Note that this process differs from direct deposit of fellowship stipends, which is done through GROWL.

How do I appeal decisions that affect my employment status?

If you want to appeal a decision that has adversely affected your employment status, refer to the Dispute Resolution guidelines on the Graduate Division website:

http://graduate.ucr.edu/dispute_resolution.html.

What happens if I receive poor teaching evaluations?

If your numerical scores are below 4.0 in any of several areas, you will be directed by the Teaching Assistant Development Program (TADP) to complete workshops and training in those areas. This additional training is required and must be completed in order to retain your eligibility to serve as a TA. If you do not complete the training within the timeframe specified by TADP, the Graduate Division may require that you complete additional training beyond that specified by TADP and will declare you ineligible to serve as a TA until you comply.

How can I improve my English speaking ability?

The Graduate Division's English Language Development Program (<http://eldp.ucr.edu>) has several resources for English learners, including a language laboratory. Also try to make the most of opportunities to socialize with native speakers.

ACADEMIC PROGRESS

What constitutes unacceptable academic progress?

Students are deemed to be making unacceptable academic progress (i.e., to no longer be in good academic standing) when any of several conditions is met. Refer to the "Standards of Scholarship" section in Graduate Division's Graduate Student Handbook for a complete list. The handbook can be found here: http://graduate.ucr.edu/pub_forms.html.

How do I appeal decisions that affect my academic standing?

If you want to appeal a decision that has adversely affected your academic standing, refer to the Academic Issues section of the Dispute Resolution guidelines on the Graduate Division website:

http://graduate.ucr.edu/dispute_resolution.html.

How do I find a faculty research adviser?

Programs handle the assignment of faculty research advisers in different ways. Therefore, if you wish to establish an adviser or change advisers, first consult with your program's Graduate Adviser. It is important to understand that, although programs are obligated to make reasonable efforts to accommodate all students in good academic standing, you are not entitled to the

adviser of your choice. Furthermore the development and maintenance of a successful adviser-student relationship is the responsibility of both parties.

How can I get help if I feel I am falling behind academically?

Your research adviser, Graduate Adviser, program faculty, and fellow students are excellent resources of first resort. If you find that you are in need of additional resources, contact the GradPREP staff in the Graduate Division: <http://graduate.ucr.edu/tadpmain.html>. GradPREP services include: the Graduate Student Resource Center, the Graduate Student Mentoring Program, the Graduate Writing Resource Center, the English Language Development Program, the University Teaching Certificate Program, and the Teaching Assistant Development Program.

CONDUCT

What happens if I am accused of misconduct?

Misconduct cases are handled initially by the Office of Student Conduct and Academic Integrity Programs (SCAIP). Cases are then adjudicated according to the nature of the misconduct. For more information about the process, visit the SCAIP website: <http://conduct.ucr.edu>.

What can I do if I feel I have been treated unfairly by a faculty or staff member?

Refer to the Dispute Resolution guidelines on the Graduate Division website: http://graduate.ucr.edu/dispute_resolution.html.

What can I do if I feel I am being harassed by a faculty member, staff member, or student?

Refer to the Other Issues and Additional Resources sections of the Dispute Resolution guidelines on the Graduate Division website: http://graduate.ucr.edu/dispute_resolution.html.

HEALTH, SAFETY & WELL-BEING

What should I do if I become pregnant, disabled, or seriously ill?

First obtain appropriate medical help, and then notify your program if your condition affects your ability to meet your academic and employment obligations. If you and your program are unable to resolve any related issues, refer to the Additional Resources section of the Dispute Resolution guidelines on the Graduate Division website: http://graduate.ucr.edu/dispute_resolution.html.

Can I obtain an accommodation for a disability?

If you wish to obtain an accommodation for a disability, visit the Office of Student Special Services: <http://specialservices.ucr.edu>. Note that you must obtain an accommodation before, not after, a situation arises in which you believe your disability has adversely affected the outcome.

Is health insurance available for my family?

Graduate students are eligible to extend their health coverage to qualified dependents through the Graduate Student Health Insurance Plan (GSHIP). Contact the Campus Health Center for more information: <http://campushealth.ucr.edu>.

Where can I get help for stress or mental health problems?

In an emergency, call 911. The UCR Counseling Center also offers phone and walk-in services for individuals in need of counseling: <http://counseling.ucr.edu>.

What are my options for childcare?

Subject to classroom availability, all graduate students are eligible to enroll their dependent children in the UCR Child Development Center (CDC), often at reduced rates. Contact the CDC for more information: <http://childdevelopmentcenter.ucr.edu>. Several off-campus options also exist. Talk with other parents to figure out which may be the best option for you.

Can I be reimbursed for childcare expenses?

While you are appointed as an Academic Student Employee (ASE), which includes TA appointments, you may be eligible for limited childcare reimbursement. For details, see [Article 4 of the CASE/UAW Contract](#).

What other family-related benefits are available?

A summary of family-related benefits for graduate students can be found on the Graduate Division website: http://graduate.ucr.edu/family_friendly.html.

How can I be prepared for a campus emergency?

Familiarize yourself with UCR's Environmental, Health & Safety resources and procedures, particularly information about Emergency Services: <http://ehs.ucr.edu/services/emergency.html>.

RESIDENCY

How do I establish residency?

The Office of the Registrar provisionally classifies all new graduate students (including students who completed their undergraduate work at UCR) as nonresidents of the state of California. The final classification will be made based on the information you provide on your *Statement of Legal Residence*. A link to the Registrar's website was mailed to you with your admissions letter and you should have completed it immediately thereafter.

You must petition the Office of the Registrar for a change of classification from nonresident to resident status. All changes of status MUST be initiated before the first day of classes for the term for which you intend to be classified as a resident.

Indications of your intent to make California your permanent residence can include the following:

- Registering to vote and voting in California elections;
- Designating California as your permanent address on all school and employment records;
- Obtaining a California driver's license or, if you do not drive, a California identification card;
- Paying income taxes as a California resident.

Documented evidence is required, and all relevant indications will be considered in determining your classification. Inquiries and appeals can be directed to the Registrar at (951) 827-7284.

How do I register to vote?

To find out how to register to vote on campus go to <http://specialservices.ucr.edu/Voter+Registration/Voter+Registration.htm> or pick up a voter registration form at Student Special Services, 125 Costo Hall. You can also pick up a form at the post office, DMV, or Registrar of Voters. The Registrar of Voters is located at 2724 Gateway Drive, Riverside, CA 92507.