

Administrative and Financial Issues

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Administrative Issues

- Help me to keep your files updated and current!
- Also, be sure to enter any address changes in SISWEB so campus has current information.

Administrative Issues

- UC Davis email – you should all have one by now!
 - Please use the UC Davis email address for all UC matters
 - Remember to check your email periodically and reply in a timely manner!

Medical Insurance

- Medical Insurance
 - All UC students are required to carry health insurance.
 - Either SHIP or comparable alternative coverage.
 - SHIP coverage includes medical, dental and vision care. Details at <http://healthcenter.ucdavis.edu>
 - If you have private insurance you can request a waiver. <http://healthcenter.ucdavis.edu/insurance/waiver/index.html>. If you don't submit the waiver request on time, you will be required to pay the insurance fee for that quarter.

Student Services

- **Parking Permits**

- Obtain your parking permits at Transportation and Parking Services (TAPS)
- Permits are required Monday through Friday, 7am-10pm, in any UCD parking lot, including the Da Vinci Center lots.

However, parking permits are NOT required at the Galileo Ct. location!

- C-permit is \$50 per month
- Option to purchase daily permit @ \$9/day
- Metered parking is \$1.50/hour
- Parking Lot Patrol Officers are invisible and heartless!
Parking tickets start at \$50.00.

Student ID Card

- How to obtain a student ID card
 - This is done online by uploading a photo at this site:
<https://registrar.ucdavis.edu/records/aggiecard-photo-submit/>
 - See section under “New Graduate Students”
 - You’ll receive an email letting you know your card is ready and can be picked up at the AggieCard office at 161A Memorial Union.
- Athletics and Recreation Center (ARC) privileges
 - Because we are a self-supporting program, our affiliate fee is \$100/3 months; \$300/9 months; \$366/annual

Library

- Library Cards – Your ID card is now a library card
 - You need to be enrolled in at least one class to be able to use library services for that quarter.
 - There are some restrictions on inter-library loan-limit of 10 items at a time.
 - You will receive more information during the fall Seminar class

Student Employment

- Student Employment (limitations and policies)
 - Eligible to apply for any paid staff position. See UCD employment listings.
 - Options for student academic appointments:
 - Graduate Student Researcher (GSR), TA, Technician, Reader, etc. If the position is at least 25% time, in addition to salary, students receive some fee remission and health insurance remission. Students may not work more than 75% time per quarter.
 - Not eligible for certain state-subsidized Student Assistant positions due to being a self-supporting program.
 - Rationale: As a self-supporting program, students are not allowed to work in positions that are supported by state money.

Course Enrollment

- Enroll via SISWEB, <http://sisweb.ucdavis.edu>
 - See the Class Schedule and Registration site at <http://registrar.ucdavis.edu/registration/schedule> for each quarter for details on enrollment dates, deadlines, requirements.
 - I will send out an email in advance of every quarter with specific information. Please read it *before* you call or email me with questions!
 - Payment options: Discover, E-check, or personal check. Please note: no other credit cards are accepted for payment of tuition fees.

Financial Aid Options

- Financial Aid options
 - To apply for any type of financial aid, US citizens must submit a FAFSA for each academic year.
 - All financial aid is controlled and administered by the Office of Financial Aid. The web site is at <http://financialaid.ucdavis.edu>. Our contact is Pauline Moreno at pcmoreno@ucdavis.edu
 - Financial Aid is only available to students who are enrolled in six or more units per quarter.
 - Forensic Science students are not eligible for financial aid sources that are funded with state monies.

Financial Aid cont.

- Financial Aid (FA) will establish an award for the year, to be distributed each quarter.
- If you have an academic appointment (TA/reader) at 25% or more, you will need to contact FA at the beginning of each quarter to confirm the number of units you are registering for and to let them know you will receive fee remission.
- FA will not release your award each quarter until they hear from you via email or telephone.

IMPORTANT FORMS/SCHEDULES

- Research project proposal
 - Due no later than end of first year. Earlier is better!
 - Template is on the program website at <http://forensicscience.ucdavis.edu>
- Advance to Candidacy
 - Should be filed in winter quarter of your second year, or least one quarter **before** you plan to graduate
- PELP
 - Life happens: illness, work requirements, marriage, baby, etc. If something comes up, talk to me. We'll figure it out.
 - You can use for up to 3 quarters. Doesn't have to be consecutive.
- Progress Report
 - Done annually in spring quarter or before, if progress is not satisfactory.

FORMS/SCHEDULES cont.

● Filing Fee Status

- Once the first draft of your thesis has been submitted to you Thesis Chair, any you have completed all courses and research work, this is available to avoid having to register and pay tuition fees.
- Fee is currently \$162.00
- Status is available for **one quarter only**.

● Thesis

- See instructions Graduate Studies website for completing the thesis and submitting to Graduate Studies
- Student must be in active status or on filing fee status to be eligible to submit the final thesis. If you are not in active status or on filing fee status, you will be required to register for one quarter before submitting your thesis.
- Be sure to allow at least 4-6 weeks for **each** of your committee members to review your thesis drafts. Your emergency is not their problem.
- We must have an original signature from each thesis committee member on the signature page.
- Completed thesis must be submitted online.
- Submit your thesis at least 3 days before the deadline date so Graduate Studies has time to review before your in-person meeting.

Miscellaneous

- The program website is at <http://forensicscience.ucdavis.edu>. Go to “current students”. Username is *fsgpstudent*. Password is *ucd15*.
- Please **READ** all emails, along with the attachments, about various announcements from us.
- Please feel free to contact me about any questions you have about fees, forms, timeline requirements, registration, personal issues, problems with faculty, info on campus services, etc. *If possible, setting up an appointment in advance will assure you I’m in the office and have time to meet with you.*

Miscellaneous cont.

- International Students: Becky Sisman is our representative and handles all things INS. International Students must meet with her within the first 2 weeks. You can reach her at 530-752-8819 or by email at bsisman@ucdavis.edu.
- During the day, please feel free to use the Conference Room as your study space.
- The library materials may be used at any time. If you want to take books out, just enter the information on the sign-out sheet. The only things that can't be taken out of the building are journals and bound theses.
- Please be respectful of your colleagues and clean up after yourself.

**WELCOME TO UC DAVIS AND TO THE
FORENSIC SCIENCE PROGRAM!**