WELCOME TO ECE!

Graduate Student Handbook

FALL 2013
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Every effort has been made to ensure that the information contained in this document is relevant and correct as of September 2013, but is subject to change or elimination without notice.

Produced by ECE Graduate Student Affairs

*Front cover photo by Mahta Mousavi, ECE Ph.D. Candidate*
GRADUATE STUDENT AFFAIRS

Contacts

Location: Department of Electrical and Computer Engineering
         University of California, San Diego
         Jacobs Hall (EBU1), Second Floor
         9500 Gilman Drive, MC 0407
         La Jolla, CA 92093-0407

Website: http://www.ece.ucsd.edu/

The ECE Graduate Student Affairs office can assist you with:

➢ Admissions

➢ Orientation, registration and initial curriculum advising / planning

➢ General advising on course requirements, including the procedures involved in:
   ✓ Adding and dropping classes
   ✓ Changes to department, major, degree aim or objective
   ✓ Half-time study
   ✓ Leave of absence, extension and withdrawal
   ✓ Transferring credit
   ✓ Grading disputes

➢ Degree information, procedures and completion

➢ Academic progress

➢ Examination Preparation
   ✓ Master’s Thesis
   ✓ Comprehensive/Preliminary exam
   ✓ Qualifying exam
   ✓ Final defense and filing of the dissertation

➢ Financial assistance (fellowships and teaching/research assistantships)

➢ TA/Tutor/Reader quarterly assignment

➢ University and departmental policies, procedures and regulations affecting students
➢ Conducting problem solving sessions for informal complaints and conflict resolution

➢ Advise on research, job, and internship opportunities, recommend faculty advisors

➢ Evaluations, including spring evaluations, teacher and course evaluations and TA evaluations

➢ Developing and planning activities associated with maintaining and improving graduate student life in ECE

➢ Comprehensive referrals for campus resources and academic processes

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**Services**

**Graduate Student Advisors**
The Advisors at the ECE Graduate Student Affairs office have specific and detailed knowledge about departmental and general graduate student regulations and the degree to which they are enforced. They are a knowledgeable and reliable source of information within the academic department. They can provide information about all matters related to the department and rules and regulations pertaining to graduate study.

Students who have concerns or questions about the department and its policies should contact an Advisor at the ECE Graduate Student Affairs office.
Graduate Student Affairs Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Lara</td>
<td>Director of Student Affairs</td>
<td>EBU1 2711</td>
<td>(858) 534-6547</td>
<td><a href="mailto:elara@ece.ucsd.edu">elara@ece.ucsd.edu</a></td>
</tr>
<tr>
<td>Shana Slebioda</td>
<td>Lead Graduate Advisor</td>
<td>EBU1 2718</td>
<td>858-822-2513</td>
<td><a href="mailto:sslebioda@ece.ucsd.edu">sslebioda@ece.ucsd.edu</a></td>
</tr>
<tr>
<td>Sonha Castelli</td>
<td>M.S. Advisor</td>
<td>EBU1 2707</td>
<td>858-534-3213</td>
<td><a href="mailto:sncastelli@ece.ucsd.edu">sncastelli@ece.ucsd.edu</a></td>
</tr>
<tr>
<td>Samantha Garcia</td>
<td>Assistant Graduate Advisor</td>
<td>EBU1 2706</td>
<td>858-822-0077</td>
<td><a href="mailto:slgarcia@ece.ucsd.edu">slgarcia@ece.ucsd.edu</a></td>
</tr>
<tr>
<td>Yahira Codero</td>
<td>Graduate Financial Support</td>
<td>EBU1 2705</td>
<td>858-534-3999</td>
<td><a href="mailto:ymcordero@ece.ucsd.edu">ymcordero@ece.ucsd.edu</a></td>
</tr>
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**STUDENT AFFAIRS ADVISING HOURS**

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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ENROLLMENT AND REGISTRATION

ECE Course Offerings and Teaching Schedule

Website: http://www.ece.ucsd.edu/classweb

Curriculum Advisors

Please refer to the Curriculum Advisor listed on the “Degree Planner” in your Orientation Folder. A different faculty is appointed as the initial curriculum advisor for each specific discipline.

NOTE: If you change your research advisor at any time, please do not forget to contact the Graduate Student Affairs office as soon as possible.

General Catalog

The General Catalog, available online at http://www.ucsd.edu/catalog/ describes all curriculum offerings, degree requirements, and detailed course descriptions.

Degree Planning

Please refer to the “Degree Planner” form in your Orientation Folder.

You are required to bring this form to your initial meeting with your curriculum/research advisor. Prior to the first advising meeting with your curriculum/research advisor, you are expected to examine ECE’s course offerings (refer to the ECE course offerings and teaching schedule), complete a proposed course plan using the Degree Planner form and bring it to the meeting. By doing so the advisor will be better able to address your concerns and the meeting will be more productive. Later changes in the course plan are always allowed and, in fact, are very common.

We strongly encourage you to discuss your academic program with your curriculum/research advisor immediately and subsequently at least once per academic year.

Please refer to the Graduate Student Affairs website for further information regarding your program: http://www.ece.ucsd.edu/current_students.

You must submit your completed Degree Planner to an Advisor in the Graduate Student Affairs office by October 18, 2013
Enrollment

After receiving advisor approval, you may log on to the TritonLink (www.tritonlink.ucsd.edu) website and enroll on-line through WebReg. You should have received instructions for creating a TritonLink account from the Office of Graduate Studies (OGS). WebReg allows you to:

- Select the term you are enrolling in
- Add classes
- Check for time conflicts
- Drop a class
- Change a grading option
- Look at weekly planner

When classes are full, you may wait-list via WebReg. The waitlist does not guarantee you a space in the class. Waitlists are automated and are filled on a first-come, first served basis. If you are added to the class, you will receive an e-mail to your UCSD e-mail account.

It is the responsibility of each graduate student to keep informed of and meet all enrollment and registration (fee payment) deadlines.

Deadline to ENROLL in classes without late fees:

September 20, 2013

Adding and Dropping Courses

After enrolling in courses, a graduate student may add or drop classes, change sections of a given course, or change grading options up to the end of the second week of instruction without fee via WebReg.

- Review the “Enrollment and Registration Calendar” for all adding and dropping deadlines: http://blink.ucsd.edu/instructors/courses/enrollment/calendars/2013.html.
- Graduate students may not use WebReg after the second week of the quarter.
- All courses added after the second week require three approvals: the instructor’s signature, a stamp from the ECE Graduate Affairs office, and OGS approval. For more information about adding courses: http://students.ucsd.edu/academics/enroll/undergraduate-enrollment/add-a-class.html.
- Changes to the grading option and the units of a course (ex. ECE 299) also require three approvals: the instructor’s signature, a stamp from the ECE Graduate Affairs office, and OGS approval.
- You must make grading option changes by Friday of the fourth week.
• A graduate student may drop a class up to the end of the ninth week of classes by filing an Add/Drop card with the Registrar’s office, after first obtaining approval from the instructor and the ECE Graduate Affairs office.
• Classes dropped before the end of the fourth week will not appear on the transcript.
• Courses dropped after the end of the fourth week of instruction and before the end of the ninth week of instruction will remain on the transcript as a ‘W’.
• Students may not drop courses after the end of the ninth week of instruction and will receive the earned grade or an Incomplete, if applicable.

Students who need to have pre-requisites cleared to enroll in a ECE or CSE course must send their full name, PID, course number, course section ID, and course section to: ececlearme@ece.ucsd.edu.
Please note that students will not be cleared by ececlearme@ece.ucsd.edu if enrollment will be above 20 units after the pre-requisites for the requested course have been waived.

<table>
<thead>
<tr>
<th>Office of Graduate Studies</th>
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<tbody>
<tr>
<td>Location: Student Services Center (SSC), 4th Floor</td>
</tr>
<tr>
<td>Office Hours: Monday - Friday: 8:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Phone: (858) 534-3555</td>
</tr>
<tr>
<td>Web: <a href="http://ogs.ucsd.edu/">http://ogs.ucsd.edu/</a></td>
</tr>
</tbody>
</table>

Deadline to ADD classes via WebReg: October 11, 2013 (end of 2nd week)
Deadline to CHANGE enrollments via WebReg: October 11, 2013 (end of 2nd week)
Deadline to DROP classes without “W” appearing on transcript, CHANGE GRADING OPTION, CHANGE UNITS using ADD/DROP card: October 25, 2013 (end of 4th week)
Deadline to DROP without penalty of “F” grade: December 2, 2013 (beginning of 10th week)

**Graduate Courses**

• Graduate courses are listed in the Schedule of Classes in the 200 series.
• Graduate students may also take upper-division undergraduate courses in the 100-197 series, as partial satisfaction of the requirements for the graduate degree.
• Graduate series courses (i.e. 264ABC) require a minimum grade of “B-” in order for students to be allowed to enroll in the next course in the series.
• Refer to your Degree Planner form to determine how upper-division undergraduate courses would fit with your degree requirements.

**Grades**

In many classes, you can choose a grading option (letter [L] or satisfactory/unsatisfactory [S/U]). Only upper-division and graduate courses in which a student is assigned grades A, B, C (including plus [+]) or minus [-]) or S are counted in satisfaction of the requirements for all Ph.D. and Master’s degrees.

The forty-eight units of required course work for ECE graduate programs must be taken for a letter grade, except for graduate research (e.g. ECE 299) for which only S/U grades are allowed. Courses for which a D or F is received may not be counted. Students must maintain a GPA of 3.0 overall.

To be in good standing academically, you must meet departmental standards including

- a satisfactory spring evaluation (for Ph.D. Candidates & JDP Students)
- maintain a GPA of 3.0 in upper-division, graduate, and professional course work
- must not have accumulated more than a total of eight units of F and/or U grades overall

**Students who are not in good standing for any reason are subject to probation and/or disqualification from further graduate study.**

**Spring Evaluations (Ph.D. Candidates Only)**

Each spring quarter, ECE prepares a detailed online evaluation of each doctoral student. These evaluations are designed to inform Ph.D. Candidates of their progress and to improve communications between faculty and graduate students. Evaluations are discussed with students who may elect to add comments before electronically signing the evaluation sent to the Office of Graduate Studies. A student’s signature on the evaluation indicates knowledge of the assessment but does not necessarily signify agreement.

**Changes in Grades**

All grades except I and IP are final when filed by the instructor unless a clerical or procedural error is discovered. No change of a final grade may be made on the basis of revision of a student’s work.

**Repetition of Courses**

A student assigned a grade of D, F, or U must petition to repeat the course on the same grading basis for which it was first taken. That is, a course in which a grade of D or F has been received may not be repeated on an S/U basis. Conversely, a course in which a grade of U has been awarded may not be repeated on the basis of a letter grade. Both grades are counted towards the student’s GPA. Degree credit for a course will be given only once.
S/U (Satisfactory/Unsatisfactory)
The minimum standard of performance for a grade of Satisfactory shall be the same as the minimum for a grade of B–.
With the approval of the Graduate Council, ECE may offer graduate courses in which graduate students may elect to be evaluated on an S/U basis and courses in which S/U grading shall be the only grading option. Grading options for a given course are identified in course listings in the UCSD General Catalog.

It is strongly encouraged that the selection of S/U as a grading option is made in the first two weeks of a quarter. Units graded Satisfactory shall be disregarded in determining a student’s grade-point average. No credit shall be allowed for work marked Unsatisfactory.

W (Withdrawal)
Students who discontinue graduate study any time during a quarter without formally withdrawing will receive failing grades for all course work undertaken. Formal withdrawal requires filing a Leave of Absence, Extension and/or Withdrawal form prior to leaving campus with the Office of Graduate Studies after receiving approval from ECE and all other approvals listed on the form. When a student withdraws before the end of the fourth week of instruction, no course entries will appear on the transcript for that quarter. Students who withdraw from the university or drop a course between the beginning of the fifth week of instruction and the end of the ninth week of instruction will be assigned a W (Withdrawn) by the registrar for each course affected. Students are only permitted one (1) “W” grade per course. If a student receives a “W” grade for a specific course and attempts to re-take the course, they cannot withdraw from the course a second time.

Courses in which a W has been assigned will be disregarded in determining a student’s grade-point average.

Final Grades
You may access your full UCSD graduate academic record on TritonLink in the academic history module. You must have your PID number to access TritonLink. The PID may be obtained through the ECE Graduate Student Affairs office or the Office of the Registrar. While grades submitted by instructors at the end of the quarter are generally considered final, you should carefully examine your academic history for omissions and clerical errors and consult with instructors and the Office of the Registrar to clarify any discrepancies.

In addition, all outstanding incomplete grades, and NRs assigned by the registrar, will lapse to U’s or F’s unless cleared by the end of the current quarter.
## Academic Calendar

### FALL QUARTER 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall Quarter Begins</td>
<td>Monday, September 23</td>
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<tr>
<td>Instruction Begins</td>
<td>Thursday, September 26</td>
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<tr>
<td>Veteran’s Day Holiday</td>
<td>Monday, November 11</td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday - Friday, November 28-29</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>Friday, December 6</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Monday - Saturday, December 9-14</td>
</tr>
<tr>
<td>Fall Quarter Ends</td>
<td>Saturday, December 14</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>Tuesday - Wednesday, December 24-25</td>
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<tr>
<td>New Year Holiday</td>
<td>Tuesday - Wednesday, December 31-January 1</td>
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49 Days of Instruction
60 Days in Quarter

### WINTER QUARTER 2014

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Winter Quarter Begins</td>
<td>Thursday, January 2</td>
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<tr>
<td>Instruction Begins</td>
<td>Monday, January 6</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday, January 20</td>
</tr>
<tr>
<td>President's Day Holiday</td>
<td>Monday, February 17</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>Friday, March 14</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Monday - Saturday, March 17-22</td>
</tr>
<tr>
<td>Winter Quarter Ends</td>
<td>Saturday, March 22</td>
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</tbody>
</table>

48 Days of Instruction
57 Days in Quarter

### SPRING QUARTER 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Spring Quarter Begins</td>
<td>Thursday, March 27</td>
</tr>
<tr>
<td>Cesar Chavez Holiday</td>
<td>Friday, March 28</td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Monday, March 31</td>
</tr>
<tr>
<td>Memorial Day Observance</td>
<td>Monday, May 26</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>Friday, June 7</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Monday - Friday, June 9-13</td>
</tr>
<tr>
<td>Spring Quarter Ends</td>
<td>Friday, June 13</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday-Sunday, June 14-15</td>
</tr>
</tbody>
</table>

49 Days of Instruction
57 Days in Quarter

Independence Day                         | Friday, July 4, 2014                |
Labor Day                                | Monday, September 1, 2014           |
Full-Time Study

A full-time student must be registered for at least twelve units each quarter of each academic year until the completion of all requirements for the degree, including the filing of the thesis or dissertation. Failure to register or take a leave of absence constitutes withdrawal from graduate studies.

NOTE: International students on F1 or J1 visas must be enrolled full-time each quarter.

Half-Time/Part-Time Study

Students who enroll in seven to eleven units per quarter are considered part-time students and pay the same fees as full-time students.

Half-time students are approved by ECE and the Dean of Graduate Studies to enroll in six units or fewer for reasons of occupation, family responsibilities or health. You must submit the petition for half-time study to the ECE Student Affairs Office by the Wednesday of the second week of the quarter. This will ensure that the form is submitted to the Office of Graduate Studies (OGS) by the university deadline, allowing you to remain eligible for reduced fees.

Part-time students are eligible, at the discretion of ECE, for appointment to 25 percent time teaching or research assistantships.

***International Students MUST be enrolled full-time each quarter. The Department allows a one-time exception for half-time study, either the first quarter or last quarter ONLY. This must be accompanied by a Reduced Course Load form.

Deadline to apply for HALF-TIME STATUS:
October 9, 2013 (Wednesday of 2nd week)

Enrollment Limits

A full-time graduate student in a regular quarter is expected to enroll in twelve units of upper-division or graduate course work.

Graduate students holding half-time appointments as graduate student researchers, teaching assistants, readers, or other employment titles, or who receive support from traineeships, fellowships, or scholarships paid through the university or directly to the student, must enroll and register for twelve units of upper-division and/or graduate course work and research each quarter.
Teaching units (500 series) above the full-time program of twelve units are not considered an overload.

Graduate students approved for half-time study are limited to a maximum of six units of upper-division or graduate course work each quarter.

Over-enrolling is strongly discouraged. Students can enroll up to 20 units per quarter.

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**Doctoral Time Limits**

All graduate students in the Ph.D. program are subject to campus policy on time limits to their degree. The Ph.D. program has three time limits pertaining to students’ academic progress toward the doctoral degree:

1. Pre-candidacy (PCTL): the registered time by which you must advance to doctoral candidacy (i.e. pass the University Qualifying Exam)
2. Support (SUTL): the registered time during which you are eligible for support
3. Total registered (TRTL): the registered time by which you must complete all doctoral requirements.

In addition, each program has a Normative Time, the period within which students, under normal circumstances, are expected to complete requirements for the doctorate. Normative Time cannot be extended.

Students will not be permitted to continue in doctoral status beyond the pre-candidacy and total registered time limits. Students will not be permitted to receive UCSD-administered financial support beyond the support time limit.

University policy requires that graduate students be continuously registered – unless on an approved leave of absence – from the first quarter of enrollment to completion of degree requirements.

**Departmental Time Limits**

Students who enter the Ph.D. program with an M.S. degree from another institution are expected to complete their Ph.D. requirements a year earlier than B.S. entrants. They must discuss their program with a curriculum/research advisor in their first quarter of residence. If their Ph.D. program overlaps significantly with their earlier M.S. work, the time limits for the comprehensive and qualifying exams will also be reduced by one year. Specific time limits for the Ph.D. program, assuming entry with a B.S. degree, are as follows:

1. **The Ph.D. Preliminary (Comprehensive) Exam** must be completed by the end of the second year of full-time study. An enrollment hold is placed for students who do not complete the Ph.D. Preliminary (Comprehensive) Exam within this period.
2. **The University Qualifying Exam (PCTL)** must be completed before the end of the fourth year of full-time study. **NOTE**: Passing the University Qualifying Examination by the end of your third year of study is highly recommended.

3. **Normative Time Limit (NOTL)**: students are expected to complete requirements for the Ph.D. in six years of full-time study (five years with an M.S. degree).

4. **Support Limit (SUTL)**: students may not receive financial support through the university for more than seven years of full-time study (six years with an M.S. degree).

5. **Total Registered Time Limit (TRTL)**: students may not register as graduate students for more than eight years of full-time study (seven years with an M.S. degree).

**Half-Time Study**

Time limits are extended by one quarter for every two quarters of approved half-time status. Students on half-time status may not take more than six units each quarter.

**Mandatory Enrollment**

**Continuous Registration**

All graduate students are required to be registered each quarter until all degree requirements have been completed, including filing of the thesis or dissertation and the final examination, or to be on an approved leave of absence.

A student who fails to register or to file an approved leave of absence form by the registrar's deadline will be assumed to be withdrawn from UCSD and will be dropped. A student who is withdrawn must petition for readmission to resume study at a later date, pay the nonrefundable readmission fee, and be considered for readmission with all others requesting admission to that quarter.

Doctoral degree candidacy will lapse for graduate students who fail to register and are not granted a formal leave of absence. To be reinstated to candidacy, a graduate student must be readmitted, enroll and register, be re-advanced to candidacy, and pay the candidacy fee.

**Payment of Registration Fees**

Please refer to the TritonLink (http://tritonlink.ucsd.edu/) website which outlines procedures for payment of registration fees.

The summary of Fall 2013 Registration Fees may be found on the following website: http://students.ucsd.edu/finances/fees/registration/.

**Note to Fellowship Holders**
The first billing statement will be sent to each enrolled student about one month prior to the start of each quarter. Fees and tuition awarded to pay registration fees will be credited to the graduate student’s account and appear on the statement as a payment or credit. Each award recipient should carefully check the amounts listed on the statement against the graduate award letter and contact the Office of Graduate Studies immediately if there is a discrepancy. Graduate students with partial fee and/or tuition awards will be required to pay the balance by the fee deadline to complete their registration.

Fellowship, scholarship, or traineeship holders must enroll in and maintain full-time enrollment status (at least twelve units per quarter).

**Note to Graduate Student Researchers**
Students appointed 25 percent time or more as graduate student researchers on the tuition and fee remission program will have the amount of their required tuition/fees credited to their account prior to the beginning of the quarter. This payment will also appear on the student’s university billing statement.

Full-time graduate study and support requires enrollment in a minimum of twelve units each quarter.

**Deadline to pay fees without late payment fees: September 20, 2013**

**Late Registration/Deadline and Penalty Fees**

Enrollment and registration deadlines are scheduled for the same day and must be met to avoid penalties. View Schedule of Classes and the TritonLink (http://tritonlink.ucsd.edu/) website under the Calendars links.

A student who has not completed registration (enrolled and paid fees) by the deadline will be assessed both the late enrollment ($50) and late registration fees ($50), currently totaling $100, regardless of the source of fees payment.

Students are advised to consult the quarterly Schedule of Classes for current deadline dates.

**Deadline for re-enrollment and payment of registration fees, including $50 late payment fee and $50 late enrollment fee and Mandatory Health Insurance fee if canceled for non-payment: October 11, 2013**
California Residency and Nonresident Tuition Fee

Each new student entering UCSD is required to submit a Statement of Legal Residence to the Office of the Registrar.

A complete statement covering California residence requirements, determination of residence for tuition purposes, and/or recognized exceptions appears on the TritonLink (http://tritonlink.ucsd.edu/) website under “Finances & Jobs” > “Fees” > “Residence for Tuition Purposes”

Additional information may be obtained from:

Campus Residence Deputy
Office of the Registrar

Email:  residencedeputy@ucsd.edu
Phone:  (858) 534-4586

NOTE: If students do not establish residency by the end of their first year of study, Nonresident Supplemental tuition will not be covered under any circumstances. This means that even if a student holds a Graduate Student Researcher position, the out of state Nonresident Supplemental tuition will not be covered under this appointment.

Leave of Absence and Withdrawal

Leave of Absence
A student who discontinues graduate study with the intention of resuming during a later quarter, must submit a formal Leave of Absence, Extension and/or Withdrawal form to the ECE Student Affairs Office by the Wednesday of the second week of the quarter in which the leave is to begin, prior to leaving the campus. The form is then submitted to OGS by the university deadline. All graduate students are limited to a maximum of three quarters of leave and/or withdrawal.

A student on leave of absence may not:
- be employed by UCSD, UCSD Medical Center or UC Extension, or hold a fellowship, traineeship, or similar appointment administered by the university
- use university facilities
- complete a qualifying examination for advancement to candidacy
- place demands on faculty, including discussion of thesis or dissertation work, either directly or by correspondence, during the period of leave

A student may remain in student housing while on an approved leave of absence providing he or she has been a full-time student (twelve units or more) for three
consecutive quarters immediately prior to the leave of absence and is eligible for university housing.

A new Statement of Legal Residence is required for all graduate students returning from a leave of absence of two quarters or more.

International students are NOT eligible to apply for a leave of absence from UCSD. Exceptions may be granted, but all requests require International Center approval prior to OGS consideration.

For more information, please contact the International Center (International Students & Programs Office) at istudents@ucsd.edu or 858-534-3730.

Student Health Insurance Program (SHIP)
A student is eligible to be enrolled in SHIP when on approved leave of absence for a total of one academic quarter. A student on approved leave is responsible for his or her health insurance enrollment, premium payment, and Student Health Service fee payment. Enrollment in SHIP is through the Student Health Insurance Office.

Withdrawal
A student withdrawing from the university must obtain a Leave of Absence, Extension and/or Withdrawal form from the ECE Graduate Student Affairs office and secure appropriate signatures. The approved form must be submitted to the ECE Student Affairs Office and then filed with OGS.

Students who withdraw during the first thirty-five days of instruction will receive refunds of fees in proportion to the number of elapsed calendar days since the first day of instruction.

You may view the Schedule of Refunds on the following website: http://www.ucsd.edu/current-students/finances/fees/registration/schedule-of-refunds.html

A registered student who stops attending classes and fails to file a Leave of Absence, Extension, and/or Withdrawal form will receive a grade of U or F in each course, thus jeopardizing eligibility for readmission.

| Financial Aid Withdrawal date to retain 100% Federal Aid: |
| November 13, 2013 |
Transferring Credits

With the approval of ECE and the Dean of Graduate Studies, graduate course work completed with a grade of B– or better while in graduate standing at another campus of the University of California may be accepted in satisfaction for:

- one of the three quarters of residence
- up to one-half of the total units required for a master's degree may be transferred at UCSD

**Students may transfer a maximum of 8 quarter units from an institution other than the University of California. However, all coursework must be taken prior to matriculation.**

- Courses used for a previous degree may not be transferred. A letter and a transcript from the institution from which the courses are being transferred will be required stating the courses were not used toward another degree.
- Course work approved for transfer credit will not be included in calculating a student’s grade-point average, regardless of the source.
- See an Advisor at the ECE Graduate Student Affairs office for assistance in transferring credits.
CAMPUS RESOURCES

Campus ID Card

Your campus ID card is the primary form of identification used at the university.

A validated student photo-identification card is the official ID for registered students and entitles the student to library privileges, a student health card, and use of other university facilities, as well as purchasing tickets and/or admission to certain university events and voting in student body elections. Registration is validated electronically via the campus ID card magnetic strip. Quarterly fees are required to be paid for registration validation.

Students receive their first card at no cost. To obtain your campus card, you must go to the Student Business Services to have your photo taken. Have a picture ID available to verify your identity when you have your photo taken and when you pick up your card. You can use your driver’s license, passport, state ID card, or other photo ID. No hats, sunglasses, or other objects will be allowed in your picture.

<table>
<thead>
<tr>
<th>Student Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours:</td>
</tr>
<tr>
<td>Monday, Tuesday, Wednesday, Friday</td>
</tr>
<tr>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Thursday 10:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Student Services Center, 3rd Floor</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>(858) 822-4727</td>
</tr>
</tbody>
</table>

E-mail Account

All ECE graduate students must obtain a personal UCSD computer account for the duration of their stay at the university. Once you are enrolled, you can register for a student account with the Academic Computing and Media Services (ACMS) on http://acms.ucsd.edu/.

You can view a list of available computer labs, servers and printers on http://acms.ucsd.edu/students/labs.shtml.

Once you obtain an email account from ACMS, the registration with ACT is done automatically. The registration sets up a "network username" ("name@ucsd.edu" address) that forwards mail to your email service regardless of whether that service is provided by ECE, by ACMS, or by an off-campus ISP. One of the benefits of registering with ACT for a network username is that it will allow UCSD offices to retrieve your
address in order to send you important messages about enrollment, financial aid, and other business matters.

All new incoming graduate students in the Jacobs School of Engineering will also receive a “name@eng.ucsd.edu” email account. Login information for this account is sent via email from the Office of Engineering Computing (OEC) to the email account listed on an applicant’s admission application. The “name@eng.ucsd.edu” email account is linked to the official “name@ucsd.edu” email account. Students with questions regarding their account are encouraged to contact OEC staff at support@eng.ucsd.edu.

NOTE: The University sends official notices to students through email. Every student is expected to establish an account and regularly monitor the account for official communications. Notices from departments, OGS, the Financial Aid Office, and other campus entities are considered to be delivered and students are considered notified when emails are posted to students' UCSD Email Accounts.

Students within the Jacobs School of Engineering have the option of creating a “name@jacobs.ucsd.edu” forwarding email account. The optional forwarding account is not linked to the official “name@ucsd.edu” account, and it is completely independent. Students may choose to use their “name@jacobs.ucsd.edu” forwarding accounts when corresponding with prospective employers or for other professional usage. If an employer sends an email to a student's “name@jacobs.ucsd.edu” address, the email is re-directed to a designated personal account (gmail, yahoo, etc.). Creating a “name@jacobs.ucsd.edu” forwarding account is recommended for students that wish to maintain a campus-related email post-graduation. All “name@ucsd.edu” accounts are deactivated after a student graduates, however “name@jacobs.ucsd.edu” accounts will remain active. Students can sign up for a “name@jacobs.ucsd.edu” account at http://www.jacobsschool.ucsd.edu/alumni/email/.

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**Library**


The UCSD libraries consist of Geisel Library, with its research collections in the Science and Engineering Library (S&E), among others. Library Services online (http://libraries.ucsd.edu) lists library hours, locations and services in addition to providing access to online databases.

**Science & Engineering Library**

The Science and Engineering Library (http://libraries.ucsd.edu/locations/se/) is located in the East wing of the Geisel Library on the first and second floors. The S&E Library primarily serves faculty, researchers, graduate students, and undergraduates in all programs and departments within the Jacobs School of Engineering and the Division of Physical Sciences.
Parking and Transportation

Information about parking permits is available at http://blink.ucsd.edu/facilities/transportation/permits/index.html.

Shuttle and Bus Service
Shuttle Operations runs an extensive network of free shuttles that conveniently transport students to various UCSD and off-campus locations. Additionally, the Metropolitan Transit System (MTS) services the UCSD area with a number of buses. Further information about shuttle and bus services at UCSD is available at http://blink.ucsd.edu/sponsor/trans-services/index.html.

To receive the free UCSD/SDT bus sticker, you must take your valid campus ID to the Campus Parking Office. The sticker affixes to the front of your ID. When you board the bus, show it to the bus driver.

<table>
<thead>
<tr>
<th>Campus Parking Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours: Monday – Friday: 7 a.m. to 5 p.m. (Closed 9 a.m. to 1 p.m. every 3rd Wednesday of the month)</td>
</tr>
<tr>
<td>Location: Gilman Parking Structure, Level Two</td>
</tr>
<tr>
<td>Phone: (858) 534-4223</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:parking@ucsd.edu">parking@ucsd.edu</a></td>
</tr>
</tbody>
</table>

Student Health Insurance Program

Graduate Student Health Insurance Program (GSHIP) is a mandatory year-round insurance. The Graduate Student Health Insurance Plan (GSHIP) offers:

- Coverage year-round and worldwide to registered UCSD students for a moderate premium and low annual deductible
- Automatic enrollment
- Premiums that are automatically assessed as part of registration fees each quarter

Benefits and additional information may be viewed at http://studenthealth.ucsd.edu/gshiphowtouse.shtml.

Waivers
Students who have acceptable comparable insurance coverage may apply for a waiver to opt out of the GSHIP plan. The waiver application is available online through TritonLink (http://tritonlink.ucsd.edu/) under the "Health Fee Waiver" link during scheduled waiver periods. (Only one waiver per academic year may be processed through TritonLink.) See http://studenthealth.ucsd.edu/shipwaiver.shtml#howto for more information.
NOTE: If your insurance plan does not meet the University’s minimum requirements, you are required to have GSHIP.

<table>
<thead>
<tr>
<th>Deadline to request waiver of mandatory Health Insurance fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20, 2013</td>
</tr>
</tbody>
</table>

Contacts
The Student Insurance Coordinator is available to answer questions about enrollment, policy benefits, waiver information and claims. Please feel free to contact them at:

<table>
<thead>
<tr>
<th>Student Health Insurance Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours: Monday/Wednesday/Friday 8:00am – 4:00pm</td>
</tr>
<tr>
<td>Location: Student Health Services Building</td>
</tr>
<tr>
<td>Phone: (858) 534-2124</td>
</tr>
<tr>
<td>Fax: (858) 822-5910</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ship3@ucsd.edu">ship3@ucsd.edu</a></td>
</tr>
<tr>
<td>Web: <a href="http://studenthealth.ucsd.edu/">http://studenthealth.ucsd.edu/</a></td>
</tr>
</tbody>
</table>

Counseling and Psychological Services (CAPS)
CAPS is a free counseling, outreach and consultation service available to all registered UCSD students. Licensed psychologists and psychiatrists facilitate group meetings and are available for individual appointments. You can schedule an appointment by phone, online or by stopping by their main office.

<table>
<thead>
<tr>
<th>Counseling and Psychological Services (CAPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours: Monday-Friday, 8:00am-4:30pm</td>
</tr>
<tr>
<td>***Telephone Counseling is available after 4:30pm</td>
</tr>
<tr>
<td>Location: Galbraith Hall, Room 190 (Revelle College)</td>
</tr>
<tr>
<td>Phone: (858) 534-3755</td>
</tr>
<tr>
<td>UCSD Emergency: (858) 534-HELP (4357)</td>
</tr>
</tbody>
</table>
ECE GENERAL INFORMATION

Fellowship Recipients or Graduate Student Researchers

All fellowship or GSR recipients will need to complete the appropriate employment papers. Therefore, when you arrive on campus, it is important that you see Yahira Cordero in Engineering Building I, Room 2705.

Incoming students who have a GSR should get their first paycheck a month after the support starting date that is specified on their Offer of Admission letter.

International students MUST obtain a Social Security Card in order to be entered into the payroll system. You cannot be paid if you do not have a Social Security Card. Further information on the process of applying for a Social Security Card is available from the International Center (http://icenter.ucsd.edu/ispo/current/F-1/working-in-usa/SSN%20Info.html).

Graduate students holding half-time appointments (50 percent time or twenty hours/week) as graduate student researchers, teaching assistants, readers, or other employment titles, or who receive support from traineeships, fellowships, or scholarships paid through the university or directly to the student, must enroll and register for twelve units of upper-division and/or graduate course work and research each quarter.

NOTE: Fellowship and GSR recipients are reminded that their stipend will not be paid until they are officially enrolled in their classes.

Fellowship

Fellowship stipends are established by ECE and may vary in tenure from one to twelve months. Awardees must register for twelve units of upper-division and graduate-level work each quarter and must remain in good academic standing.

Fellows on twelve-month tenure are required to devote full time to graduate study and research during the summer as well as during the academic year. A brief resume of proposed summer graduate study or research, approved by the appropriate advisor, must be filed with the dean of Graduate Studies before the end of the spring quarter preceding the summer portion of the fellowship tenure.

GSR

Graduate students may be appointed by UCSD on a part-time basis as graduate student researchers.

Graduate students enrolled full-time (twelve units or more) may be appointed up to 50 percent time (twenty hours/week) during the academic year and 100 percent time during
the summer months. Students enrolled for less than full-time (one to eleven units) are eligible, at ECE’s discretion, for 25 percent time appointments. Appointees must remain in good academic standing.

Graduate students who are appointed as GSRs are eligible for remission of tuition and fees if they have:
- a minimum 25 percent appointment for the entire quarter for which tuition and fees are paid, or the dollar equivalent;
- have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid;
- and are within the time limits for support.

All graduate students who are U.S. citizens and appointed as graduate student researchers or are employed by the university in other positions are required by the California Constitution to sign the State Oath of Allegiance. In addition, all graduate student appointees and employees are required by university policy to sign the university’s Patent Agreement. Copies of both documents may be obtained from ECE.

Students are advised to review available tax materials and make their own decisions about tax withholding, reporting of income, excluding income from taxation, and filing required tax forms. ECE and UCSD central administrative staffs are not able to advise students on individual tax matters.

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**ECE Graduate Student Council**

The goal of the ECE Graduate Student Council (GSC) is to organize both academic and social events for the ECE graduate student body, faculty, and staff in the department. They are also a resource for graduate students as they begin their work at UCSD. You can visit the ECE GSC website at [http://ecegsc.ucsd.edu/](http://ecegsc.ucsd.edu/).

If you would like to participate in the planning and hosting of the GSC’s quarterly events, or if you have suggestions for future events, please send them an email at ecegsc@gmail.com.

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**Student Lounge and Study Area**

The graduate student lounge is located in room 3327 in Jacobs Hall (EBU1). There is a dining area with microwave, refrigerator, and water cooler; a recreation area with foosball table, ping pong table, and darts; a living area with couches, computer, and entertainment system; and patio furniture. The adjoining study area has desks, a small conference table, and a library. To access the lounge and study area, please use your student ID card.
We would like to give all ECE students access as soon as possible, so everyone can start enjoying the lounge. At the beginning of the Fall quarter, all new students will be given automatic access to the new lounge, which will be controlled using your student ID cards.

### Student Mailboxes

Each Ph.D. graduate student will share a mailbox with one or more students, and all M.S. mail will be kept in a labeled accordion file. Both the mailboxes and M.S. mail file are located in the basement of EBU1 (the room directly south of the elevator).

Be sure to check your mailbox or the M.S. mail file regularly for important student affairs correspondence, including written decision on academic requests that you have submitted and other notices from OGS. This mailbox should NOT be used for personal mail.

***M.S. Students:*** Please note that any mail that is not picked up from the basement mail file by the end of the quarter will be shredded or returned to sender.

Your address will be:
9500 Gilman Drive, Mail Code 0409
La Jolla, CA 92093-0409

### Student Lockers

Graduate student lockers are located in the basement of EBU1 (the room directly south of the elevator) opposite the student mailboxes. (First year Ph.D. student lockers are located in the basement of EBU1 in rooms B601, B603, and B406.) You can sign-up to rent one of these lockers at no cost from Samantha Garcia in EBU1-2706 or by e-mailing slgarcia@ece.ucsd.edu. Lockers will be distributed on a first-come, first-serve basis.

### Study Rooms

Graduate student study rooms are located in the basement of EBU1 in rooms B601, B603 and B406. Please turn off the lights and clean up after yourselves before leaving the space.
Important Deadlines

September 20, 2013
• Deadline to request waiver of mandatory Health Insurance fee
• Deadline for enrollment and payment of registration fees to avoid cancellation of classes (NOTE: You will be dropped from classes if your fees are not paid in full by Wednesday, September 25.)
• Deadline to enroll in classes without $50 enrollment fee
• Deadline to pay fees without $50 late payment fee

October 11, 2013
• Deadline to apply for HALF-TIME STATUS

October 11, 2013
• Deadline to ADD, DROP or CHANGE enrollments via WebReg

October 18, 2013
• Completed Degree Planner due to the Graduate Student Affairs Office

October 25, 2013
• Deadline to DROP classes without “W” appearing on transcript, CHANGE GRADING OPTION, CHANGE UNITS using ADD/DROP card

November 13, 2013
• Financial Aid Withdrawal date to retain 100% Federal Aid

December 2, 2013
• Deadline to DROP without penalty of “F” grade
IMPORTANT – PLEASE READ

UCSD TRAVELERS

FLYING TO A CONFERENCE? RENTING A CAR?
WHAT YOU NEED TO KNOW BEFORE YOU GO......

Let the Faculty Assistant for your Professor know you are going on a trip as soon as possible. Not everything is reimbursable – know before you go!!

_locale:en

- Get an “EVENT NUMBER” from the Faculty Assistant BEFORE you go on your trip. This establishes your status as being on an official UCSD business trip and includes some travel insurance.

- UCSD will NOT reimburse ANY insurance taken on a rental car. UCSD has agreements with several rental car companies that include the insurance in the daily rate ~ use the UC agreement number. Also NOT included are extras such as GPS rentals.

- Do NOT get a package deal (air+hotel+car) unless each expense is itemized separately including the TAX for EACH item. Any receipt with a combined charge for 2 or more items (Air/hotel/car) that is not itemized, and does not show taxes for each item, will NOT be reimbursed.

- Save ALL of your original receipts and make sure they are itemized (list of food items, not just total charged). Be aware of the daily limit for meal reimbursement ~ alcohol charges are never reimbursed.

- Sign up for FREE travel insurance. Must be done before travel starts.

- When flying to foreign destinations, US carriers must be used whenever possible. See Fly America Act in Blink for details.

- It is against UCSD policy for one person to pay other traveler's expenses.

- Some expenses can be paid in advance~ (Flight, Hotel and Conference fees).

Please tell your Faculty Assistant before purchasing anything for your trip. Get all the details – it can save you time and money.
## UCSD BUSINESS TRAVELER TIPS

### BEFORE YOU TRAVEL

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Is this Required?</th>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Faculty Assistant Establishes a traveler account</td>
<td>Yes, if new traveler</td>
<td>TravelLink/Add/Change Traveler Account</td>
</tr>
<tr>
<td>2) TRAVELER Sets up a CONNEXXUS Traveler Profile</td>
<td>No, but highly recommended</td>
<td>Log into Connexxus via your Single Sign-On (SSO): [<a href="http://blink.ucsd.edu/Login/External/Topics/How">http://blink.ucsd.edu/Login/External/Topics/How</a> To/0,1260,24471,00.html](<a href="http://blink.ucsd.edu/Login/External/Topics/How">http://blink.ucsd.edu/Login/External/Topics/How</a> To/0,1260,24471,00.html)</td>
</tr>
<tr>
<td>3) TRAVELER Obtains PI Approval</td>
<td>Yes</td>
<td>Get written/email PI approval with approximate breakdown of expenses and the index number to use. Give this approval to the Faculty Assistant.</td>
</tr>
<tr>
<td>4) Faculty Assistant Preauthorizes Travel and Obtains Event Number</td>
<td>Yes</td>
<td>TravelLink/Going on a Trip</td>
</tr>
<tr>
<td>5) TRAVELER Registers for Business Travel Accident Insurance</td>
<td>You must register for accident coverage for each university business trip you take beyond 100 miles of campus or residence.</td>
<td><a href="http://www.uctrips-insurance.org/servlet/guest?service=0&amp;formId=2">http://www.uctrips-insurance.org/servlet/guest?service=0&amp;formId=2</a></td>
</tr>
<tr>
<td>6) TRAVELER Books Travel</td>
<td>Obtain trip and traveler information prior to booking, including citizenship. If a non-citizen, see requirements to meet Immigration and Naturalization Service (INS) rules: <a href="http://http://blink.ucsd.edu/Login/External/Topics/Policy/0,1162,2481,00.html">http://http://blink.ucsd.edu/Login/External/Topics/Policy/0,1162,2481,00.html</a></td>
<td>To have airfare prepaid by UCSD, book Travel thru Connexxus or call Balboa Travel (858-678-3752)</td>
</tr>
<tr>
<td>7) TRAVELER gets Direct Deposit</td>
<td>Sign up for direct deposit. Initial process takes about 10 days.</td>
<td><a href="http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/">http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/</a></td>
</tr>
</tbody>
</table>

### General Travel Rules
- Follow the current travel rules to be reimburse for all of your business expense. Check Blink for updates! [http://blink.ucsd.edu/travel/index.html](http://blink.ucsd.edu/travel/index.html)
- In cases where ECE, UC or funding agency policy is found to be more restricted, they shall override these guidelines. ECE may have different guidelines than other departments.
- Do not pay for someone else's meals, registration fees, or airfare. It is okay to share the cost of taxis and rooms.
- Receipts: Always retain the original itemized receipts showing who paid, how paid with details on what was purchased.
- Trip Insurance: UCSD will not reimburse for any Trip Protection Insurance plans.
- Reimbursements are for the most economical expense for business purposes and all personal expenses need to be excluded. Be sure the travel transactions you are claiming for reimbursement benefit the project.
- If you arriving early, or staying later, than the business purpose of the travel, please remove expenses for non business days. Personal Days...if taking indirect flight outside of conference city, print out Expedia itinerary ON SAME DAY YOU BOOK flights, that show what the cost would be if you traveled directly from San Diego to the Conference City and Back. This is what you will be reimbursed for...not an indirect flight to another city.
- Travel Packages: Do NOT get a package deal (air+hotel+car) unless each expense is itemized separately including the TAX for EACH item. Any original receipt with a combined charge for 2 or more items (Air/hotel/car) that is not itemized, and does not show taxes for each item, will NOT be reimbursed.

### Registration Fees
- Local Conference: Payment with Express Card is preferred. You cannot use your Express Card for other travel expenses. You may also use UCSD Travel Card to prepay the registration only if the conference will take place within 21 days. You can also request a Payment Authorization to prepay registration which should be submitted within at least a week of the conference. You can also pay using your own cash, check or credit card to be reimbursed later. If paying registration fee by express card, give express card transaction info to Faculty Assistant to include in travel folder for cross reference so registration fee is not reimbursed to traveler when express card has paid the expense.
- U.S. Conferences: Preauthorize travel and obtain event number. You may use Express Card (registration only) or UCSD Travel Card (if within 21 days, registration and hotel allowed) or a personal form of payment. You may also request a prepayment via TravelLink (must know vendor ID)
- Foreign Conferences: Preauthorize travel and obtain event number. If other methods not allowed, you may request a foreign wire which usually takes 4 days: [http://blink.ucsd.edu/travel/before/prepaying/wire-draft.html](http://blink.ucsd.edu/travel/before/prepaying/wire-draft.html)

### Airfare
- Employees should use coach or economy class for UCSD business travel, regardless of the purpose of the travel or the fund source.
- Excess Baggage Fees: Explain reason for business purpose of excess baggage. Keep receipt!
- Fly America Act requires that travelers funded on federal grants and contracts use U.S. carriers for travel. For exceptions: [http://blink.ucsd.edu/Login/External/Topics/Policy/0,1162,1369,00.html](http://blink.ucsd.edu/Login/External/Topics/Policy/0,1162,1369,00.html)

### Lodging (Domestic or Non-UCSD Conferences)
- You can reserve a single room as long as the cost is reasonable for the location and nature of your trip. Business related phone calls and internet access fees are reimbursable, but amenities are not reimbursable (movies, spa, bar, laundry, etc.). An original, ITEMIZED hotel receipt is required for reimbursement which shows breakdown of all room charges and taxes each day. Please obtain this at checkout. You won’t be reimbursed for in-room charges such as gym, spa, bar, movie fees. Business related phone calls and internet access fees are reimbursable. An original, ITEMIZED hotel receipt is required for reimbursement which shows breakdown of all room charges each day. Please obtain this at checkout.
- Connexxus or other method. Payment can be made on UCSD Travel Card (not suggested if trip is more than 21 days out) or a personal form of payment for reimbursement after trip.

### Ground Transportation
- Taxis, airport shuttles, buses, metros/subways, etc. (No limousines!)
The University of California has a system wide car rental program with Enterprise, Hertz, and National. Insurance coverage is included in the UC rental car agreements for travel within the U.S. as long as UCSD contract is referenced at time of booking. In general, reimbursement is not allowed for a Collision Damage Waiver (CDW), also known as a Loss Damage Waiver (LDW) or liability insurance. If a UC agreement cannot be used, employees should use the UCSD Travel Card which automatically provides some coverage. If booking through CONNEXXUS then coverage is included. Provide the Agreement UCSD ID for the agency you have selected:

<table>
<thead>
<tr>
<th>Rental Car</th>
<th>Enterprise: Agreement UCSD ID: XZ32F01 Rental phone: (800) 261-7331</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hertz: Agreement UCSD ID: 72129 Rental phone: (888) 222-0286</td>
</tr>
<tr>
<td></td>
<td>National: Agreement UCSD ID: 5007823 Rental phone: (800) 227-7368</td>
</tr>
<tr>
<td></td>
<td><a href="http://blink.ucsd.edu/travel/training-guidelines/booking/automobiles/car-rental.html#4.-Follow-these-steps-to-rent-f">http://blink.ucsd.edu/travel/training-guidelines/booking/automobiles/car-rental.html#4.-Follow-these-steps-to-rent-f</a></td>
</tr>
<tr>
<td>GPS (in most cases), Car Seats, etc. are not reimbursable.</td>
<td>Save all original gas receipts for reimbursement</td>
</tr>
<tr>
<td></td>
<td>Advance reservations should be made whenever possible and a compact or economy model requested. This model should be used unless a no-cost upgrade is provided.</td>
</tr>
</tbody>
</table>

Use UCSD Travel Card to withdraw from ATMs to pay for authorized travel expenses (meals, incidentals, ground transportation, and other expenses related to the business travel event). The cash limit per billing cycle is $500. Withdrawal fees apply (2.5% transaction fee, minimum of $2 to maximum of $10)

Cash Advances may be requested from UCSD travel if travel is for longer than 30 days, or is to a remote location, or if new employee needs to go on travel while Travel Card application is still being processed. Advances are not issued more than 2 weeks before travel begins.

http://blink.ucsd.edu/Blink/External/Topics/How-to/0,1260,2311,00.html

GPS (in most cases), Car Seats, etc. are not reimbursable.

Advance reservations should be made whenever possible and a compact or economy model requested. This model should be used unless a no-cost upgrade is provided.

http://blink.ucsd.edu/travel/training-guidelines/booking/meals-lodging-per-diem/meals.html

Travel for Less than 24 hours: Not reimbursable unless an overnight stay was required and you provided a lodging original receipt to your department's travel approver, or the meal is an integral part of a business meeting, such as actual luncheon costs at an organized conference or working meals served at a meeting site. Miles and Parking ARE reimbursable.

Continental U.S. lasting longer than 24 hours and <30 days. Meal costs can be claimed only for travel longer than 24 hours. After 24 hours, traveler can only be reimbursed for actual amount spent per day up to the maximum amount of $64/day. Partial days are rounded to the nearest 1/4 day multiplied by $64.

Foreign Destinations, Alaska, Hawaii, U.S. Possessions, and continental U.S. travel >30 days: Per diem rates for location of travel apply. For travel less than 29 days, per diem calculated as follows: per diem rate x # of days on travel. For travel 30 days or more, per diem rate calculated as follows: per diem rate x # of days x 55%.

http://blink.ucsd.edu/travel/training-guidelines/booking/meals-lodging-per-diem/meals.html

Multiple U.S. destinations or foreign destinations: Calculated per destination according to policy:

http://blink.ucsd.edu/travel/expenses-reimbursements/reporting/MyTravel/using/per-diem.html

Meals: Keep itemized receipts for all your meal expenses. If you are missing any receipts a meal log will be accepted. A meal log consists of the date, description of the expense, amount, vendor name, reason for no receipt.

Incidentals: Tips and small snacks.

Personal Expenses: Does not serve a business purpose, so therefore personal expenses are not reimbursable.

Alcohol: Not reimbursable for the individual traveler and will be deducted (including tax and tip) from the meal original receipts.

Entertainment: Payment for meals other than your own while on travel constitutes exceptional entertainment and requires special additional approval. Meals for other people can only be reimbursed if the traveler has been authorized to incur official business entertainment expenses on behalf of UCSD while on travel. This will be reimbursed separately on My Events. Original receipts and guess list are required.

After You Travel:

1) Travel must be reconciled as soon as possible and within 21 days of the last day of travel.

2) Submit original receipts and meal log with signature certifying expenses ASAP. Reimbursable travel expenses must be paid to traveler within 60 days of completion of travel or reimbursement may be treated as taxable income.

Per Diem at ECE: Per Diem is only allowed with written approval from the PI specifically stating his/her approval for Per Diem and approval for the final total amount being charged. PI approval not needed if FINAL total charge is close to the original approved dollar amount.

Advantages for using Connexxus: http://booktravel.ucsd.edu

1) Cancelling a ticket: If you booked travel using Connexxus, the airfare credit will be available for future booking
2) 24-hour service from UC-dedicated travel agents who know campus travel policies
3) Direct UCSD billing to reduce out-of-pocket expenses. Travel agency service fees are paid automatically.
4) Automatically enrolled in Traveler Insurance
PURCHASING REFERENCE GUIDE

Before making any purchase commitments, inform the Faculty Assistant (FA) for your Professor (PI) that you are going to make a purchase.

$ Do not use a personal credit card, cash or check to make purchases, as you may not be reimbursed.

$ With written PI approval, you may be allowed to make a purchase for work-related supplies at the Campus Bookstore or through Marketplace. When using Marketplace, create your shopping cart and forward to your FA for approval. When order has been completed, turn in your receipts and your PI’s approval to your FA.

$ Faculty Assistants have access to a UCSD Express Card, for immediate purchases of less than $5,000. However, there are restrictions on the use of this card. Please see your FA for restriction information.

$ Purchases of equipment and restricted items can be purchased on Marketplace. The Faculty Assistant will place an order with PI approval.

$ In unusual cases where a purchase must be made and cannot be completed using one of the above processes, a Pay Authorization can be completed to reimburse you for out-of-pocket expenses. Prior approval, however, must first be obtained from your PI. The approval request must be signed by your PI and all original receipts must be provided to your FA for processing, who will forward to the Fiscal Office for approval.

All packing slips, invoices and receipts must be turned into the ECE Fiscal Office (signed by recipient and dated).
## Resource List for New ECE Graduate Students

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE Graduate Website</td>
<td><a href="http://www.ece.ucsd.edu/current_students">http://www.ece.ucsd.edu/current_students</a></td>
</tr>
<tr>
<td>General Catalog</td>
<td><a href="http://www.ucsd.edu/catalog/">http://www.ucsd.edu/catalog/</a></td>
</tr>
<tr>
<td>Schedule of Classes/WebReg</td>
<td><a href="http://mytritonlink.ucsd.edu/">http://mytritonlink.ucsd.edu/</a></td>
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<tr>
<td>Email / OCE Account</td>
<td><a href="http://acms.ucsd.edu/">http://acms.ucsd.edu/</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="http://libraries.ucsd.edu/">http://libraries.ucsd.edu/</a></td>
</tr>
<tr>
<td>Office of Graduate Studies</td>
<td><a href="http://ogs.ucsd.edu/">http://ogs.ucsd.edu/</a></td>
</tr>
<tr>
<td>International Students &amp; Programs Office</td>
<td><a href="http://icenter.ucsd.edu/ispo/">http://icenter.ucsd.edu/ispo/</a></td>
</tr>
<tr>
<td>Graduate Student Association</td>
<td><a href="http://gsa.ucsd.edu/">http://gsa.ucsd.edu/</a></td>
</tr>
<tr>
<td>ECE Graduate Student Council</td>
<td><a href="http://ecegsc.ucsd.edu/">http://ecegsc.ucsd.edu/</a></td>
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<tr>
<td>Career Services Center</td>
<td><a href="http://career.ucsd.edu/">http://career.ucsd.edu/</a></td>
</tr>
<tr>
<td>Student Health Services (Insurance)</td>
<td><a href="http://studenthealth.ucsd.edu/">http://studenthealth.ucsd.edu/</a></td>
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<tr>
<td>Counseling and Psychological Services</td>
<td><a href="http://caps.ucsd.edu/">http://caps.ucsd.edu/</a></td>
</tr>
<tr>
<td>UCSD Dining</td>
<td><a href="http://hds.ucsd.edu/diningservices/">http://hds.ucsd.edu/diningservices/</a></td>
</tr>
<tr>
<td>UCSD Box Office</td>
<td><a href="http://boxoffice.ucsd.edu/">http://boxoffice.ucsd.edu/</a></td>
</tr>
<tr>
<td>UCSD Events</td>
<td><a href="https://calendar.ucsd.edu/">https://calendar.ucsd.edu/</a></td>
</tr>
<tr>
<td>The Zone (UCSD’s Wellness Center)</td>
<td><a href="http://thezone.ucsd.edu/">http://thezone.ucsd.edu/</a></td>
</tr>
<tr>
<td>The Loft (Art and Performance Lounge)</td>
<td><a href="http://theloft.ucsd.edu/">http://theloft.ucsd.edu/</a></td>
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</tbody>
</table>