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Welcome First-Years!

This is your Platypus guide – a quick overview of the program and the many resources available to you as you progress towards your Ph.D.

There's a lot of great information contained in this little Platypus guide, and it only scratches the surface.

Be sure to check out the UC Davis website for even more information, in particular:

Graduate Studies Home Page:

<http://www.gradstudies.ucdavis.edu/index.html>

Graduate Student Handbook:

<http://www.gradstudies.ucdavis.edu/students/handbook/>

As we begin, please remember that you were chosen for your outstanding academic and scientific achievement.

We welcome you to the Population Biology Graduate Group and wish you every success.

1st Week

- Activate computing account at I.T. Express in 182 Shields Library.
- Subscribe to CPB and CPB-students list servers.
- Meet with your Guidance Committee to determine remedial course requirements (if any), and course requirements for the first year.
- If applicable, attend TA Orientation Sessions (Fall 2006: Sept-25 – Sept-27 visit TRC website: <http://trc.ucdavis.edu/trc/orientation/index.html>).
- Begin establishing **California residency**. Refer to the Registrar's home page for additional information: <http://registrar.ucdavis.edu/faq/slr/#intent>
- 9/23-9/26 (9am-4pm) have a student photo ID card prepared at the Activities and Recreation Center. Bring photo ID such as a driver's license or passport with you.

1st-Year

Enroll in two Monte Carlo Seminars (PBG 298) in your first year. Request CRN's from Stephanie.
Enroll in PBG 290 and 292 (Tuesday & Thursday Seminars) each quarter.

Fall Quarter

- Enroll in PBG 200A, PBG 231, and any additional Guidance Committee requirements.
- If eligible, submit applications to NSF and EPA by deadlines in November (see fellowship listing enclosed in the orientation packet for details).
- Submit combined application for UCD fellowships by **12/11/06**.

Winter Quarter

- Enroll in PBG 200B and any additional Guidance Committee requirements.
- Submit TA applications by February deadline for 2007-08 Academic Year.
- Pick-up **California Residency** application and verify the appropriate submission date.
- Submit FAFSA application by **March 2nd** You may apply online: : <http://www.fafsa.ed.gov/>

Spring Quarter

- Enroll in PBG 200C and any additional Guidance Committee requirements.
- Meet with Guidance Committee to complete annual progress report, and discuss Qualifying Examination (QE) committee and exam areas.
- Complete First-Year Exam during finals week in June.

**** Begin Planning the Cohort Trip for the incoming first –years ** See Appendix 2 at the end of the guide**

Years 2-3

- Complete courses required by Guidance Committee. (NOTE: all required course work must be taken for a letter grade, and completed *PRIOR* to taking the qualifying exam.)
- Submit the endorsed qualifying exam (QE) application form to Stephanie Macey-Gallow /GS no later than *six weeks* prior to the examination.
- Submit research proposal to each QE member no later than *six weeks* prior to the examination.
- Take QE no later than the end of *fall quarter of the 3^d-year*.
- Identify Dissertation Committee members, and file the Ph.D. Candidacy form with the Office of Graduate Studies.
- Enroll in one Monte Carlo seminar during each academic year.
- Enroll in PBG 290 and 292 (Tuesday & Thursday Seminars) each quarter in residence.
- Submit combined application for UC Davis fellowships by early December deadline.
- Submit FAFSA application by **March 2nd**..... You may apply online: : <http://www.fafsa.ed.gov/>
- Submit TA applications by **February** deadline. Applications are available on line: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>
- Meet with Guidance Committee in Spring Quarter to complete annual progress report.

Years 4 - 6

(Note: *normative time to complete the Ph.D. program is six years.*)

- Enroll in one Monte Carlo seminar during each academic year.
- Enroll in PBG 290 and 292 (Tuesday & Thursday Seminars) each quarter in residence.
- Submit combined application for UC Davis fellowships by early December deadline.
- Submit FAFSA application by **March 2nd**..... You may apply online: : <http://www.fafsa.ed.gov/>
- Submit TA applications by **February** deadline. Applications are available on line: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>
- Meet with Guidance Committee in Spring Quarter to complete annual progress report.

Units to Ph.D.

A typical program will usually involve about 50 to 60 units of course work, including seminars. (For example, 20 units for the first-year core, 9-12 for additional courses and 20-26 seminar units).

The University requires that a full-time student enroll for 12 units each quarter. A balanced load should not include more than 16 units of 100 and 200 level courses in any quarter and not more than 9 units of graded course work in quarters when serving as a TA.

The next section explains how your course of study is determined and the many resources available to you as your progress to your Ph.D.

The Guidance Committee and the First-Year Faculty Mentor

Each new student will be assigned a three-person Guidance Committee when they arrive on campus. This committee is made up of the student's first-year faculty mentor (see below), a Population Biology Graduate Group Advisor (see below), and a third person (faculty) with interests close to those of the student. The committee will meet with new students within the first week of the Fall quarter and together will agree on the courses that will be required for graduation. These requirements will be recorded on the Guidance Committee Report form, which serves as a contract between the Group and the student. This contract may be changed at any time by mutual consent of the student and the Guidance Committee.

The Guidance Committee is also charged with overseeing all aspects of a student's academic life in the Group and should meet as often as is useful, but at least once every year in the Spring quarter.

Every student who is accepted into the program is assigned a first-year faculty mentor who is typically the person with whom the student intends to work. However, an official Major Professor is not assigned until the beginning of the second year. Students are encouraged to shop around for a different Major Professor if, for any reason, they feel that they will be more successful with someone other than their first-year faculty mentor. In order to effect a change, a student must have a "change of major professor" form signed by the Graduate Group Chair. Completed forms are filed with the graduate program staff.

In the beginning of the second year, the first-year faculty mentor on the Guidance Committee is replaced by the student's Major Professor, who may or may not be the same person. During the second year, the Guidance Committee, in addition to its role in academic advising, has the additional responsibility to recommend a committee for the Qualifying Examination, which must be scheduled no later than the Fall Quarter of the third year.

Graduate Advisor

Graduate Advisors are responsible for reviewing and approving each program of study for every graduate student each quarter, acting on all petitions, and making recommendations for the composition of exam and thesis committees. Please note that your advisor is not your faculty mentor.

First-Year Peer Mentor

Each new student will be assigned a peer mentor during the summer before their arrival on campus. The peer mentor is another Population Biology Graduate Group student, typically in his/her third or fourth year in the program, who can provide advice on a full array of topics pertaining to getting off to a good start in the program. Students should plan to meet with their peer mentors during the first week and last week of Fall Quarter, and then once towards the end of Winter Quarter and Spring Quarter. The peer mentorship program is an attempt to facilitate the transfer of cultural wisdom from the more senior students to incoming students.

Remedial Courses

Students entering the graduate group are expected to have completed a set of courses that are typical in undergraduate biology majors. Certain courses are viewed as sufficiently important that entering students who have not taken them will be required to do so. These courses are:

1. a one-year course in introductory biology for biology majors.
2. a one-year course in calculus.
3. a course in statistics.
4. an upper-division course in genetics.

The Guidance Committee is charged with the assignment of courses that will fulfill these requirements.

The Core: PBG 200 (A, B and C)

The core course for the graduate group, PBG 200ABC, is a one-year, five to six-unit per quarter course. The course consists of formal lectures and discussion sessions. It is comprised of six to nine modules, each running three to five weeks, covering topics that include population genetics, population dynamics, community ecology, quantitative genetics, macroevolution and systematics. This course will be supplemented in the Fall by PBG/Ecology (ECL) 231, Quantitative Methods in Population Biology.

Supporting Courses

Students are normally expected to take three additional courses as determined by their Guidance Committee. These courses may consist of formal lecture courses, laboratory and field courses, or graduate seminars (excluding one-unit seminars such as PBG 270, PBG 290 and PBG 292), as appropriate to achieve a balance between training in organismal biology and quantitative methods. Generally, these will include at least two 100/200 level courses in mathematics and/or statistics. More or fewer courses may be required by the Guidance Committee depending on the student's background and interests.

Special Note: Not all courses are offered each year. Therefore, it will be important for you to revisit your Guidance Committee Report at each meeting with your Academic Adviser to insure you are on track. Determine if any changes need to be made and update the committee report accordingly. Any courses that are labeled as "required" MUST be completed BEFORE you sit for your qualifying exam.

Monte-Carlo Seminars

Each student is expected to participate in the Monte-Carlo seminars sponsored by the Center for Population Biology. All of the graduate students and Center for Population Biology postdocs participating each quarter are assigned at random. The group is asked to meet no less than three weeks before the start of the quarter to (a) choose a topic of mutual interest, and (b) select and invite a PBGG faculty member or members whose expertise makes them ideal to participate in and "host" the seminar. To be sure that the hosting responsibilities do not fall disproportionately on certain faculty, the PBGG Graduate Coordinator will provide a list of "askable" PBGG faculty, which is updated quarterly. First year students must participate in at least two Monte Carlo seminars. After that, students must participate in at least one Monte Carlo per year. (Please see Appendix 1 for more information)

First-Year Examination

In June, during the period of Spring Quarter finals, all first-year students will take a written examination based on the modules that make up the core curriculum (PBG 200ABC). The faculty in charge of the lecture modules will supply questions and evaluate the answers. The questions may include material from the discussion groups as well as the formal lectures. Passing this written exam satisfies the 'breadth' component of the general Population Biology subject area during the qualifying examination, allowing the Population Biology examiner on the Qualifying Exam to focus instead on the 'depth' component (i.e., questions closely related to the student's proposed research). The exam is meant to identify weaknesses in a student's understanding of population biology and to help determine what additional course work or study might be appropriate. On occasion, the exam may be used to dismiss a student from the program who, by failing to exhibit a mastery of the material, is judged to be unsuitable for continuation in the graduate group.

When the examination is completed, the examining committee (the instructors for each module) will reach one of three decisions for each student: *pass*, *conditional pass* with a requirement of further study and examination on some aspect of the material, or *fail*. In case of failure, the student must retake the written exam in September. Failing the second exam will result in dismissal from the graduate group.

The Qualifying Examination

The qualifying examination is intended to test the student's ability to design and execute a research project leading to significant publishable results. A research proposal provides a point of departure for the examination. In that proposal the student must demonstrate an ability to formulate general scientific questions and to build and test hypotheses. The student must also demonstrate a thorough understanding of the discipline encompassed by the proposal.

Schedule of the Examination

1. Before taking the qualifying examination, students must have completed all course requirements set by Graduate Studies, the Population Biology Graduate Group, and the Guidance Committee.
2. Qualifying examinations must be taken no later than the *seventh quarter* after matriculation.

Faculty Membership on the Examination Committee

1. A five-person committee will examine the student in population biology and three other designated areas.
2. At least three of the examiners, including the chair, must be faculty members of the Population Biology Graduate Group. The student's major professor is not eligible to serve on the examination committee.
3. At least one of the examining faculty members must not be a member of the Population Biology Graduate Group. (Refer to "Documents Required" above for information on faculty outside of UC Davis.)
4. The student, in consultation with the Guidance Committee, will propose three examination areas (in addition to population biology) representing subdisciplines of population biology such as behavior, population genetics, molecular genetics, evolution, community ecology, systematics, conservation biology, environmental physiology, mathematical theory in population biology, statistical and experimental methods in population biology, resource economics and management, paleontology, or the biology of a particular taxon (e.g., mammalogy, ornithology, entomology, invertebrate zoology). One faculty member will act as an examiner for each of these areas. A fifth faculty member will be designated to chair the qualifying exam.
5. The graduate adviser and master adviser will review the recommendations and, on approval, will have the Graduate Program Staff forward them to the Dean of Graduate Studies, who appoints the committee.
6. Given that the general area of population biology will have already been extensively covered in the First-Year Exam, the faculty member assigned the area of population biology will be expected to examine the student in only those areas of population biology that relate directly to the proposed dissertation research.
7. The primary role of the Chair, who is not assigned a specific area for questions, is to oversee the examination.

Documentation Required for the Qualifying Exam

Documentation for the qualifying exam can be found on the Graduate Studies webpage "forms" section: <http://gradstudies.ucdavis.edu/forms/gx.pdf>. To assure timely processing, please submit the application to Graduate Studies at least three weeks prior to the scheduled exam. There are specific documents that will be sent to the chair of your QE committee once the application is approved. Note: You may have faculty outside of UC Davis on your committee. An External Committee Membership Application will be required along with your QE application <http://gradstudies.ucdavis.edu/forms/extcttee.pdf>. Although not mentioned on the form, a complete CV for the outside faculty will be required as well. Please see Stephanie if you need assistance.

Structure of the Research Proposal

1. The proposal will be a written document that follows the style of an NSF research proposal. The proposal will be a maximum of 15 single-spaced pages.
2. After a one-page summary, the proposal should present a rationale for the proposed research. The body of the proposal should focus upon a few important, related ideas that lead to a small number of coherent objectives. The objectives should be possible to accomplish within the student's graduate career.
3. All proposals will include some treatment of the essential quantitative methods to be integrated into the research. These include statistical analysis or other mathematical techniques.
4. A final section of the proposal should address the broader scientific significance of the objectives, and future directions that could be taken from different possible outcomes of the proposed research. The "future directions" portion of the proposal should be brief, outlining some courses of investigation that could follow from possible outcomes of the research in the body of the proposal.

Preparation for the Qualifying Exam: Student and Faculty Responsibilities

1. The student will give the proposal to each member of the committee no later than *six weeks* prior to the examination.
2. No later than *two weeks* prior to the exam, the student will discuss the proposal with each faculty member. The faculty members should have read the proposal carefully before this meeting and should be prepared to offer substantive feedback, if necessary, to the student.
3. A "perfect" draft of the proposal is not an objective of the examination process, and the student should not revise the written document before the examination.
4. Instead, the proposal is seen as a focal point for discussions about carrying out science in the areas chosen by the student. The examination will proceed by working outward from the proposed research, into related areas and ideas.

Conduct of the Examination

1. A typical exam will begin with a 15 to 20 minute oral presentation by the student of the research proposal. The next component of the exam will be faculty questions pertaining to the proposal and the broader scientific issues of the student's three specialty areas.
2. In these discussions, the student should be able to respond to faculty perceptions, reactions, and criticisms of the proposal in some detail.
3. It is the student's responsibility to place the proposed research within the broader context of science and it is the responsibility of the examining committee to explore the student's understanding of scientific concepts, issues, and techniques that relate to the research.

Results of the Examination

1. In accordance with University policy, there are three outcomes for the qualifying examination: *Pass*, *Not Pass*, or *Fail*.
2. A failure will mean dismissal from the Graduate Group. In case of a Not Pass, the student will be allowed to retake the exam a second time.
3. In the case of either a Not Pass or a Fail, the committee will provide a written explanation of its decision.
4. If a second examination is necessary, the possible outcomes are Pass and Fail. A Fail on the second exam will mean dismissal from the Graduate Group.
5. A student dismissed from the Graduate Group may be awarded an M.S. degree, if all course requirements have been successfully fulfilled.

Dissertation Committee

When a student passes their qualifying examination, their Guidance Committee will propose a Dissertation Committee with at least three members. At least two members, including the chair, must be members of the Population Biology Graduate Group. EFF 05-06: At least one faculty member will be from outside of PBGG (discuss with advisor should you need help). Faculty outside of UC Davis are permitted with exception. The committee will be appointed (confirmed) by the Dean of Graduate Studies. Any changes to the committee after Dean's approve require a "reconstitution of committee" form and must be reconfirmed by the Dean.

The student will meet with the committee at least once a year to guide the research and review the student's progress. Contents of the thesis must be approved by the committee at least six months before the submission of the dissertation. In cases where a committee member is not in residence (outside of UCD), suitable alternative arrangements may be made.

Insofar as it is consistent with the regulations of Graduate Studies, the dissertation will normally be presented in a form suitable for publication with minimal modifications. Students will be encouraged to present their theses in the form of several manuscripts suitable for publication in major peer-reviewed journals.

Filing Your Dissertation

Check out the Graduate Studies website for information on preparation and specifications for your thesis: <http://gradstudies.ucdavis.edu/students/filing.html> and deadlines: <http://gradstudies.ucdavis.edu/students/calendar.html>. It is *required* that you make an appointment with the Graduate Program Liaison, Dawne Shell (754-5886, drshell@ucdavis.edu), when you are ready to file your doctoral dissertation. Be prepared to spend 15-20 minutes in the Graduate Studies office, while the dissertation and degree requirements are checked. NOTE: you must submit an *unbound* copy of your dissertation to Stephanie.

Dissertation Seminar and Defense

After presentation of the dissertation (or just prior to), all students are required to present a seminar based on the contents of their dissertation. Normally, the seminar will be given in the Tuesday Population Biology Seminar series. If this is not possible, the seminar may be scheduled for any convenient time. An announcement of the seminar to the entire Population Biology Graduate Group membership must be circulated at least one week prior to the seminar.

CURRICULUM - NUTS & BOLTS

Qualifying Exam Committee

QE guidelines and application forms are available from Stephanie. It can be a lengthy process completing the form and obtaining guidance committee signatures, so it is a good idea to start early. The completed form must be submitted to the Master Adviser and Graduate Studies at least *six weeks* prior to the examination date.

Advancement to Candidacy

A form will be given to you by the chair of your committee, when you pass your qualifying examination. On this form you will list your dissertation committee members, and obtain signatures from your graduate adviser, and major professor. The application fee is currently \$65. This form is submitted to the Dean of Graduate Studies, for appointment of the Dissertation Committee.

NOTE: a delay in processing the form can create an artificially high average for time to candidacy, and consequently affect future graduate student funding.

Reconstitution of Thesis Committee

This petition requires a listing of your previously appointed committee, and newly proposed committee. You must obtain your graduate advisor's signature before submitting the petition to Graduate Studies. Forms are available from Stephanie or Graduate Studies.

Filing Your Dissertation

Check out the Graduate Studies website for information on preparation and specifications for your thesis: <http://gradstudies.ucdavis.edu/students/filing.html> and deadlines: <http://gradstudies.ucdavis.edu/students/calendar.html>. It is *required* that you make an appointment with the Graduate Program Liaison, Dawne Shell (754-5886, drshell@ucdavis.edu), when you are ready to file your doctoral dissertation. Be prepared to spend 15-20 minutes in the Graduate Studies office, while the dissertation and degree requirements are checked. NOTE: you must submit an *unbound* copy of your dissertation to Stephanie.

MASTERS DEGREE

You may choose to obtain a Masters degree while working towards your Ph.D. The Master's degree requires the completion of 36 units of upper division and graduate courses and satisfactory performance on the first-year exam. At least 18 of the 36 units required must be strictly graduate courses in the major subject. No more than 9 units of research (299 courses or equivalent) may be used to satisfy the 18-unit graduate course requirement.

An application for the Masters degree can be obtained from Stephanie or from the Office of Graduate Studies, 250 Mrak Hall. The application should be filed at the *end of Winter Quarter of the first year in the program*. Your graduate adviser's signature is required. (Remember, your graduate adviser is different than your major professor. If you have forgotten who your advisor is, or if the advisor is unavailable, please see Stephanie for assistance.)

FINANCIAL AID

Let Stephanie know immediately if you anticipate any changes in your financial plans. Often these changes will require extra paperwork and can ultimately have an effect on other students funding.

To be eligible to receive **any form** of UCD financial aid, the Office of Graduate Studies requires all graduate students complete a FAFSA (Free Application for Federal Student Aid). FAFSA applications are due to their processing center by the **March 2nd**. Applications are available from the Financial Aid Office in Dutton Hall (752-2390), or you can apply on line at: <http://www.fafsa.ed.gov/>.

Fellowships

Believe it or not, each year we have a few students who simply don't apply for fellowships. **If you don't apply, we can't give you money!**

University fellowships are usually 9-month awards, and will typically cover all of your fees, your health insurance (GSHIP) plus a \$5,000 living allowance. The award amount will vary with extramural fellowships. The minimum GPA criteria for holding a fellowship is 3.50. A student receiving a nine-month fellowship may be appointed 25% time (as a TA, RA, or Reader) in each of the three academic quarters; or 50% in one quarter and 25% in a second quarter, and no appointment in the third quarter. The terms of your fellowship will assist us in determining if and when you are eligible to TA or Read. However, students are strongly encouraged to devote full time to graduate study/research during their fellowship appointment.

The Graduate Group has set an early deadline of **December 11, 2006** for all 2007-2008 UCD fellowship applications (except travel awards). Applications and instructions will be available during the Fall quarter. Stephanie will provide "unofficial" copies of transcripts and GRE scores to supplement the applications. Remember this date represents the CPB/PBGG Joint Fellowship Application and the UCD Internal Fellowship Application.

NOTE: The Office of Graduate Studies requires that **all** fellowship applicants file a FAFSA application. The applications can be submitted online at: URL: <http://www.fafsa.ed.gov/>. The deadline for FAFSA is **March 2, 2007**.

A listing of university fellowships, and extramural support can be found at the Graduate Studies web site: <http://www.gradstudies.ucdavis.edu/ssupport/>. Please note that when applying for an extramural grant, you must submit the application/proposal and a "Grant/Research Data Form" to the Office of Graduate Studies for approval <http://www.gradstudies.ucdavis.edu/forms/rdata.pdf>. For more information on the data form, refer to the Grad Studies web site: <http://www.gradstudies.ucdavis.edu/ssupport/external.html>. We are also available to provide support at the department level. Please see Tanya Terwilliger, Carla Munoz, or Stephanie for assistance.

Teaching Assistantships*

Teaching Assistants (TAs) may be appointed at 25% (10 hours/week) employment, or at 50% (20 hours/week). Duties vary, but may include running lab or discussion sections, holding office hours, and grading papers and exams. The minimum GPA requirement to hold a TA appointment is 3.00. Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles (e.g. TA, RA, Reader) prior to Advancement to Candidacy. Appointment as a TA alone, or in combination with other University employment may not exceed 50% during the academic year unless by exception and approval by Grad Studies.

Students serving as a TA for 25% or greater, will receive a fee remission and GSHIP (health insurance) coverage. The amount of the fee remission changes yearly, so it is important for students to check their fee balance in the quarters they are serving as a TA. NOTE: it is the student's responsibility to pay the remaining registration fees by the fee payment deadline. The graduate program will not cover the late fee charge of \$50.

There are many departments that offer TAs. The College of Biological Sciences (CBS) has one application for each of the five sections (Evolution & Ecology; Microbiology; Molecular & Cellular Biology; Neurobiology, Physiology & Behavior; and Plant Biology), but you must submit a separate application to each section office. Be aware that the Section of Evolution & Ecology requires a supplemental documentation and has an early deadline of February. The TA application can be downloaded from our website: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>

Don't be fooled by the department names listed on the application. You may be qualified to teach at least one course in each department. For example:

BIS 1A (general biology for science majors) is administered by Microbiology

BIS 1B (animal diversity, evolution for science majors) is administered by Evolution & Ecology

BIS 1C (basic plant biology course for science majors) is administered by Plant Biology

BIS 10 (general biology for NON-science majors) is administered by Neurobiology, Physiology & Behavior

BIS 101 (genetics) is administered by Molecular & Cellular Biology

There are additional departments on campus (each with their own application), to which you may want to submit an application:

Entomology 752-0475

ESP 101 (ecology) Environmental Science & Policy

WFC 110 (mammalogy) Wildlife & Fisheries Conservation Biology

Besides the sciences, you may also want to look to departments in the College of Agriculture or Letters and Science. Your advanced knowledge in Math, English and composition along with other areas of training may qualify you for other opportunities beyond what we can provide. The TA and Readership opportunities provided by Evolution and Ecology are only one of the many department/subject areas available to you. Explore the possibilities!

A small number of TA and Reader positions are available in the summer. Watch for special application procedures and deadline announcements. Additional information on TA employment opportunities can be found at the Graduate Studies Web site: <http://www.gradstudies.ucdavis.edu/employment/index.html>. See Stephanie if you need a photocopy of your transcripts and/or GRE scores to submit along with your TA application.

* *Teaching Assistantships and Readerships are covered by a collective bargaining agreement (CBA). Please refer to the following CBA website for further information: http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html.*

Reader*

A Reader grades papers and exams. This position can be valuable to the student in their final stages of thesis writing. This position is usually less demanding and the hours tend to be more flexible than a TAship. Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles (e.g. TA, GSR, Reader) prior to Advancement to Candidacy.

Students serving as a Reader for 25% or greater will receive a fee remission and GSHIP (health insurance) coverage. The amount of the fee remission changes, so it is important for students to check their fee balance in the quarters they are serving as a Reader. NOTE: it is the student's responsibility to pay the remaining registration fees by the fee payment deadline. The graduate program will not cover the late fee charge of \$50.

* *Teaching Assistantships and Readerships are covered by a collective bargaining agreement (CBA). Please refer to the following CBA website for further information: http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html.*

Graduate Student Research Assistantships (GSR)

Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles (e.g. TA, Reader, GSR) prior to Advancement to Candidacy. Students serving as a Graduate Student Research Assistant (GSR) are supported by the research grant of their major professor (or first year mentor). Duties will vary with each faculty and research grant. Appointment as an GSR alone, or in combination with other University employment may not exceed 50%. Students serving as a GSR for 25% or greater, will receive a full fee remission and GSHIP coverage.

It is important that you discuss potential GSR opportunities early on with your major professor. Last minute resignations of TAs and fellowships can cause hardships for instructors and other students in need of funding.

Work-Study

Work-study is a federal aid award that, when combined with a research assistantship, is a tremendous savings to your major professor. He/she will only need to cover 25% of the total cost of your salary and fees. To be eligible for this “need based funding” you must complete a FAFSA. The deadline for FAFSA is: **March 2, 2007** **You can apply online:** <http://www.fafsa.ed.gov/>

Loans

Short-term loans are available from the Financial Aid Office for up to \$300, or in-state fees (in the form of a voucher) for one quarter. Checks or vouchers are available three to four days after your appointment. Repayment is based on a verifiable source of repayment and may not be extended for longer than five months. Call 752-2390 for an appointment (gradfinaid@ucdavis.edu).

Emergency Student Loans for up to \$100 are available on a drop-in basis in the Financial Aid Office, Dutton Hall, 10:30-11:30am and 2:00-3:00pm daily. A validated registration card is necessary. A cash voucher is written at the time the loan is approved. Repayment may not exceed 30 days.

Additional loan information and descriptions are available on the Financial Aid website: <http://financialaid.ucdavis.edu/graduate/Types/Loans.html>

Financial Aid Contacts

Always start with Stephanie first! 2-1274, [smaceygallow @ucdavis.edu](mailto:smaceygallow@ucdavis.edu), Rm 2320 Storer Hall.

\$ EVE accounting matters: Carla Munoz, 2-7466, camunoz@ucdavis.edu, Rm 2320 Storer Hall.

\$ Extramural funding: Deborah McCook, 2-0653, dlimccook@ucdavis.edu, 250 Mrak Hall.

\$ Financial Aid Office: Miesha Williams, 2-0683, mdwilliams@ucdavis.edu, Dutton Hall. For other questions call 752-9246

GRADUATE STUDENT HEALTH INSURANCE PROGRAM (GSHIP)

The Graduate Student Health Insurance Plan (GSHIP) is designed to assist you with your medical expenses while you are affiliated with the University of California at Davis. Primary care for all GSHIP members is provided by Cowell Student Health Center (Cowell); Blue Cross Health Insurance is used to cover eligible medical services that Cowell does not provide.

As a registered UCD graduate student, you are required to enroll in GSHIP. In order to waive this requirement, you must provide proof of comparable insurance. Please advise Stephanie if you are going to waive GSHIP so adjustments can be made to your program funding package.

If you are on filing fee status, PELP (for up to one year), you have the option to enroll in GSHIP. Also, individuals may continue coverage for the three month period after the last quarter/semester for which full Registration Fees have been paid. As an enrolled student in Spring quarter, you automatically receive GSHIP coverage during the Summer months. If you are required by your academic program to be away from the UC Davis campus for a quarter or longer, your GSHIP coverage will be limited. Contact the GSHIP/USHIP Coordinator for details.

A complete description of GSHIP eligibility and benefits can be found at the Cowell Student Health Center website:
<http://healthcenter.ucdavis.edu/insurance/ship0607/index.html>

GSHIP - SUMMARY OF BENEFITS FOR Fall 2007-Summer 2008 (Cowell Student Health Center – CSHC)

Deductible:

! \$100 per calendar year

Maximum Lifetime Benefit: \$400,000

Pre-existing Conditions:

! Coverage limited to \$2,000 benefit during the first six months of enrollment (this limitation starts over again with any break in coverage)

Hospitalization and Professional Services (includes diagnostic, lab, x-ray and anesthesia):

- ! 90% of covered expense if using Blue Cross Prudent Buyer Provider (only 50% if using an out-of-network provider)
- ! 80% of "Professional customary and reasonable" if using an in-network provider (50% if using an out-of-network provider)
- ! 100% after incurring \$3000 in out-of-pocket expenses in a year (including deductible) (100% after \$5000 out-of-pocket if using an out-of-network provider)
- ! \$50 emergency room co-pay
- ! Cowell Physical Therapy: 80% of covered expense; maximum 20 visits/year

Mental Health Services(Using Blue Cross Prudent Buyer Providers):

- ! Inpatient: 90% in network / 50% out-of-network; maximum 30 days/year
- ! Outpatient: 80% in network/ 50% out-of-network; maximum 40visits/year

Pharmacy (Annual maximum is \$3,000):

- ! If purchased at Cowell pharmacy: \$15 copay for generic; \$20 copay for brand name or special order
- ! If purchased at non-Cowell pharmacy: 50% of covered expense; file claim for reimbursement
- ! Annual Maximum is \$3000
- ! 50% discount on all injectables given at Cowell Student Health Center only (no charge for certain immunizations – consult CSH for details)

Dental Benefits (Using Delta Dental Providers):**Annual Dental Maximum: \$500/yr**

- ! Diagnostic and Preventive: 100% (exam and cleaning twice a year)
- ! Basic: 90% (fillings, root canals, extractions, gum surgery)
- ! Other: Not Covered

Vision

- ! Discounts for services and materials at various locations. Requires presentation of SHIP card. (consult CSH for details)

Conditions of Use:

- ! Must use Cowell Student Health Center for primary medical care.
- ! Charges for services at CSHC are not covered by SHIP (except pharmacy, physical therapy, and acupuncture).
- ! You must obtain a referral from CSHC prior to receiving non-emergency medical services. SHIP will not pay a claim for services obtained without prior referral.
- ! IEmergency services: contact CSHC within one business day of receiving service. Payment of ER claim is subject to review by CSHC and Blue Cross. Must meet “emergency” definition (see SHIP policy).
- ! If you have other health insurance, your other insurance pays first.
- ! ALL GSHIP members are enrolled in both the Medical plan and the Dental plan.

Enrollment:

- ! Via student registration process; premium must be paid during registration period to assure continuous coverage.

Premiums (Medical & Dental in one charge):

- ! Student \$480 per quarter or \$750 per semester
- ! Fee for service transactions, if not paid at the counter, will be charged to your student account. Failure to pay current will affect future registration status.

TAX POLICIES AFFECTING GRADUATE STUDENTS

Fellowships: Block Grants, First-Year Fellowships, Dissertation Awards, NSF, EPA, DOD, and the like...

Refer to Internal Revenue Service Publication 520. Fellowships and scholarships are taxable, except for the amount paid for tuition, required fees, books and course-related expenses. The university will neither withhold taxes nor report such payments to the IRS or State Franchise Tax Board for U.S. citizens and permanent residents. Individuals are required to report this income themselves and to make arrangements with the federal and state tax services to make estimated quarterly tax payments on fellowship income. Information on tax reporting is available in the Government Documents section of the University library.

International students receiving fellowships are paid through the Payroll Office; awards are reported to the Internal Revenue (IRS) and State Franchise Tax Board, and taxes are withheld, as prescribed by the home country's tax treaty and the IRS tax code. Individual circumstances will vary.

Social Security (FICA) and Medicare:

Services performed by a student in the employment of a college or university are exempt from FICA taxes while the student is enrolled and regularly attending classes at the school. Internal Revenue Service interpretation stipulates that a student employee will be exempted from FICA taxes only if the student's course of study is "substantial" and the services performed are "incidental" to the course of study. Thus, a course work test AND an employment test must be satisfied for a student to achieve exempt status.

As outlined in Directive No. 95-038, during the academic year graduate students who are appointed at 50% or less, and are enrolled in a minimum of six units, for each pay period will be exempt from DCP (FICA) and Medicare withholding. While the IRS interprets that graduate students enrolled and approved for advancement to doctoral candidacy are not subject to a units requirement during the academic year, this does not take into consideration that University of California policy requires students advanced to candidacy to maintain minimum enrollment status (12 units) to be eligible for an academic appointment. Students on Filing Fee do not meet the registered/enrolled student test, and are therefore non-exempt. Students must meet both the appointment percent and minimum unit test. If not, they will be required to contribute 7.5% of their total earnings to the Defined Contribution Plan, and 1.45% to Medicare.

Additional Tax Information

The Internal Revenue Service has two publications that are particularly relevant to students:

1. Publication 4: Student Guide to Federal Income Tax
2. Publication 520: Scholarships and Fellowships
3. IRS publications available for downloading: <http://www.irs.ustreas.gov/individuals/index.html>

Payroll Information

During quarters you are receiving a block grant fellowship, your monthly stipend will be paid out via Student Accounting. Taxes are not taken and the amounts awarded will appear on a 1099 form for you to claim accordingly. *Depending on the amount earned, you may need to pay estimated quarterly taxes.*

During the quarters you TA/Read or GSR, your monthly stipend will be paid out via the PPS Payroll System. Taxes will be taken and you will receive a W2 form for you to claim accordingly.

Student Accounting has both a direct deposit option or an in-person option. Paydays range each month between the 23th- and 27th. PPS Payroll has both a direct deposit option or the check will come to our department. Paydays fall on the 1st of the month. Should the 1st fall on a Saturday, payout will be Friday, or if the 1st falls on a Sunday, payout will be Monday.

REGISTRATION FEES & NON-RESIDENT TUITION

Registration Fees for 2007-2008

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
California Residents	\$3,217.16	\$3,217.16	\$3,217.16	\$9,651.48
Non-Residents	\$3,315.16	\$3,315.16	\$3,315.16	\$9,945.48
Non-Resident Tuition	\$4,898	\$4,898	\$4,898	\$14,694

It is the student's responsibility to pay registration fees by the fee payment deadline. If you do not enroll on time, and you are charged an enrollment late fee, the graduate program will not cover the late fee charge of \$50. You are encouraged to check your fee balance by using MyBill or SISWEB. If you are on a fee fellowship, be aware that the amount of the award was based on *fee estimates*. It is possible that the cost of fees have since increased, and therefore you may have to pay a few dollars out of pocket. Please check the figures in your offer letter with the most recent fee statement, or call Student Accounting to check your balance. TA's and Readers will need to pay approximately \$189.50/\$211.83 of campus fees not covered by the position unless the program has agreed to cover the difference with block grant. Refer to your support letter for confirmation.

With all types of funding, you must register by the end of pass 1 for fees and living stipends to be disbursed by the computer system. A delay in registration will result in a \$50 late fee. The graduate program will not cover this late fee assessment. Deadlines for fee payment is printed in the *Class Schedule & Registration Guide* each quarter.

Fall Quarter 2007 deadline: **September 20**

Winter Quarter 2008 deadline: **January 2**

Spring Quarter 2008 deadline: **March 24**

Updates for fees, tuition, enrollment dates, and course changes are available on the Registrar's website: <http://registrar.ucdavis.edu/>

Filing Fee

The Filing Fee is a reduced fee paid in lieu of Registration Fees. You are eligible for Filing Fee Status when you have advanced to candidacy and completed all requirements for your degree except filing your thesis. **IMPORTANT:** While on Filing Fee Status you may not use any University facilities (health center, library, etc.), you may not use faculty time for anything other than activity leading to the final reading of your thesis; and you may not hold any academic student title, receive a fellowship or financial aid, or take course work of any kind. Applications for filing fee status are available from the Office of Graduate Studies, 250 Mrak Hall. The application fee is \$22.50 and must be paid before submitting the form to Graduate Studies. *Note: You must be a registered student prior to going on filing fee status. (i.e. you cannot go from PELP directly to Filing Fee status.) Please contact Stephanie if you have any questions on your eligibility to file. You may also refer to the Graduate Student Hand Book found on the Grad Studies website: <http://gradstudies.ucdavis.edu/students/handbook/>*

CALIFORNIA RESIDENCY

It is extremely important to begin establishing California residency immediately upon arrival in Davis. If you fail to meet the residency requirements, the Graduate Program in Population Biology **will not** pay your Non-Resident Tuition during your second year in the program. Non-Resident Tuition is \$14,694 for the 2007-2008 Academic Year. The Resident Deputy is Martha Amesquita, 752-3639 (mamesquita@ucdavis.edu). If you have any questions at all regarding residency, please talk directly with Martha. As she coordinates residency for the entire campus, start your correspondence early; reply response can take up to 10 days or more depending on how close to the beginning of the quarter you correspond.

Please note: If you plan to be out in the field performing research your first summer, please check with Martha to find out specific requirements you need to fulfill **before** leaving the state. Resident applications must be submitted during the *quarter preceding* the one for which you seek reclassification. The average application can take up to 6 weeks to process. **DO NOT WAIT.** We will not pay non-resident tuition during your second year. General information on residency can be found at the Graduate Studies web site: <http://registrar.ucdavis.edu/faq/slr/>. Residency forms are available at the Registrar's Office located at Mrak Hall.

REGISTRATION NUTS & BOLTS

UC Davis utilizes Web registration (<http://sisweb.ucdavis.edu/>) to enroll students in course work. Course registration numbers (CRN) can be obtained from the *Class Schedule & Registration Guide* for most courses. CRNs for variable unit courses such as research (299), and seminars (298), must be requested from Stephanie (2-1274; smaceygallow@ucdavis.edu). **Please note that every quarter the CRNs will be different.**

To be considered a full-time student, and to maintain eligibility for fellowships and employment, you **MUST** enroll in **12 units** every quarter. As a graduate student, no RSVP appointment time is necessary to register, since you will have access to the system during the entire registration period. Remember to **register EARLY:**

1. Remedial undergraduate courses fill quickly. Register early to avoid being closed out of a required course.
2. **Your funding is linked to the registration database. Fees will not be credited to your account, nor will checks be issued to students who do not register by the end of Pass #1. This could result in the assessment of a \$50 late fee, and you not getting paid your stipend.**

When registering for research units (299), it is also necessary to register for 290C, a fixed 1-unit course that will give your faculty adviser teaching credit for the time you spend in research consultation.

New PBGG students will need to have a photo ID card prepared at the ARC Recreation Facility located at the corner of LaRue Rd. and Orchard Park Dr. between 9am-4pm 9/23-9/26. Should you arrive early to campus, you may also have your ID taken at Mrak Hall – Registrar's Office.

Permission to Drop

The last day to drop courses without requiring the Dean's permission or drop fee is the 20th day of instruction, except for those courses designated by departments as 10-day-drop courses. The late drop petition requires the signature of your graduate adviser, and the Dean of Graduate Studies. A \$3 late fee must be paid at the Cashier's office prior to submitting the petition to the Office of Graduate Studies.

Planned Educational Leave Program - PELP

The Planned Educational Leave Program is designed to allow you to suspend study for good cause (illness, temporary departure from the University for employment or research away from the campus, financial problems, personal problems)., PELP guarantees the right to resume academic work with a minimum amount of red tape to re-enroll. Applications are submitted to Graduate Studies through the PBGG program office. Send a note to Stephanie requesting an application (smaceygallow @ucdavis.edu).

Each application must be approved by several offices and must be received by the Registrar *no later than the first day of instruction*, so it is important to submit them early. The current application fee is \$40. *Note: You cannot go directly from PELP to Filing Fee status.*

Satisfactory/Unsatisfactory (S/U) Grading Option

The grade of S is awarded for work in graduate courses that otherwise would receive a letter grade of B- or better and for work in undergraduate courses that otherwise would receive a grade of C- or better. This grading option may **not** be used for courses that have been determined to be required by your guidance committee. You may petition to take no more than one course per quarter on an S/U grading basis. See Stephanie for a S/U petition. The deadline for applying for S/U grading without the Dean's approval is the *fifth week of instruction*. After the fifth week, a petition must be signed by your instructor and graduate adviser, and a \$3 fee must be paid prior to submitting the petition to the Office of Graduate Studies.

**** Please note: If you need to drop the course, and fail to do so in the time allotted by the Registrar, the class will default to a “no grade” (NG) and then to FAIL status if not handled at the NG status. Please be sure to handle all drops, regardless of grading option, as quickly as possible to avoid grades lapsing into FAIL status.****

TRANSCRIPTS

You may request your transcript:

In person at the Cashier's Office, main level Dutton Hall:
Hours 9 - 4, Monday to Friday
Pay by cash, check, or money order.

In person at the Office of the Registrar, room 12, Mrak Hall:
Hours 9 - 4, Monday to Friday

If you are a current student, we can bill your account. They are unable to accept checks or cash - payment by credit card is acceptable.

Allow four to five working days for processing, not including mailing time. Rush transcripts (\$15.00 per copy) will be mailed within 1 business day after receipt of your request. Current quarter grades will be on your transcript 3 to 5 weeks after the quarter ends.

Transcript order forms are available at the Registrars Office and the Cashier's Office or may be viewed, printed and/or downloaded at their website: <http://registrar.ucdavis.edu/html/transcripts.html>. Call (530)752-2987 for more information.

Unofficial transcripts may be obtained in several ways:

1. Online- <http://sisweb.ucdavis.edu/> (will not print your name or ID#)
2. Stephanie (for PBGG students only and as time permits)

CHANGE OF ADDRESS

Moving? It is important to keep the university up to date on your current address. The easiest method of changing your listing is via the world wide web: <http://sisweb.ucdavis.edu/>. Alternatively, you may notify the Registrar's Office of the changes in room 12 Mrak Hall. For payroll purposes, you will want to notify the accounting department through which you are being paid of your change in address. You may also contact Stephanie for assistance.

COMPUTING RESOURCES

Computing accounts are available to all registered students through the Division of Information Technology. When you first arrive at Davis, you should activate your account at I.T. Express in room 182 Shields Library. Additionally, you will want to subscribe to the Center for Population Biology (CPB and CPB-students) list servers. To subscribe, send an e-mail message to listproc@ucdavis.edu. In the body of the message write:

subscribe cpb [your first and last name]

and in a second message to listproc@ucdavis.edu, write:

subscribe cpb-students [your first and last name]

The software program at listproc will automatically pick-up your e-mail address and send you a status message for each subscription.

CPB Computing Facilities (open to all PBGG students)

Location: Room 2206 Storer Hall

Contact(s) for setting up an account:

Matt Renquist, msrenquist@ucdavis.edu, 2-7780

Available computers:

1. Platypus- Windows NT
2. Dimitri- Windows NT

Both are networked to a laser printer.

Briggs Facilities (Open to students housed with Entomology faculty)

Contact Alfred Chan, Plant Pathology Webmaster, (alfchan@ucdavis.edu).

The TRIM Room (Teaching Resources, Instructional Multimedia) in Entomology has specialized production equipment which may only be used following training on each piece of equipment. Included are an HP Design Jet wide format (36" x X) poster printer, an Apple Color Laser 660 printer, a color scanner, a professional slide imager, a slide scanner, an Elmo professional presenter module, a dual-head microscope with color video camera, 2 Apple Power PCS and a Gateway PC, a CD writer for each format, a TV-VCR, a digital camera and a video camera.

The room is intended for end use work, not day-to-day personal computing. The room has a unique key which may only be signed out after training. Violation of use rules can result in permanent loss of access to the room.

Storer Hall Facilities (open to students housed with EVE faculty)

Location: Room 5350 Storer Hall

Contact for setting up an account:

Matt Renquist, msrenquist@ucdavis.edu, 2-7780

1. NT 4.0 Workstation
2. Flat bed scanner
3. 35mm slide scanner
4. Slide maker
5. Color printer

UCD Computing Support & Facilities

Student Computing Guide web site: <http://scg.ucdavis.edu>

IT Express: <http://itexpress.ucdavis.edu>

Computer Labs: <http://lm.ucdavis.edu>

Bovine Online: <http://online.ucdavis.edu>

Student Modem Pool: <http://access.ucdavis.edu>

UCD Wireless Computing

Both the UC Davis campus and the City of Davis offer various wireless computing options. An Ethernet card is required. The UC Davis Campus Wireless Network is called Moobilenet. To learn more about Moobilenet, visit the IET website: <http://wireless.ucdavis.edu/>. For information regarding wireless through the City of Davis, visit the Davis WIKI: http://daviswiki.org/Front_Page.

UC DAVIS ONLINE CATALOGS

The MELVYL 7 Catalog, California Periodicals Database, and the California Digital Library (CDL) - host databases including books, journals and other library resources at UC Davis and other UC campuses. To locate library materials placed on reserve for specific UC Davis classes, search the UC Davis Library course reserve catalogs. The online catalogs URL is: <http://www.lib.ucdavis.edu/ul/research/>

Additional information on catalogs and library resources can be found on the Shields Library Home Page: <http://www.lib.ucdavis.edu/ul/libcoll/shields.php>

Want to get to know a faculty member better? You can take him or her to lunch using Dean Witter Funds. Contact Marie McDermott by phone 752-9296, email mmcdermott@ucdavis.edu, or stop by her office located at 250 Mrak Hall. Requests for funds must be made PRIOR to the event. Funding guidelines can be found at: <http://gradstudies.ucdavis.edu/ssupport/deanwitter.html>

News and Publications

GRADLINK

GradLink is an on-line newsletter, published weekly for graduate students, postdocs, and the campus community. It includes news of interest about graduate programs, graduate student accomplishments, updates from the Dean of Graduate Studies, and other information to keep readers aware of campus and office news. The URL for the GradLink is: <http://www.gradstudies.ucdavis.edu/publications/gradlink/index.html>

Dateline

Dateline is a weekly news and informational newspaper highlighting faculty research, campus highlights, seminars, arts, and entertainment. Dateline can be accessed on line at <http://www.dateline.ucdavis.edu/> or in paper form at our front desk. Our faculty are featured on a regular basis.

California Aggie

The California Aggie is the student publication for UC Davis. This great little publication is on line at <http://www.californiaaggie.com/>. It features campus news, city news, special features, arts & entertainment in the area, and much more.

GRADUATE STUDENT ASSOCIATION (GSA)

The UC Davis Graduate Student Association (GSA) is an assembly representative of graduate students campus wide. Its goal is to link students of diverse graduate programs. Funded by graduate student fees, GSA provides services to graduate students and protects and promotes their interests at all levels of University Administration. Visit the GSA website at: <http://gsa.ucdavis.edu/>

PBGG GSA Representative for AY 2007-2008: Ian Wang ijwang@ucdavis.edu

ARTS & ENTERTAINMENT

Here are a few resources to help balance out your academics with some fun...

Campus Events and Visitor Services/UC Davis Ticket Office

Provides ticket sales for most UC Davis events. Tickets for other Northern California events are sold through the tickets.com system. Hours: Monday - Friday, 10am - 5pm (530-752-1915); ucdto@ucdavis.edu. <http://www.cevs.ucdavis.edu/dept/to/index.cfm?contid=72> (see website for summer hours)

Associated Students of UC Davis – Information Network

Provide information regarding the annual Picnic Day event, the Whole Earth Festival, and campus movies! Visit: <http://campuscinema.ucdavis.edu/>

Campus Recreation (Lots to do and places to go)

The Campus Recreation Center has multiple links and offerings. Among the links are: Craft programs, Fitness and Wellness, Outdoor Adventures (white water rafting), equestrian programs, summer youth programs, **intramural sports**, and several more. Visit their home page for more information and direct links to the programs listed above: <http://campusrecreation.ucdavis.edu/>

Experimental College(EC)

Offers classes that are completely different than those offered by the University (yoga, martial arts, organic gardening, cooking, drum making, juggling, bridge, guitar, and others.) You can even get a gardening plot in the EC gardens. Check out their library of books on a full-range of topics. EC is located in 260 South Silo (530-752-2568). <http://asu.cd.ucdavis.edu/experimentalcollege/>

Mondavi Center for the Performing Arts

The Mondavi Center is a world class orchestral and performance hall. Mondavi Presents features world renowned artists ranging from music, theatrical/acrobatic, and dance. Visit their website for performances scheduled for their upcoming season: <http://www.mondaviarts.org/events/> Tickets for these events vary by performance. Visit Mondavi Students for free tickets, special promotions and more: <http://www.mondavistudents.org/>

Departments of: Music; and Theater and Dance

If you enjoy live musical performances, theater, and dance, our Departments of Music; and Theater and Dance are for you. Please visit their individual websites to see events scheduled for the upcoming season. Students receive discounted rates with presentation of proper student ID. Department of Music: <http://music.ucdavis.edu/events/events.php> Theater and Dance: <http://theatredance.ucdavis.edu/productions.html>

Movies

Regal Cinemas dba Holiday Cinema 6, 753-3093. and Regal Cinemas dba Signature Stadium 5, 297-4103. URL: <http://www.regmovies.com/> or for specific showings visit <http://www.fandango.com/TheaterListings.aspx?wssac=58&location=95616&wssaffid=11481> REGWebsite

UC Davis Presents

Offers world-class performances, distinguished speakers, and a series of free summer concerts. URL: <http://ucdavispresents.ucdavis.edu/>

DIRECTORY: Campus Resources

- Child Care Info. & Referral** 752-5415 HR Admin Bldg (Orchard Road) <http://www.hr.ucdavis.edu/childcare>
Additional Information on childcare services in Davis: <http://www.hr.ucdavis.edu/childcare/daycare.htm>
- Counseling and Psychological Services (CAPS)** 752-0871 219 North Hall <http://www.caps.ucdavis.edu/index06.htm>
- Disability Resource Center** 752-3184 160 South Silo <http://angel.ucdavis.edu/student-services/sdc/>
- EVE Accounting** 2320 Storer Hall
Carla Munoz, Managing Services Officer (MSO) camunoz@ucdavis.edu
Resources include: Purchasing, Payroll, Accounts Payable, and Grant Administration
- Extramural Fellowships** 752-0653 250 Mrak Hall <http://gradstudies.ucdavis.edu/ssupport/>
Deborah McCook dmccook@ucdavis.edu
- Financial Aid Office** 752-2390 Dutton Hall, 1st Floor
Loans for Graduate Students: <http://financialaid.ucdavis.edu/graduate/Types/Loans.html>
Emergency Loan Application PDF (middle of website) http://financialaid.ucdavis.edu/graduate/Forms/0506_Grad_Publications/STLAPP.PDF
- Graduate Student Association (GSA)** 752-6108 253 South Silo <http://gsa.ucdavis.edu/>
- Graduate Studies, Office of** 752-0650 250 Mrak Hall <http://gsa.ucdavis.edu/>
Dawne Shell, Student Affairs Officer (Bio Sci) drshell@ucdavis.edu 754-5886
Purrie Conley, Graduate Program Liaison (Bio Sci) paconley@ucdavis.edu 752-8761
- Housing Listing Service** 752-1990 21 South Hall <http://www.housing.ucdavis.edu/>
Additional Information and links: http://siss.ucdavis.edu/pi_housing.htm
- Information and Educational Technology** 754-HELP e-mail: ithelp@ucdavis.edu
Student Computing Guide: <http://scg.ucdavis.edu/>
- Judicial Affairs** 752-1128 3200 Dutton Hall <http://sja.ucdavis.edu/>
Student Conduct Standards: <http://sja.ucdavis.edu/scs.html>
- Library (Shields)** 752-6561 100 NW Quad
Biological and Agricultural Sciences (Subject Specialist: Ruth Gustafson ragustafson@ucdavis.edu 752-1883)
Phone Directory of Library Departments: <http://www.lib.ucdavis.edu/ul/about/directories/>
- Population Biology Graduate Group** 2320 Storer
Stephanie Macey-Gallow smaceygallow@ucdavis.edu 752-1274
- Residency Deputy** 752-3639 12 Mrak Hall <http://registrar.ucdavis.edu/faq/slr/>
Martha Amesquita mamesquita@ucdavis.edu
- SISWEB** (online enrollment system) 752-3639 12 Mrak Hall <http://sisweb.ucdavis.edu/>
- Student Health Center** 752-2300 Cowell Health Ctr <http://healthcenter.ucdavis.edu/>
Insurance Information (GSHIP) <http://healthcenter.ucdavis.edu/insurance/index.html>
Advice Nurse 752-9649
Appointment Desk 752-2349
GSHIP Coordinator 752-6055
Pharmacy Refill Line 752-2338
- Teaching Resources Center** 752-6050 17 Wellman <http://trc.ucdavis.edu/TRC/>
- Women's Resources Center** 752-3372 North Hall <http://wrrc.ucdavis.edu/>

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APPENDIX 1

Monte Carlo Seminar

This information is from an October 2002 survey done by Dr. Richard Grosberg and CPB Affiliate Erik Nelson.

CPBers enter Monte Carlo Seminars with 3 goals:

- 1) Learn something new about population biology
- 2) Meet your colleagues
- 3) Have Fun

Student Advice on Topic:

- Choose a topic that is of general interest
- Topic should be something everyone will enjoy
- Too specialized a topic- lose advantage of group diversity
- Topics should steer away from professor=s direct area of research
- Topic should be fun and light
- Need general topic to engage everyone in the group

Format of the Monte Carlos:

Academic Book: read 1-2 chapters each week and discuss

Popular Science Book: Scientific paper accompanied book chapter

Special Topic Journal Club: Pick topic and read journal article each week.

Ecosystem: Particular ecosystem serves as theme

Projects: Conducted project with tangible results at end

Seminar Preparation: Read and discuss papers relevant to upcoming CPB seminar

Popular Press: Each week pick science article from the popular press

Reviews of Manuscripts: Each Week group acquires a manuscript from a journal editor and functions as a review panel on the submission.

Do it all: Divide quarter among three different topics

Effective Winter 2006: Upon recommendation by the CPB/PBGG student survey, students will now choose the topic of discussion and then approach a group-agreed-upon faculty (or two) to act as facilitator(s) for the student chosen topic. In the survey, students wanted to have more say in the Monte Carlo versus the past format where they were randomly assigned to a faculty participant.

APPENDIX 2

The Annual PBGG First-Year Cohort Trip

The First-Year Cohort Trip is an annual event planned by the advancing second-year students for the incoming first-year students. The trip is usually two nights/three days depending on the location of the reserve. The program will cover transportation, lodging, and food within the guidelines expressed below. Of course, each event may require some adjustments; therefore, we ask that you ask questions along the way to insure the trip stays within our budget.

The budget ranges between \$1500 - \$2500. Therefore, your goal is to plan a trip within this budget that will accommodate transportation, lodging, and food needs for the First-Year Cohort, hosting students, and other pop bio/cpb students/faculty/staff in attendance. Be sure to keep Stephanie in the loop as fees and other expenses become known. This is the University and there is a form or regulation for everything. It's much easier to comply with regulations prior to the event. Be sure to plan early and follow-up along the way...ask questions when you are not sure of something.

Things to consider when planning:

Dates: The average field trip is two nights/three days. Find out what other campus or program events are taking place during the suggested dates. The Pop Bio program orientation is generally held within seven days of the start of instruction. Therefore, there is some flexibility if this will help with location reservations for the trip. Mandatory TRC TA training usually takes place on the Tuesday before instructions begin.

Location: The UC System has multiple reserves to choose from. Consider a location that is within 1 to 5 hours drive. Campus vans are available by reservation. Find out what usage or lodging fees the reserve may charge. See Stephanie for account information if fees are involved.

Group Size: As stated above, you may need to restrict the number of students who can attend in order to stay within the budget. Past trips (including the new students) average around 20 participants. Know your audience: The group may also include post-docs, staff, and partners. Participants outside of PBG are required to pay for themselves. See Stephanie for monetary guidelines.

Transportation: The campus has a fleet of 8-passenger vans available for our use. Three vans usually do the trick.

Physical Abilities: Use common sense. We want everyone to have a fun time. Feel free to e-mail the incoming first-years and ask about any physical limitations that may come into play.

Supplies Per Person: Be sure to produce a list of supplies that your group will need...clothing, weather specific items, sleeping bags, water bottles, medications, and anything else that will make the trip comfortable and safe for all.

Food Supplies: Food is usually purchased by one or two students on behalf of the group. The receipts are turned in to Kathy Merk and reimbursed accordingly. Again, the budget is limited, so keep it simple and inexpensive between \$750 - \$900. Think Costco, Pack'n Save, Cash'N Carry etc. As many of you camp, be sure to ask about items that can be borrowed such as cooking equipment, ice chests, etc. Keep in mind the number of meals to be served each day including while traveling, any special dietary needs, snacks, water and other beverages, ice, cooking equipment if applicable, eating utensils, trash bags...you get the point. Also, alcohol will not be reimbursed nor is it recommended on the trip. Be sure to check with the reserve for prohibited items.

APPENDIX 3

The CPB Student Workshops

The CPB provides funding each year for two student run workshops – usually Winter and Spring quarters. CPB students select the topics, arrange for the speakers, determine the length of the workshops, and make all other arrangements for the events. There is no set model for the workshops and most of the instructions have been handed down over the years. The student goals of the workshop determine the setup of the workshop.

The items below are a gentle reminder of things to consider when organizing a workshop.

Budget: Each workshop has a budget of up to \$2,750. Of this amount, a maximum of \$1,000 may be used for speaker honoraria leaving the balance, \$1,750, for expenses. Of course, less honoraria means more for expenses.

Topic: As this is a student organized workshop, it is up to the students to determine the topic.

Workshop vs Seminar Style:

The choice of topic will help narrow the format.

Is a weekend workshop with group activities appropriate or is the topic better suited to a week long event seminar style each day?

Guest Speaker:

Does the topic require one or more guest speakers?

Will the guest(s) require honoraria to come in addition to reimbursement for travel expenses?

Will honoraria exceed the \$1,000 maximum permitted?

What dates work for the speaker? Get as many open dates as possible so you have a better choice of venue and speaker accommodations.

Is the speaker able to book travel arrangements (preferred)?

Will the speaker stay at a hotel, with a student, or other arrangements?

Does the speaker have special physical or dietary needs?

Will the speaker(s) just give a talk or be expected to meet with students/faculty as well? Does the speaker go the person requesting the meeting, or do they come to him? Who will be the one student to help coordinate the speaker's meeting schedule? This student may need to prod people to sign up for appointments as well.

If the speaker has reimbursable expenses, he will need to have a vendor setup sheet so Kathy Merk can initiate the reimbursements.

Scheduling the Workshop: Lead-time is key to a successful workshop. It takes time to setup the logistics of the workshop and the itinerary for the guest speaker(s).

Is there free building space available such as the Storer Hall conference rooms or 1022 LSA?

Will there be a rental fee if held at a different campus building or off-campus venue?

Can the space hold the number of participants anticipated and support the different events scheduled during the workshop?

Do you need projectors, mics, or the like? Does the room come equipped? Do you need to reserve equipment with EVE?

Do you have enough time to advertise the event through listservs, fliers, and the CPB website?

Travel and Lodging Expenses: As listed above, there are a variety of expenses that come into play. For every expense there is a form or regulation that requires we maintain evidence of a receipt. All receipts must be maintained in order to reimburse the person who paid. So, if the speaker makes his own travel arrangements (preferred), advise him to keep his receipts and payment confirmations. Also, there is nothing wrong with advising the speaker you are working within a budget, and he needs to keep his travel within “x” dollars. If you will place the speaker at a hotel, be sure to get a purchase order from Sally Olivares or Joe Patrocino in EVE. We have agreements with many of the local hotels for preferred rates. We also have agreements with Davis Airporter if they need a taxi from the airport (although proper etiquette is to pick-up and drop-off the guest from the airport). Again, Sally or Joe can issue a purchase order so the guest does not have to pay at the airport. If the speaker needs us to pay for the airfare, we have travel agents we can work with so you are not paying for it out-of-pocket (again we prefer they pay for it themselves and then get reimbursed).

Food Expenses:

Alcohol is neither permitted nor reimbursable at the workshop or at off-campus lunches or dinners. Because the student host will pay for the meal, it is in your best interest to inform the speaker up-front that alcoholic beverages are not permitted in your budget. If alcohol will be consumed, please have the waiter charge the alcohol on a separate receipt – leaving the meal receipt for food and non-alcoholic beverages. Again, we will not pay for alcohol.

Know your budget in advance of the meal so you can plan and select a restaurant accordingly.

When turning in the itemized meal receipt (to include the specific items purchased), be sure to have the names and affiliations of the people in attendance. An example: If your budget allows for a dinner with the guest, student host, and two additional students, be prepared to advise us the guest’s name and institutional affiliation, the student host’s name, and the names of the two additional students.

If purchasing food and beverages for a light breakfast, snacks, group lunch, or reception, stay within your allocated budget and maintain the receipts. Because these items are intended for a group, you are required to maintain a list of the participants. This can be accomplished by either a sign-in sheet or assigning the task of a head-count to a member of the workshop. If doing a pizza lunch like Woodstocks, please let Joe know 48 hours in advance, and he can issue a purchase order so you are not paying for this out-of-pocket.

This section will be updated as more helpful information becomes available.