

NEW GRADUATE STUDENT HANDBOOK 2018-2019



Department of Mechanical and Aerospace
Engineering

9500 Gilman Drive
La Jolla, CA 92093-0411

mae.ucsd.edu



DEPARTMENT OF MECHANICAL AND
AEROSPACE ENGINEERING, MAIL CODE 0411
STUDENT AFFAIRS

9500 GILMAN DRIVE
LA JOLLA, CA 92093-0411

September 6, 2018

Dear New MAE Graduate Student,

Welcome to the University of California, San Diego and the Mechanical and Aerospace Engineering Department!

We have put together some information that you may find useful as you plan your arrival and registration for classes.

The student portal for class registration, deadlines, billing etc. is <http://students.ucsd.edu/>

Sincerely,

MAE Graduate Advisors
mae-gradadm@eng.ucsd.edu
<http://mae.ucsd.edu/grad>

ORIENTATIONS

There are two orientations the **MAE Department Orientation** and **Graduate Division Orientation**.
If you're an International student then there's also the **International Student Orientation**.

- The MAE Graduate Student Orientation:
 - Date: Tuesday, 9/11/2018
 - Time: 2:00pm-3:30pm
 - Location: Warren Lecture Hall 2001
 - Mixer to follow 3:30pm-5:00pm in EBU II Courtyard
 - RSVP: [Here](#) for MAE Orientation
- Mandatory Graduate Division Orientation:
 - Date: Wednesday, 9/12/2018
 - Time: 12:00pm-4:00pm
 - Location: Price Center West Ballroom
 - GSA social 5:00pm in Price Center Plaza
- International Students: [International Center Orientation](#):
 - Date: Friday, 9/14/2018
 - Time: 8:00am or 1:00pm
 - Location: Peterson Hall 108
 - Register [Here](#)

GENERAL INFORMATION

Check the [New Student Checklist](#) to see what you need to do. There are New Student Guides.

SETTING UP EMAIL:

Information has been sent to your email account listed on your application about setting up a Jacobs School of Engineering email account. You will be using Engineering Google Apps with an email that ends in eng.ucsd.edu. If you receive any other information from UCSD Academic Computing and Media Services (ACMS) you can safely ignore it. The Jacobs School has a separate email system.

Please ensure to check your @eng.ucsd.edu email. Faculty and staff send important information only to the @eng.ucsd.edu email.

REGISTERING FOR CLASSES:

You can enroll in classes now through WebReg on Tritonlink. The student portal for class registration, deadlines, billing etc. is: <http://students.ucsd.edu/>

- Registration Fee Payment deadline: **9/21/18**
- Fall Quarter Begins: **9/24/18**
- Enrollment canceled for non-payment: **9/26/18**
- Instruction begins: **9/27/18**

For more deadlines please see:

<https://blink.ucsd.edu/instructors/courses/enrollment/calendars/2018.html>

Please go to our [MAE website](#) to find information on:

Academic Advising: <http://maeweb.ucsd.edu/grad/advising>

Courses: <http://maeweb.ucsd.edu/grad/courses>

Degree Requirements: <http://maeweb.ucsd.edu/grad/programs>

Financial Assistance: <http://mae.ucsd.edu/grad/finaid>

COURSE REQUIREMENTS AND A TYPICAL FALL SCHEDULE:

Please note: due to seating limitations, do not enroll in more than 16 units for the quarter. A typical full-time graduate load is 12 units per quarter.

MAE 205 Graduate Seminar: We encourage ALL MAE graduate students to enroll in this one-unit course every quarter. It gives you credit for attending seminars throughout the quarter. You don't have to do anything in the course except attend as many seminars as you'd like. PhD students are required to attend 3, 1-unit seminars.

MAE 207 Special Topics: Each quarter, faculty will offer a Special Topics course on a subject that they are most interested in. It will be a course that is not on the regular schedule of classes. Often, the faculty are "testing" out material for a new course that they want to create. It is a four-unit course and is set up like any course, with exams, possible report writing, and a grade. You can use as many as two MAE 207's toward your degree requirement as long as the topics are different.

Other courses will be chosen by you, depending on your areas of specialization.

MS Degree

The MS program is intended to extend and broaden the undergraduate background and/or equip practicing engineers with fundamental knowledge in their particular fields. The degree may be terminal, or obtained on the way to the Ph.D. The degree is offered under both the Thesis Plan I and the Comprehensive Examination Plan II. A strong effort is made to schedule MS-level course offerings so those students may obtain their MS degree in one year of full-time study or two years of part-time study.

Students may choose either Plan I or Plan II. We highly recommend that students not make this decision until the completion of at least one quarter of course work.

MS students should refer to website for the different MS Plans and corresponding courses. MS students will not have a faculty advisor until at least the Winter quarter. MS faculty advisors are assigned after one quarter of MS coursework in the department. The decision is a mutual agreement between the student, the faculty member, and the MAE Student Affairs Office. At the time that a faculty advisor is chosen, students should also decide between Plan I and Plan II. Students in Plan I must have the approval for a thesis from their faculty advisor. The MAE Student Affairs Office can assist students with the faculty advisor assignment process.

PhD Degree

The MAE Ph.D. program is intended to prepare students for a variety of careers in research and teaching. Depending on the student's background and ability, research is initiated as soon as possible. In general, there are no formal course requirements for the Ph.D. All students, in consultation with their faculty advisors, develop course programs that will prepare them for the MAE Departmental Qualifying Examination and for their dissertation research. However, these programs of study and research must be planned to meet the time limits established to advance to candidacy and to complete the requirements for the degree.

PhD students should consult with their faculty advisor for courses in preparation for their Department Qualifying Exam.

UC SAN DIEGO GRADING POLICIES:

Good Academic Standing and Probation

Good academic standing is determined by graduate students meeting departmental and graduate studies standards; a GPA of 3.0 or above, in upper-division, graduate and professional course work; satisfactory spring evaluation; and having no more than a total of **eight units** of "F" and/or "U" grades. Some departments specify more stringent grade requirements.

Good Academic Standing is a requirement for:

1. Holding academic and staff appointments.
2. Receiving fellowship, scholarship, or traineeship appointments.
3. Advancing to candidacy for a graduate degree.
4. Going on a leave of absence.
5. Obtaining a graduate degree from UCSD.

Graduate students who are not in Good Academic Standing for any reason are subject to probation and/or disqualification from further graduate study.

Probation Process

Graduate students, who do not meet the requirements for Good Academic Standing, are notified by a letter from the Dean of the Graduate Division. A copy of the letter is also sent to the department.

If it is a student's first instance of academic difficulty and the GPA is above 2.0, the letter serves as a warning and advises of their academic situation and its consequences and the next steps.

In subsequent quarters if the student:

- Raises the GPA above a 3.0, than no further action is taken;
- Raises the GPA but not to a 3.0, student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement.
- Shows no change, then student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement, however, this is dependant on the overall GPA
- Lowers the GPA further, then a hold is placed on the student's registration

Depending on the student's academic progress during the quarter following an academic probation notice, the Dean of the Graduate Division will advise the student of any further academic action.

Any student with more than 8 units of "U" and/or "F" grades or a GPA less than a 2.0 will have their registration placed on hold for the next available quarter.

Note: due to the processing of grades after the next quarter has begun, registration holds are usually placed on the 2nd quarter after the problem arises (i.e. Fall quarter problem, registration hold placed on Spring registration. During the Summer, however, registration holds may be placed on students for Fall quarter.

Regardless of the severity of the problem, students are advised to maintain communication with the department. It is the department and student's responsibility to monitor the student's quarterly academic progress.

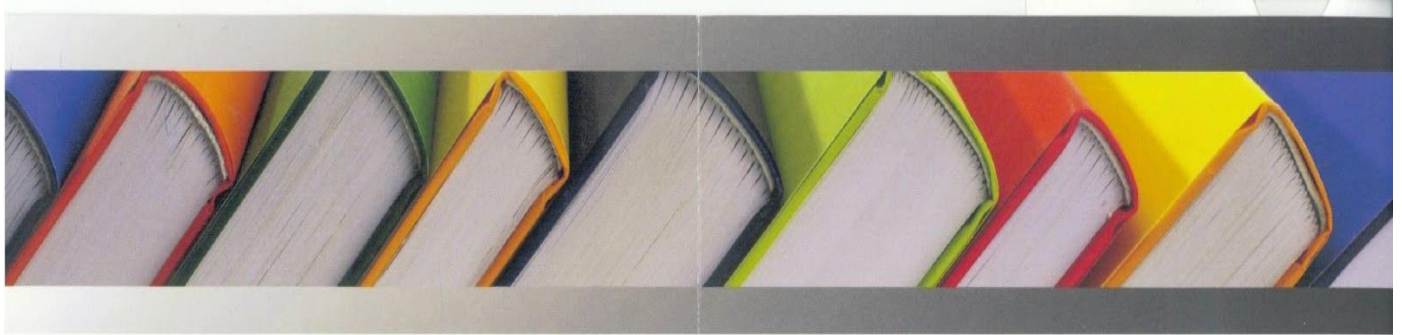
Repetition of Courses

- A graduate student assigned a grade of D, F, or U only may petition to repeat the course on the same grading basis for which it was first taken.
- Degree credit for the course will be given only once, but the grade assigned for each enrollment shall be permanently recorded.
- Both the original grade and the grade received in the repetition will be used in calculating the overall GPA for the first 16 units repeated.
- Petition must be submitted to Graduate Division for approval prior to enrollment in course to be repeated.
- See MAE Advising for more information.

For more information on academic progress policies, please see [Graduate Division](#).

TIPS FOR AVOIDING PLAGIARISM FROM UCSD LIBRARY:

<http://libraries.ucsd.edu/>



What is Plagiarism?

Plagiarism can be unintentional or intentional when ideas, text, and creative work are used but not cited in academic, professional, and personal work. Common forms of plagiarism can include:

- Passing off another's ideas or work as your own
- Fabricating citations
- Copying, cutting and pasting without citing the original source
- Paraphrasing incorrectly
- Using media files, such as image, audio or video files, without citing them

Tips to Avoid Plagiarism:

Consider using tools to help organize your research and keep your information in one place. Try keeping track of what you're quoting or paraphrasing in a "research journal." Some great suggestions for free online options:

(<http://tinyurl.com/enotetaking>). If you just want to track your citations (without notes), use online tools like Retworks (<http://retworks.com/>).

Cite your sources (direct quotes and paraphrasing) as you write your rough draft. Refer back to your research journal for accuracy

Use style guides to cite in the correct format. Ask a librarian about how eRefWorks can save you time!

When in doubt, cite it! Cite all outside sources except for common knowledge.

If you still have questions about when to cite, check with your instructor.

5 Steps to Successful Paraphrasing:

1. **Read the entire text, underlining key points and main ideas.**
2. In your **own words**, write a sentence about the main idea of the text (i.e. **summarize**). Also, write key points in the text.
3. Highlight any words, phrases, or key passages that you would want to **quote** directly.
4. **Combine** the above into a new paraphrased paragraph, using your own words.
5. **Cite your source.** Even if you paraphrase, you should acknowledge the material you read and paraphrased.

Still have questions?

Check out our online guide: **Preventing Plagiarism: Keepin' It Real**

How will you know if something is common knowledge?

Consider:

1.) Can it be found in many different places?

2.) Is it widely known by a lot of different people? Use your common sense -when in doubt, ask!

<http://libraries.ucsd.edu/plagiarism>

Ask a Librarian: <http://libraries.ucsd.edu/ask>

ENROLLMENT AND REGISTRATION CALENDAR FALL 2018:

Description	Fall 2018
Billing statement available on TritonLink . (eBill available continuing students)	9/5
Registration fee payment deadline (after this date, late fees apply)	9/21
Deadline for mandatory insurance health waiver - all students (after this date, \$50 late waiver fee will apply until late waiver deadline, see below.)	9/21
Deadline for students not attending (who are receiving financial aid, full-fee waivers or graduate fellowships/ scholarships) to notify university that they will not attend. See the schedule of refunds for more information.	9/21
Quarter begins	9/24
Classes and wait list dropped if registration payment not received	9/26
First day of classes	9/27
Late health insurance fee waiver deadline (no waivers will be accepted beyond this date)	9/28
Automatic wait lists officially end	10/11
Deadline for all students to add or re-enroll in classes if canceled for non-payment via WebReg. Find out how to add a class .	10/12
Deadline to apply for part-time status	10/12
Deadline for Graduate students to file for leave of absence , in absentia or to apply for half-time status for current quarter	10/12
Deadline to file for Advancement to Candidacy for Master's degrees	10/12
Deadline to change grading option, change units, and drop classes without "W" grade on transcript	10/26
Effective date for students receiving financial aid to withdraw and retain 100% federal aid	11/14
Deadline to drop with "W" grade on transcript	Graduate 11/30
Last day of classes before finals	12/7
Finals week	12/8-12/15
Deadline to file for "Removal of Grade Incomplete" from previous quarter	12/15

Quarter ends	12/15
Deadline to file for a Request to receive a grade of "Incomplete"	12/10
Grades available on TritonLink	12/20

For past, present and future calendars see [Enrollment and Registration Calendar](#). Dates are subject to change.

Schedule of classes and final examination schedule For more information regarding the schedule of classes and final examination schedules, please see [Schedule of Classes: Publication Calendar](#).

Academic and administrative holidays:

2018: Nov. 12, 22, 23; Dec. 24, 25

2019: Jan. 1, 21; Feb. 18; Mar. 29; May 27; July 4; Sept. 2; Nov. 11, 28, 29; Dec. 24, 25

ADVICE FROM STUDENTS AND ADVISORS: SURVIVAL GUIDE FINDING A PLACE TO LIVE

The first question we are usually asked is “How do I find somewhere to live? Where are the good places??” Well, here is some information to try to make your search a little easier!

On Campus

- <http://hdh.ucsd.edu/arch/gradhousing.html>
- Phone: 858.822.3291

Off Campus

- <http://students.ucsd.edu/campus-services/housing/offcampus/>

Beach communities:

- La Jolla– Technically it stretches from the beach to the grad student housing.
- Del Mar – The beach community just north of campus. Some places in our budget range, but far from the grad-student friendly fun.
- Pacific Beach (“PB”) – The beach community just south of La Jolla. College atmosphere, young area. Traffic in and out is an issue during rush hour, but it’s a cool neighborhood with lots of bars and restaurants and housing deals.
- Mission Beach, Ocean Beach (“OB”) and Point Loma – OB and Loma might have some good deals, but they are definitely harder to get in and out of. The commute might not be worth the deal!

Inland:

- UTC/University City – The area directly south and southeast of campus. Mostly apartments, on the pricey side. Close, convenient, but might be lacking in fun.
- Clairemont – Lots of cheap, great houses and apartments, but a few not-so-great areas (check out the place before you commit). Close and easy to get to school!
- Hillcrest and North Park – These trendy urban neighborhoods are just north of downtown and have a lot to offer. A little further, but a little cooler.

STUDENT ID CARD

Academic Advisors have submitted a list of admitted students to the Campus ID Card Office.

You can pick-up your student ID card from the Card Office starting June 18:

Location:

The Campus Card Office is located in the Student Services Center, Suite 354A

Business Hours:

Monday-Wednesday: 8:00 a.m. – 4:30 p.m.

Thursday: 10 a.m. – 4:30 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Your Student ID Card is your key to the campus. In addition to serving as your official photo identification card, the ID Card gives you access to campus buildings and events and lets you:

- Access your meal plan or use it as a debit card at campus [dining facilities](#)
- Check out books and materials through [UCSD Libraries](#)
- Use [recreation](#) facilities and get discounts on rec. classes
- Receive services at [University Health Service](#)
- Show your affiliation, if needed, on [UCSD shuttles](#)
- Get discounts on attractions and events through the [UCSD Box Office](#)
- Get even more [discounts](#) on local arts and entertainment, computers, and more
- Use your Student ID Card for printing and copying documents, using [Imprints iaccess services](#).

Questions? Contact Campus Cards (858) 822-4727 (campuscards@ucsd.edu)

CAR INFORMATION

- Driver's License – You are supposed to get a driver's license ***within 10 days*** of being here. Do it! **REGISTER FOR AN APPOINTMENT ONLINE...this will significantly cut down on wait time.**
- California car registration fees – You are supposed to register your car within 20 days. You might as well do it at the same appointment to get your driver's license. It is a California state requirement to have a new Smog Certificate upon initial registration, so make sure you do it before you go to the DMV. The DMV website has more details:
 [\(https://www.dmv.ca.gov/portal/dmv/detail/vr/smog+\)](https://www.dmv.ca.gov/portal/dmv/detail/vr/smog+)
- If you don't have a car you will probably want one. Many people attempt to live here without a car, and while it is *possible*, it makes life pretty difficult. If you are thinking of buying a car, the best option would be to buy it once you arrive in San Diego. Parking on campus: <http://transportation.ucsd.edu/>
- It is expensive to register a car in California. If you have NOT had your car (in your name) for a full year, you will be forced to pay taxes on the worth of the car. This is to try to keep people from buying cars out of state and driving them over the border to avoid California taxes. If you paid taxes on the car in another state, you will pay the difference between the CA sales tax, and the cost of sales tax where you bought the car (since California will most likely be higher!). You are not exempt if you get the car for “free” or if it is a “gift” from parents, etc. You still have to pay sales tax.
- If you want to figure out what your registration would cost, you can use the DMV's handy calculator: <https://mv.dmv.ca.gov/FeeCalculatorWeb/index.jsp>
- Find the DMV's around San Diego and look up all the official rules here:
<https://www.dmv.ca.gov/portal/dmv/dmv/fof>

ALTERNATIVE TRANSPORTATION

There are many free shuttles and bus lines provided by UCSD.

In order to use these services you must get your campus ID card stickered.

Free public buses:

- After you get your campus ID, go to the Parking Services office (in the Gilman parking structure, or the Hillcrest parking office) to get your FREE sticker that allows you access to several public bus lines in San Diego.
- Details can be found here:

<http://blink.ucsd.edu/facilities/transportation/commuting/public.html>

Free UCSD Shuttles:

- In addition to the free public buses, UCSD has a network of shuttles. These run from various housing complexes to campus, and also include several routes around the campus itself.
- Shuttle map is included at the end of this packet!
- More information and live shuttle tracking can be found on the UCSD Transportation

Services website: <http://blink.ucsd.edu/facilities/transportation/shuttles/index.html>

Biking:

Many people bike to campus. To follow regulations at UCSD, you need a bike registration sticker on your bicycle. You can get this from the UCSD Bike Shop located in Student Center A, weekdays from 11 a.m. to 1 p.m.

<http://blink.ucsd.edu/safety/emergencies/security/bike.html>

SETTING UP UTILITIES

If you are living in UCSD On-campus Grad Housing some of the utilities will be set up for you.

If not, be sure to check with your landlord on what will be provided.

- Electricity – San Diego Gas and Electric
 - <https://www.sdge.com/>
 - (800) 411-7343
- Cable/Internet (There are a couple others but these are the main ones)
 - Spectrum
 - <https://www.spectrum.com/>
 - AT&T UVerse/Internet
 - <http://www.att.com/>
 - NB – Some locations will only let you install Direct TV with AT&T cable. If you are in graduate housing, and have only this option, there is a good chance you won't be able to get a signal due to the trees around the neighborhood.
 - Direct TV
 - <http://www.directv.com/DTVAPP/index.jsp>
 - (888) 795-9488

STIPEND AND TAXES

- You must pay taxes!
- UCSD pays you after you work. Therefore your first paycheck or stipend may not come until November. Plan to arrive with at least two months' worth of income to get you through until then.
- International students will have their stipends taxed.

For more information, please see the Graduate Division Guide on taxes:

https://grad.ucsd.edu/_files/financial-support/taxes/CITGenTaxInfo.pdf

CALIFORNIA RESIDENCY

If you are a citizen of the USA, you may become a California resident before the start of your second year.

To establish residency for tuition purposes, you must satisfy 3 conditions:

1. [Physical presence](#)
2. [Intent to become a California resident](#)
3. [Financial independence](#)

To make California your Permanent Residence you will NEED:

- California driver's license or a California ID Card
- Voter registration card or affidavit from Registrar of Voters
- California-based bank accounts or CA branches based in other states
- California car registration and car insurance card
- Paying California income taxes as a resident, including taxes on income earned outside California
- Housing contracts, monthly rental agreements, lease or proof of property ownership in California
- Credit and memberships with California merchants, religious affiliations, clubs, gyms
- Proof of your belongings moved into California such as moving van, bill of lading
- Proof of utilities established in your name such as phone, gas, electric, and cable TV
- Designating California as your permanent address on all school, employment, and/or military records

Your intent will be questioned if you return to your former state of residence when the university is not in session. Documentary evidence is required and all relevant indications will be considered in determining your classification.

Note: Make copies of all documentation to keep for your records. **Start collecting these in a folder ASAP!!!** It's *MUCH* easier if you start as early as possible.

If you have questions about residency, please email: residencedeputy@ucsd.edu

For more information check: <https://students.ucsd.edu/finances/fees/residence/criteria.html>

HEALTH INSURANCE

Please note, you will NOT be covered by Student Health Insurance until September 10, 2018, so you will want to be certain that you are covered by your own health insurance over the summer.

All registered students are automatically enrolled into the UC Student Health Insurance Plan (UC SHIP). Students who are currently covered under a private health plan and do not wish to be covered by UC SHIP may submit an online application to opt out of (waive) the UC SHIP. For more information on the waiver, please visit the [Student Health Services website](#). Your coverage will start on: 9/10/18

Details on the UCSD Student Health Insurance Plan:

<https://wellness.ucsd.edu/studenthealth/insurance/Pages/default.aspx>

Tuberculosis (TB) screening is a University admissions requirement for ALL newly admitted and readmitted students, including current Undergraduates who are newly admitted to a UCSD Graduate program.

If you do not fulfill this requirement a **hold** will be placed on your account and you will not be able to register for courses until you have fulfilled this requirement.

Check and clear your holds:

1. Go to [Holds](#).
2. Contact [Student Business Services](#), (858) 822-4727, for questions about outstanding account balances.

INTERNATIONAL STUDENTS

If you are neither a U.S. citizen nor a Permanent Resident of the United States, please pay an early visit to the UCSD International Center located between Mandeville Lane and Library Walk. The International Center is open Monday through Friday from 9:00 am to 4:00 pm.

As soon as they arrive, all international students, professors, and researchers are required to do three things:

1. Check In - Bring your passport, I-94 card, I-20 or DS-2019, and any other related document(s) so that you can complete check in. (F-1 and J-1 students must check in before SEVIS registration can be completed.)
2. Attend Orientation - All new international graduate students are required to attend a mandatory orientation session.
3. New international graduate students, particularly those coming from other U.S. institutions, need to check in or complete the necessary transfer process at the International Center before they can receive funds from UCSD. For more information contact the International Center at (858) 534-3730, or visit their web site:
<http://ispo.ucsd.edu/new-students/graduate-students/index.html>

More information can be found here <http://icenter.ucsd.edu/ispo/index.html>

SHOPPING LOCATIONS CLOSEST TO UCSD

[FURNITURE, HARDWARE & ACCESSORIES]

Ikea

2149 Fenton Parkway
San Diego, CA 92108-4739

Home Depot

4255 Genessee Avenue
San Diego, CA 92117

[HOME GOODS]

Target

5680 Balboa Avenue
San Diego, CA 92111-2706

Wal-Mart

4840 Shawline Street San
Diego, CA 92111

[GROCERY STORES]

Costco

4605 Morena Boulevard San
Diego, CA 92117

Ralphs

8677 Villa La Jolla Dr La
Jolla, CA 92037-2354

Vons

7788 Regents Road San
Diego, CA 92122

Trader Joes

8657 Villa La Jolla Dr La
Jolla, CA 92037-8309

RESOURCES AND IMPORTANT WEBSITES

Important Website to check frequently:

- ❑ Graduate Division <http://grad.ucsd.edu/>
- ❑ Mechanical and Aerospace Engineering <http://mae.ucsd.edu/>
- ❑ International Student & Programs Office <http://ispo.ucsd.edu//index.html>
- ❑ TritonLink <http://students.ucsd.edu/>

Campus Resources:

- ❑ Counseling and Psychological Services (CAPS) <https://caps.ucsd.edu/>
- ❑ Academic Integrity Office <https://academicintegrity.ucsd.edu/>
- ❑ Teaching and Learning Commons <https://commons.ucsd.edu/educators/future-faculty-programs/index.html>
- ❑ Career Center: <http://career.ucsd.edu/phd-and-masters-students/index.html>
- ❑ UCSD Recreation: <https://gradlife.ucsd.edu/health-wellbeing/physical-mental-health/recreation.html>
- ❑ The Zone (Wellness center): <https://wellness.ucsd.edu/zone/Pages/default.aspx>
- ❑ CARE at the Sexual Assault Resource Center: <http://students.ucsd.edu/sponsor/sarc/index.html>
- ❑ Triton Food Pantry: <https://basicneeds.ucsd.edu/triton-food-pantry/index.html>
- ❑ Graduate Student Association: <http://gsa.ucsd.edu/resources/>
- ❑ Asian Pacific Islander Middle Eastern Desi American (APIMEDA) Programs and Services: <http://apimeda.ucsd.edu/index.html>
- ❑ Student Veteran Resource Center: <https://students.ucsd.edu/sponsor/veterans/>
- ❑ Undocumented Student Services Center: <http://students.ucsd.edu/sponsor/undoc/index.html>
- ❑ Black Resource Center: <http://brc.ucsd.edu/>
- ❑ Office for Students with Disabilities: <http://disabilities.ucsd.edu/about/index.html>
- ❑ Cross Cultural Center: <http://ccc.ucsd.edu/>
- ❑ LGBT Resource Center: <http://lgbt.ucsd.edu/>

- ❑ Raza Resource Center: <http://raza.ucsd.edu/>
- ❑ Women's Center: <https://women.ucsd.edu/>
- ❑ Intertribal Resource Center: <https://itrc.ucsd.edu/>
- ❑ IDEA Center: <http://jacobsschool.ucsd.edu/idea/>
- ❑ MAE Graduate Student Organizations: <http://mae.ucsd.edu/grad/getinvolved>
- ❑ Educational Technology Services: <https://acms.ucsd.edu/filessharing/general.html>

Wellness Links:

iRelax

Free mp3s to help you meditate and relax through guided audio exercises. Take a break @ <https://caps.ucsd.edu/download>

Online Mental Health Screenings

Mental health is a key part of your overall health. Brief screenings are the quickest way to determine if you or someone you care about should connect with a mental health professional - they are a checkup from your neck up. This program is completely anonymous and confidential, and immediately following the brief questionnaire you will see your results, recommendations, and key resources. Take it today @ <http://screening.mentalhealthscreening.org/sandiego>

Mental Health Mobile apps

We've compiled mobile apps to support self-help, promote wellness, and serve as adjunctive tools for mental health counseling. Download @ <https://caps.ucsd.edu/selfhelp>

ONLINE MINI-WORKSHOPS FOR NAVIGATING THROUGH GRADUATE SCHOOL:

- Working with Advisors
- Writing the Dissertation
- The Imposter Syndrome
- Perfectionism
- Prioritization & Time Management
- Building & Maintaining Relationships
- Self-Care & Stress Management
- Sleep Hygiene

For more details check: <https://caps.ucsd.edu/grad.html>

GOOD CITIZEN

What does it mean to be a good citizen?

First, it means recognizing that graduate school is a job, you are getting paid by funds raised by the department or me, and therefore you need to conduct yourself in a professional manner.

Consider a corporate job if you didn't show up on time or if you didn't perform the tasks asked of you, you'd be fired. The rules are well laid out for a company. The rules are similar for graduate school. You are expected to:

- 1) Perform research
- 2) Participate in lab events
- 3) Be respectful of your peers' and seniors' time
- 4) Take initiative and charge of your research
- 5) Know what the responsibilities and requirements for graduation are
- 6) Show up to meetings in a timely manner
- 7) Engage in research discussions with your colleagues. Research does not happen in isolation
- 8) Recognize when you are overwhelmed and seek help.
- 9) Deliver documents/figures etc. in a timely manner
- 10) Realize that if you don't publish, you won't be able to graduate
- 11) Keep up with the literature. Make time to read every single day
- 12) Read emails carefully (not kidding)
- 13) Attend seminars

TIME MANAGEMENT

A big challenge in grad school is managing time and figuring out how to finish projects.

- Break a project into smaller tasks and set deadlines for the same.
- Break them up by priority and later.
- Resources like google calendar are very useful in learning to manage time.
- CAPS short video:

https://www.youtube.com/watch?time_continue=85&v=jJu_L8bDy6A