

Transfer Student Handbook

A GUIDE FOR UC BERKELEY TRANSFER STUDENTS



University of California, Berkeley
Transfer, Re-entry and Student Parent Center

100 Cesar Chavez Student Center
Lower Sproul Plaza
trsp . berkeley . edu
(5 1 0) 6 4 2 - 4 2 5 7

A Special Welcome to All New Transfer Students!

This handbook, developed by the **Transfer, Re-entry and Student Parent Center (TRSP)**, is designed to answer many of the questions you may have as you begin the transition to UC Berkeley. It provides useful tips and strategies on a variety of topics such as course selection, academic planning and making the most of your experience at Berkeley. In addition, we have provided information on campus resources, opportunities and services that will help enrich your student experience and prepare you for future endeavors.

How can I participate at TRSP?

- Attend new student transition workshops and events
- Enroll in transition courses available to new students for academic credit
- Talk with advising staff in drop-in and by appointment advising
- Participate in our academic strategy and campus resource workshops
- Meet and greet faculty at our Outstanding Faculty Brown Bag Series
- Develop leadership and mentoring skills through our internship opportunities
- Enjoy our community space for relaxing, studying and meeting students
- Learn about scholarship opportunities specifically designed for our community
- Join our list serve and receive weekly updates on services and opportunities
- Develop leadership through community join RTSA and/or SPA student associations

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A special thanks to the University Section Club and all the transfer student interns who helped make this handbook possible. For questions regarding the Transfer Student Handbook please contact Lorena Valdez at lvaldez@berkeley.edu or call (510) 643-6285.

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THE BEAR NECESSITIES: AS YOU BEGIN



- ✓ **Attend Calso:**
students
Although the orientation program for new is not mandatory, you are strongly encouraged to attend. Students learn about campus resources, meet with other students and advisors and register for courses. If you do not plan to attend the orientation program, you should let the Calso program know so that registration information can be sent to you at a later date.

- ✓ **Use the Tools of the Trade For Course Selection:** **Do your homework!**
 - The General Catalog:** For information on courses & curricula for each department. It includes major/minor requirements, course search, faculty lists, and links to departmental web sites. The UC Berkeley General Catalog is produced every 2 years and can be purchased at the campus book store. It is also available online: <http://www.berkeley.edu/catalog/>

 - The Schedule of Classes:** Course schedules for fall and spring semesters, as well as summer sessions. Also includes the final exam schedule. Only available on-line: <http://schedule.berkeley.edu/>

 - Departmental Websites:** For information on requirements for the major and other helpful tips

 - Wait Lists :What you need to know:** If you are on a wait list for a class and you wish to add the class to your schedule instead of choosing another class, you will want to make yourself known to the instructor and gauge from him/her what your chances are of getting into the class. Also, keep in mind that the higher you are on the wait list i.e.: #40 on the wait list of a 75 max enrollment course, the less your chance may be of getting admitted. If your number is relatively low on the wait list your chances may be greater. Talk to the professor and make yourself known but keep other options open.

- ✓ **Know the Difference Between College and Major Advising:**
The college can help you plan your academic program, suggest enrichment opportunities, check your progress toward a degree, and explain academic policies and procedures. Major or Departmental Advising can help with any advising related to your specific major.

✓ Learn Cal Lingo:

GSI: Graduate Student Instructor. Teaches the discussion section for a lecture course and is typically responsible for grading student work.

Reader: Usually a graduate student who is assigned to read midterm or final exams for the course. Some readers are required to post office hours while others are not.

Course Reader: This is a collection of essays, articles, and other documents that is compiled in a bound volume(s) and is considered required reading for the course. Most readers can be purchased at local copy centers near and around the campus. The course syllabus usually provides the information about where the reader can be purchased and how much it will cost, if not, check with the instructor.



✓ Be Aware of Your Academic Progress:

DARS- (Degree Audit Reporting System) DARS enables undergraduate students to monitor their academic progress toward their degree. It provides information on which courses you've taken to meet the requirements, which you can take to meet unfulfilled requirements, which ones you'd need to take if you change your major, and much more. To order: Click the DARS link on [Bear Facts](#). The report is sent by e-mail within 24 hours to your e-mail address on file.

✓ Familiarize Yourself With the Campus Internet Systems:

Telebears: An interactive computer system that allows you to enroll in classes via the internet: <https://telebears.berkeley.edu/telebears/home>

Bearfacts: Provides information regarding your registration, grades, financial aid billing, class schedule, and more at <http://bearfacts.berkeley.edu>

Bearlink: Portal for online student systems. Includes Bear Facts, Tele-Bears, Summer Tele-BEARS, the Course Web Site System, and Tele-Bears Drop Hotline. <http://bearlink.berkeley.edu/>

Airbears: Wireless service on campus: <http://cab.berkeley.edu/help/cd-help-mac/AirBears/connect-airbears.html>



ANSWERS TO FREQUENTLY ASKED QUESTIONS

(Courtesy of Student Life Advising/EOP Services, Fabrizio Mejia and the College of Letters and Science website)

Q: How do I find out which courses/units transferred from my community college and what college requirements were satisfied?

A: The College of Letters and Science will send out a Degree Audit Report identifying the requirements you have satisfied towards the end of your first semester at Berkeley. If, you don't receive it, see an L& S advisor in 113 Campbell Hall.

Q: What is the maximum number of transferable units from a community college I can use toward graduation

A: 70 Units. Anything above 70 units will receive subject credit only toward completing degree requirements.

Q: How do I find out what major prerequisites and major requirements were satisfied by my transfer courses?

A: Ask the major department you are interested in to evaluate courses you have taken at other institutions that might apply toward major requirements. Use the assist.org web site to verify which community college courses are UC transferable. Be sure to bring unofficial copies of your transcripts when you visit an advisor.

Q: How often should I see a college advisor?

A: See a college advisor at least once a semester to verify all completed requirements and ensure your progress towards your degree completion. Avoid any final semester surprises.

Q - Do most junior transfers with IGETC completed declare their majors during the first semester

A - Yes. Because IGETC completes the L&S Breadth Requirements, these students are able to concentrate almost exclusively on two things during their Cal careers: courses for the major and elective courses of special interest.

Q - What will happen if I do not declare my major during my first semester?

A - Your future registration may be delayed or blocked, and your eventual graduation may be delayed.

For more go to: <http://ls-advise.berkeley.edu/pyyac/transfer/igetc/major.html>

OTHER TIPS TO HELP YOU SUCCEED

- Enroll in Education 198: Strategies for Success at Cal* to help you navigate campus resources, services and opportunities, meet other students, and build support networks.
trsp.berkeley.edu
- Take a minimum course load in the first semester.* Give yourself a little breathing space and enroll in the minimum required units during your first semester.
- Take advantage of academic advising and planning,* make an appointment to see an advisor in your major and/or college. Review requirements for your major on-line before your meeting
- Learn about and participate in enrichment opportunities,* undergraduate research opportunities internships and more at www.ias.berkeley.edu/bpsa/
research.berkeley.edu
career.berkeley.edu
- Don't hesitate to visit your professors and gsi' during office hours.* Doing so will greatly improve your academic experience and may help you explore new options.
- Maximize your aid.* If your financial situation changes, during the year, be sure to explore your financial aid budget appeals options.
www.uga.berkeley.edu/fao/budgetincreases.html
- Buy Used Books:* Save on the cost of purchasing books by starting early. Used copies go quick. Compare prices with local vendors and explore book swap options and more at:
http://resource.berkeley.edu/r_html/r04_04.html
- Know your responsibilities.* Knowing the deadlines for adding and dropping courses is your responsibility, learn about college policies and don't hesitate to ask questions.
- To learn about scholarships,* visit The Scholarship Connection Office 301B Campbell Hall.
<http://scholarships.berkeley.edu>
- Visit the Student Learning Center (SLC)* for academic support services that include writing tutoring, math and science support and strategy strategy resources.
<http://slc.berkeley.edu>
- Get involved in campus life by joining a student organization.* Check out the Re-entry, Transfer Student Association and make new connections.
<http://students.berkeley.edu/osl/studentgroups/pubuc/index.asp>
- Work with other students.* Look for opportunities to join or create a study group. Maximize your chances for success!
- Join the Transfer, Re-entry and Student parent mail-list* to receive information on events, opportunities, scholarships and more. To join, follow the directions found on the TRSP web site: trsp.berkeley.edu
- Plan for the future.* It's not too early! Stop by the Career Center, learn how to prepare for jobs, graduate school internships, and more!
<http://ls.berkeley.edu/stepbystep/>
- What are the classes students recommend?
 For a list, go to:
http://resource.berkeley.edu/r_html/r09_03.html



TIPS FOR RE-ENTRY STUDENTS

Take Advantage of Orientations:

From the library system on campus to your academic department to the TRSP Center orientations- go with questions in mind to actively engage in these opportunities. Go to get a better feel for your options, resources, and sometimes hidden opportunities.

Take a Minimum Course Load in Your First Semester:

You may be used to tackling many units along with work and family, but Berkeley presents intensified challenges. Over-enroll in your units and then trim back until you have a manageable load. Take this positive momentum in your next term.

Consider Prizes and Scholarships Designed For Re-entry Students:

Within the TRSP Center alone awards range from the Osher Reentry Scholarship program to the Judith Lee Stonrach Prizes for Poetry and Prose, and the Beverly Mullins Memorial Scholarship as well.

Declare Your Major:

Thoughtfully consider your intended major and get well acquainted with your undergraduate advisor. What seems to be the primary emphasis of the department? Strive for making informed choices with your academic path and heed advice regarding course combinations.

Adult Learners In Higher Education

Your partner, family members often including children or grandchildren, and even friends know how hard you worked to earn this opportunity to study at the University of California, Berkeley. While this is certainly a privilege - know that what you bring to the university is as important as what you get from this process. That is just one of the beauties of being a re-entry student – you don't have to ignore or discount all of your professional, personal, and life experience. The goal: to integrate and use your family-cultivated life skills to make relevant and purposeful connections to your academic experience. One of the great opportunities available is to begin your studies at Berkeley with a one-unit transition course offered on a Pass/ Not Pass basis.

What else do we do in class? Students participate in this discussion based - forum to address specific issues facing re-entry adult learner during the transitional first semester at Cal. Course discussions and assignments are designed to refine study skills such as managing the heavy reading load, focusing on writing skills for Berkeley expectations, and balancing academics with personal and work environments. Many re-entry students have said that this course was essential to their success at Cal!

For section availability please visit: <http://trsp.berkeley.edu/courses.htm>

Coordinator: Ron Williams, 108 Cesar E. Chavez Student Center

Phone: 510.642.7417

TOP TEN TIPS FOR TRANSFER STUDENT PARENTS

(from fellow parents who have been there!)



- 1. Banish Guilt:** Your time at Cal is an investment in your family's future.
- 2. Just Say No To Self-Doubt:** It's not unusual to feel like an impostor, but there's been no mistake...you are exceptionally capable to have achieved an invitation to attend Cal while raising a family.
- 3. Plan Your Schedule With Your Children In Mind:** You've already proved that you're an overachiever...just by getting here! Cal's work load takes reading and study time to a whole new level, and you may need to take a reduced course load at some point to create a do-able balance between school and parenting. A minimum of eight(8) units is allowable in L&S, and as a Transfer Student you have six (6) semesters of financial aid eligibility, if needed.
- 4. Take a Student Parent Class:** It will provide a support network that you didn't know you needed.... and you may be surprised to find out just how important the support can be.
- 5. Prioritize:** By the day, by the hour. The semester is deadline driven and time is your biggest challenge. Something's got to give and only you can decide what can wait and what can't. When you need to put your family first, see if you can be granted an extension on a paper or assignment. It's okay to ask!
- 6. Avoid Getting Caught Up In The GPA Game:** GPA does not equal self-worth! Just do your best, and learn from the triumphs as well as the disappointments. Plus reduced stress and anxiety translate into enhanced academic achievement.
- 7. Make Full Use Of Campus Resources and Support Services:** You are purchasing student services whether you take advantage of them or not! Places like The Career Center (it's not just for finding jobs), Research Programs and Internships can make a big difference in your time at Berkeley, but you'll need to be proactive...they don't come to find you.
- 8. Take The Time To Understand Financial Aid:** Money can be a big source of stress, and you'll want to maximize the resources you have to support your college education. Make time to apply for scholarships and when you have to borrow remember ...you're a great investment!
- 9. Decompress:** Leave yourself time to just be you; hold on to some things you do just for fun (without class work, or the kids...this time becomes more and more important as the semester progresses).
- 10. Pace Yourself:** when you first get to Cal you may want to get through as fast as possible but pace yourself, you only get to do this once in a lifetime!



ACADEMIC ADVISING INFORMATION

Each of the six (6) colleges on the UC Berkeley campus produces a guide or handbook that provides students with invaluable advising information related to academic planning, requirements, college policies and procedures, degree completion and more.

This section below represents only a **small portion** of the overall information available in the Letters and Science “**Earning Your Degree**” guide. We strongly encourage you to familiarize yourself with this information in order to understand the range of your options, avoid unsatisfactory progress and/or academic difficulty.

If you are not in the College of Letters and Science, you should consult your department for the advising guide and review it carefully for information that will help you navigate requirements, grading options, declaring a major etc. Some policies and procedures may vary from college to college, so it is important to be familiar with your own college’s policies. You can download the complete Letters and Science guide at:

<http://ls-advise.berkeley.edu/fp/EYD.pdf>

CREDIT REQUIREMENTS FOR GRADUATION

- 120 Unit Minimum

You must complete at least 120 semester units to graduate.

You may take more than 120 units as long as you graduate in no more than eight semesters (counting all the institutions you have attended)

- 60 L&S Units

Of the 120 units it takes to graduate, you must complete at least 60 in L&S courses (courses offered by an approved major program in the College).

- 36 Upper Division Units (numbered 100-199).

- 6 Upper Division Units Outside Your Major Department

Of these 36 upper division units, you must complete at least six (6) units from courses offered outside your major department. Courses outside your major department that are cross listed with courses offered by your department may not be used to fulfill this requirement.

ACADEMIC PLANNING

Visit the department office of your intended major to review any prerequisites you may still need to satisfy. (You must declare your major by the end of your first semester).

Meet with a College advisor to determine whether you have satisfied all of the College’s breadth requirements. Remember always to bring copies of your transcripts when you meet with advisors.

Here is a sample program planning form from the College of Letter and Science.

http://ls-advise.berkeley.edu/fp/28Program_Plan.pdf

Students admitted to other colleges can find similar forms on the college web sites

PRIORITIES FOR CHOOSING COURSES

Here's what to complete, in order of priority:

1. Remaining prerequisites for your major (complete by the end of your first semester)
2. Upper division courses for your major
3. Remaining College breadth requirements*:
 - Quantitative Reasoning
 - Foreign Language
 - Reading and Composition
 - Seven-Course Breadth Requirement
4. American Cultures Requirement
5. Six (6) upper division units outside your major department
6. Electives, which might include:
 - courses of interest
 - professional preparation
 - internships
 - a minor



*You may have satisfied these requirements through IGETC or UC Reciprocity.

SCHEDULE PLANNING CHECKLIST:

http://ls-advise.berkeley.edu/orientation/EYD_TR2.html

http://ls-advise.berkeley.edu/orientation/EYD_TR3.html

TELEBEARS- ONLINE CLASS ENROLLMENT SYSTEM

Berkeley's automated enrollment system, Tele-BEARS, enables you to add and drop courses online. The system has three phases.

Phase I In Phase I, undergraduates can enroll in up to 10 units plus one (1) Physical Education activity course (courses numbered 1, 2, 3, 4, or 5) for a total of 10.5 units. *Units for waitlisted courses are included in these unit totals.* You are free to adjust your schedule as long as you stay within the 10.5/12.5 unit limit.

Phase II During Phase II, you can add courses up to the maximum number of units allowed by your college or school. (See [Courseload Regulations](#).) Units for waitlisted courses are included as part of your unit total. Phase II is your first opportunity to add more classes so that you can attain a full course load.

The Adjustment Period You can continue to adjust your schedule via Tele-BEARS during the Adjustment Period, which begins the week before the beginning of instruction. The ending date of the Adjustment Period (i.e., how long Tele-BEARS is available for a particular function) varies according your college or school affiliation, whether you are an undergraduate or graduate student, and the transaction you wish to accomplish.

A \$10 fee is charged for each class dropped after the second week of instruction (undergraduates) and after the third week of instruction (graduate students). A \$5 fee is charged to all students for each class added after the third week of instruction.

For more information on when you can access tele-bears, adjustment periods and other rules go to: <http://registrar.berkeley.edu/StudentSystems/tbinfo.html#what>

MAXIMUM ALLOWABLE UNITS FOR CERTAIN TYPES OF COURSES:

16 units of special studies courses numbered 98, 99, 197, 198 and 199 (please consult the Earning Your Degree Guide for additional guidelines) <http://ls-advise.berkeley.edu/fp/EYD.pdf>

WHEN TO DECLARE A MAJOR

Transfer students: You must declare a major by the start of your second semester, or the College may block your registration. Ask the major department that you are interested in, to evaluate courses you have taken at other institutions which might apply toward major requirements. Make sure that during your first semester you take any prerequisites that you lack for your intended major. Always bring copies of your transcripts (official or unofficial) with you when you visit a major department.

FILE A PETITION TO DECLARE A MAJOR

You must file a Petition to Declare a Major, even though you have already indicated your desired major on the application for admission to the University. Indicating a major on your application does not guarantee admission to the major. To enter a major, you must file a Petition to Declare a Major, which is available at the departmental offices. Before filing, inquire how to proceed at the department office of your chosen major—some large departments accept petitions only at certain times during the academic year. Before admitting you to the major, the department will assess whether you have fulfilled the prerequisites and met the grade-point requirements for the major.

CHANGING MAJORS

Consult an advisor in the College if you are considering a change of major. Keep in mind that a change in major is possible if it will not extend your enrollment beyond 130 units. An advisor will help you determine if a change in major is possible.

GUIDELINES FOR DOUBLE MAJORS

You may not declare an additional major during the last semester before graduation.

To declare a double major, you must submit a Double Major application, signed by each major adviser, to the Office of Undergraduate Advising, 113 Campbell Hall, where it will be reviewed by a College adviser for final approval.

- You must have satisfied departmental criteria for declaring a major and be in good academic standing (2.0 grade-point average or higher).
- You may use no more than two upper division courses to satisfy requirements of both majors.
- A double major will not be approved if you will have completed more than 136 units before your last semester.

KNOW YOUR CAMPUS



The Six Colleges:

Hass School of Business:

S450 Student Services Building

<http://www.haas.berkeley.edu/>

(510) 642-1421

College of Chemistry:

420 Latimer Hall

<http://chemistry.berkeley.edu/>

(510) 642-5060

College of Engineering:

308 McLaughlin Hall

<http://www.coe.berkeley.edu/>

(510) 642-7594

College of Environmental Design:

232 Wurster Hall

www.ced.berkeley.edu

(510) 642-0832

College of Letters and Science:

113 Campbell Hall

<http://ls-advise.berkeley.edu/>

(510) 642-1483

College of Natural Science:

245 Mulford Hall

<http://cnr.berkeley.edu>

(510) 642-0542

Big "C": On March 18, 1905, the class of '07 and '08, then Freshmen and Sophomores, joined together to build a "C" in the hills by Berkeley. This was the end of the "Rush"; the Freshmen and Sophomores worked together for the first time, rather than fighting against each other. It was traditionally the sophomore's responsibility to take care of and guard (particularly when Stanford students may try to wreck it before a big game) the "C," and every Charter Day there was a ceremony in which the deed was transferred from one sophomore class to the next; the deed disappeared in the move to Doe Library.

Ludwig's Fountain: A Short-Hair Pointer named Ludwig became Cal's unofficial mascot in 1960. Right after the new Student Union building was completed, he would spend his days hanging around the Dining Commons but then quickly found the fountain near Sproul Hall. He became famous for spending his days playing with students around the fountain and leaving for home promptly at 5:30pm. He was so popular, in fact, that the Regents named the fountain after him in 1961! But all this lasted only until the fall of 1965, when his owners moved to Alameda.

"Oski": At first, Cal students wanted to use a bear cub as their mascot: a real-life bear to cheer on their students during the football games. As the cubs grew, this idea was quickly and wisely abandoned. In 1941, however, a student inspired by William Rockwell '48 came to the game dressed in a padded size 54 yellow sweater, blue pants, oversized shoes, large white gloves, and a papier mache head caricature of a bear. And thus we have the Oski we know and love today.

The Campanile: An enduring symbol of UC Berkeley, Sather Tower, known as the Campanile, was completed in 1914 and stands 307 feet tall. An elevator ride to the observation platform at the 200 foot level provides visitors with a spectacular view of the entire Bay Area and of the campus. The Campanile houses a sixty-one bell carillon.

STUDENT SERVICES

Transfer Re-entry and Student Parent Center

advising, transition courses, resource workshops and a community center.
100 César Chávez Student Center
transfer.berkeley.edu
(510) 643-6285

Student Life Advising Services/EOP (SLAS)

academic planning/advising for students who have participated in outreach programs.
(510) 642-4257
<http://slas.berkeley.edu>

Student Learning Center

tutorials, study groups, drop-in writing and study strategy resources.
(510) 642-9494
<http://slc.berkeley.edu>

Disabled Students' Program (DSP)

services, resources and accommodations.
260 César Chávez Student Center
University of California, Berkeley
(510) 642-0518
<http://dsp.berkeley.edu>

Academic Achievement Programs

services for low-income and first generation students interested in pursuing graduate school. 2515 Channing Way Berkeley, CA 94720-2410510) 642-7935
<http://www.aad.berkeley.edu>

University Health Services

(Tang Center, 2222 Bancroft Way; Prevention, (510) 642-7202; Counseling, 642-6074; Counseling Services, 642-9494; Medical Care, 642-3188) and more <http://uhs.berkeley.edu>

New Student Services

Calso, Welcomed Week, and The Resource Guide.
2515 Channing Way, (510) 642-4970
Orientation Program (Calso)
<http://students.berkeley.edu/nss/>



Housing

residential and student services programs
2610 Channing Way
(510) 642-2456

Financial Aid Office

budget appeals, work-study, electronic fund transfers and more
250 Sproul Hall
(510) 642-6442

Office of the Registrar

transcripts, residency, grades, diplomas and more 642-2261
<http://registrar.berkeley.edu>

Services for International Students and Scholars (SISS)

advising on immigration matters, financial aid, work permission, and personal concerns.
International House, 2299 Piedmont Ave
(510) 642-2818
www.ias.berkeley.edu/siss

Career Center

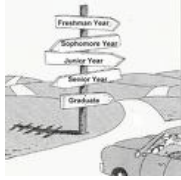
career and professional and/or graduate school planning, internships, jobs, and more
(career.berkeley.edu; M-F, 9am-5pm; 2111 Bancroft Way, between Fulton and Shattuck; (510) 642-1716

Education Abroad Program

study and travel abroad
160 Stephens Hall
www.ias.berkeley.edu/bpsa/
(510) 642-1356

Gender Equity Resource Center

(advocacy and support)
202 César Chávez Center
<http://students.berkeley.edu/sas/geneq/>
(510) 642-4786



ACADEMIC SUPPORT



Student Learning Center

The primary academic support service for students at Berkeley is the SLC. The center helps students navigate the academic terrain, create networks of resources, and achieve academic, personal and professional goals. For more information on these services and others visit slc.berkeley.edu

- **The Writing Program** offers by-appointment and drop-in writing tutoring for students taking 1B level courses and above. <http://slc.berkeley.edu/writing/>
- **Drop-in Academic Advice** offers sit down one-to-one time with a peer who is trained to listen, share experiences and strategies, give advice, and make referrals on a wide array of issues affecting Cal students like you. Get assistance with: time management, procrastination and goal setting, learning and study strategies, health, well-being and balance, personal and social issues
- **Individual Appointments** offers consultation with one of the Study Strategies Program coordinators to enhance your skills and strategies as well as develop a plan of action to achieve academic and personal goals. Come in to get assistance with: time management, procrastination and goal setting, reading, note taking, writing, and exam prep. Contact Nic Voge (nicvoge@berkeley.edu, 643-9278) or Gonzalo Arizon (imp8@berkeley.edu, 642-1330).
- **Skills Workshops** the SLC offer's one-and-a-half-hour, hands-on workshops aimed at enhancing your skills and strategies in a variety of academic areas, including: Writing, Reading, Public speaking, Lecture note taking. No sign-up is necessary; just go to the location indicated.
- **Services for Non-Native English Speakers (NNS)** (510) 642-9908. The Student Learning Center offers additional support for NNS writers, including grammar and word choice help, editing practice, and assistance with critical reading. For more information, contact the Writing Program Coordinators, Alberto Ledesma (643-5737) or Carolyn Swalina (643-9908).

The Student Learning Center is located in the Cesar E. Chavez Student Center

Hours:

M-Th 8am-6pm

F 8am-5pm

Front Desk Phone: 510.642.7332

Academic Achievement Programs (AAP)

<http://www.aad.berkeley.edu/>

AAP provides advising and academic support for program-eligible, first generation college, low income students.

2515 Channing Way Berkeley, CA 94720-2410

Monday - Friday 9:00 am - 4:30 pm

College Writing Program:

<http://www-writing.berkeley.edu/>

112 Wheeler Hall #2500

hours: M-F 8-12 and 1-4:30 tel: 510.642.5570 fax: 510.642.6963

The College Writing Program is part of Undergraduate and Interdisciplinary Studies, and serves as a resource on writing and writing instruction. They offer undergraduate and graduate courses, public programs, and resources to promote writing and the teaching of writing across campus.

Services for international Students and and Scholars (SISS)

siss@berkeley.edu

2299 Piedmont Avenue (at International House), UC Berkeley,
Berkeley CA 94720-2321

(510) 642-2818

SISS works with international students only after they have been admitted to the university. They can help with immigration matters, financial aid, work permits, advising on personal concerns and other topics of special interest to international students.

The Academic Centers in the Residence Halls

<http://academiccenters.berkeley.edu/tutoring/>

The Academic Centers provide writing, math, physics and chemistry tutoring for students living in residential housing.

Research Advisory Service.

<http://www.lib.berkeley.edu/doemoff/ras.html>

This service is located in the Doe Reference Center on the second floor of Doe Memorial Library. Students can make half-hour appointments for assistance with library research projects in the humanities and social sciences.

Student Honor Society Some honor societies provide tutoring services. Explore the Engineering Honors Society: [Chi Epsilon](http://www.ce.berkeley.edu/~xe/), (<http://www.ce.berkeley.edu/~xe/>) and [Tau Beta Pi](http://tbp.berkeley.edu/) (<http://tbp.berkeley.edu/>). Some honor societies have test file databases.

LOOKING FOR 1-3 UNIT CLASSES?

If you are in the College of Letters and Science, you need to have at least 13 units by the end of the 5th week of the semester in order to be considered a full-time student. Permission to fall below the minimum must be approved by an advisor.

De-Cal

<http://www.decal.org>

DeCal is an organization run for Cal students, *by* Cal students. Last semester De-Cal offered **over 100** courses ranging from 1-4 units. Some examples of course titles include; South Park De-cal, The Simpson's and Philosophy, Blackjack and Poker, Assyrians: The Forgotten Ones, Stem Cells: Science and Society and many others.

Stiles Hall

info@stileshall.org

2400 Bancroft Way

Berkeley, Tel: (510) 841-6010

Stiles Hall, founded in 1884, is a private, nonprofit agency dedicated to serving the broader community while enriching the lives of University of California, Berkeley students. The agency's mission is

- To help low-income, inner city youth to stay in school and succeed.
- To engage University students in meaningful community service.
- To promote lasting interracial understanding, especially among future community leaders.
- To remain a center for real community, hope and democratic values.

Academic credit positions available

Cal Corps Public Service Center

<http://students.berkeley.edu/osl/calcorps.asp>

A wide variety of internship opportunities available for credit. Some examples include; Outreach Programs, elementary school tutorial programs, ASUC Renter's Legal Assistance. The Cal Corps Public Service Center engages the University and the community in reciprocal partnerships to create educational programs for students, to promote leadership through service, and to foster social justice and civic engagement. **Alternative Breaks** - Take a service trip during your winter or spring break, and get units. **Bears United in Literacy Development** - Be a literacy tutor for elementary age children at local schools throughout the East Bay. **Cal in Berkeley Student Internship Program**- Get an internship in local non-profit or government office to make a direct impact in the City of Berkeley, Berkeley Unified School District, and local community-based organizations while getting units and gaining vital skills for all professions. **Social Issues, Social Action** - Get units for a semester-long volunteer commitment while learning about social issues.

Research Opportunities

<http://research.berkeley.edu>

There are many research programs that give undergraduates the opportunity to work with faculty on a research topic or create one of their own. If you're interested in graduate school or you simply want to further your analytical thinking skills on a topic of importance to you, this may be right for you. Research lets you participate in the exciting process of seeking answers which are of interest to you. This opportunity will let you make a contribution to knowledge and to pursue something that you could really be proud in doing. Apprentice within the Undergraduate Research Apprentice Program (URAP) or Engineering's Undergraduate Research Opportunity Program (URO). Consider a research proposal by attending research workshops you could learn how write a research proposal. (Schedules at the research web site). Academic credit is available for many research opportunities.

Political Science 179 (1 units, P/NP)

Undergraduate Colloquium on Political Science: A lecture series which introduces undergraduates to political issues facing the state of California, the United States, or the international community. Class meets one hour a week, and often consists of guest speakers. The speakers bring life into modern issues which brings in much diversity.

Education 97/197 (1-4 units, P/NP)

<http://www.bpef-online.org/volunteers.html>

Tutoring in Assigned Classroom:

- 1 unit = 3 hours per week (45 hours total)
- 2 units = 6 hours per week (90 hours total)
- 3 units = 9 hours per week (135 hours total)
- 4 units = 12 hours per week (180 hours total)

Students can earn units by tutoring in local Berkeley public schools by enrolling in a BSV section (2-8) of Education 97/197. First register at the beginning of fall or spring semesters at Tolman Hall (see schedule on site above). A one-semester commitment requires: attendance at one Ed 97/197 workshop; at least three hours a week in a classroom; a daily journal; and a short final paper.

Engineering 198 Distinguished Innovator Lecture Series (1 units, P/NP)

<http://cet.berkeley.edu/speakers.htm>

Originally a UC Berkeley College of Engineering class to introduce undergraduate engineers to entrepreneurship via real-life accounts from today's foremost entrepreneurs, the series is now open to all students and also includes venture capitalists and corporate innovators.

The format of the lecture will vary at the option of the speaker. Most speakers prepare about 30 minutes of remarks, followed by 20 minutes of Q & A with the students. Other speakers who prefer not to have prepared remarks will conduct their lectures through an "interview" format with a faculty member.

HERE'S HOW TO MAKE THE MOST OF YOUR CAL EXPERIENCE

- ❑ **Set Realistic Goals:** As you get ready to begin, set some goals and identify steps to help you meet them. Keep your goals realistic and be ready to prioritize.
- ❑ **Don't obsess about your GPA:** Grades are important but they are not everything. Don't mistake grades for self worth. Do your best and keep moving forward.
- ❑ **Don't do this alone:** Avoid working in isolation. Look for opportunities to work with others including students, instructors, graduate students, advisors and campus support staff. Students who work with other students do better academically.
- ❑ **Use Resources:** Identify resources that complement your goals and then utilize them!!! Using resources will help you get to the places you want to go.
- ❑ **Don't sit back, get involved in campus life:** With over 500 different clubs you are bound to find something interesting. Meet other students and network. Go to student.berkeley.edu/sas/ for more information on campus clubs.
- ❑ **Study or intern away from campus:** Programs such as Education Abroad and Cal-in-the-Capital offer students the opportunity to study abroad and gain international experience. For more information: Education Abroad: www.ias.berkeley.edu/bpsa-Cal in the Capital: <http://www.ocf.berkeley.edu/~citc/> Washington Program: <http://ucdc.berkeley.edu/>
- ❑ **Get involved in public service:** Cal Corps Public Service Center, Stiles Hall and YWCA at UC Berkeley help students to participate in community service. Visit their websites for more information: <http://calcorps.berkeley.edu>, www.stileshall.org, and www.ywca-berkeley.org
- ❑ **Meet your professors:** Your professor's can provide you with many academic and career insights. Take advantage of their knowledge and expertise. Use office hours!
- ❑ **Prepare for the future:** Make your Cal experience work for you, strengthen your resume by getting involved in a variety of enrichment opportunities. Use the Career Center services to help you with career planning.
- ❑ **Have fun:** Cal Performances offer students half off on performance tickets with a valid ID:<http://www.calperfs.berkeley.edu/> For information regarding tickets for athletic events, visit <http://www.calbears.com/>. SUPERB shows movies on most Fridays for \$3(students) and sometimes offers sneak previews. <http://www.ocf.berkeley.edu/~superb/> The Pacific Film Archive has an amazing film collection. For more information go to: www.bampfa.berkeley.edu
- ❑ **Get and Stay Fit:** The Recreational Sports Facilities (RSF) is available for individual workout, fitness classes, intramural sports and general recreation. Contact information for the RSF front desk: (510) 643-8038

FINANCIAL AID INFORMATION



- ✓ File your FAFSA or FAFSA Renewal every year. Deadline, March 2.
- ✓ You can update/change your addresses on Bear facts. Keep your addresses updated at all times. Berkeley students can access their on-line Offer Letter at the "Students" section of the [Bear Facts](http://bearfacts.berkeley.edu) web site (<http://bearfacts.berkeley.edu>). After logging into the Financial Aid section, you will see a button for "Financial Aid Offer Letter." The on-line Financial Aid Offer Letter is available Monday through Saturday from 7:00 a.m. until 7:00 p.m. and Sunday from 12 noon to 7:00 p.m. The Offer Letter displays the information currently in our System. The financial aid on-line Offer Letter allows you to:
 - access an up-to-date view of your financial aid awards
 - view important messages regarding your personal financial aid awards
 - learn if your offer letter is incomplete and what documents you must submit to complete your application
 - accept or decline your awards
 - report additional resources that you expect to receive, such as scholarships and fellowships these resources will replace dollar for dollar any work study and subsidized loan(s)
 - make corrections to your enrollment plan and/or expected graduation date
 - check to see if your EFT (Electronic Fund Transfer) is active
- ✓ Sign up for **EFT** (Electronic Fund Transfer) at <http://eftstudent.berkeley.edu> It expedites refund(s)
- ✓ 87% of students get EFT. Students not on EFT have to stand in long, long lines for their refund check
- ✓ You may expect your refund(s) the week before the first day of instruction, if and only if, your file is complete, you've enrolled in 6.5 units, accepted your loans and you have no block(s).
- ✓ Administer your refund wisely. You are responsible for the payment on any charges to your CARS account. More aid than expenses= refund. Less aid than expenses = CARS bill.
- ✓ You will be notified via e-mail of any changes to your awards. Keep track of these changes.
- ✓ In later versions, you will also be able to convert between loan and work study awards.

- ✓ **SAP** (Satisfactory Academic Progress):
<http://students.berkeley.edu/fao/sapdoc.html>
To remain eligible for financial aid, you must meet these satisfactory academic progress requirements:
 - You are only eligible for financial aid for a specified number of semesters
 - You must receive passing grades in a minimum number of units each
 - You must keep your semester and over-all grade point average at or above the level deemed satisfactory by your college

- ✓ **Underenrollment** <http://students.berkeley.edu/fao/underenrollment.html>
Students not enrolled full time* by the end of the 5th week of the semester may have to pay back all or part of their Pell Grant or Cal Grant B stipend. See the "[Pell Grant](#)" or the "[Cal Grant](#)" section for more details.
* Check with your college to find out how many units is considered full-time.

- ✓ Forms related to missing documents and appeals are found at
<http://students.berkeley.edu/fao/forms-2006.html>
Use the scroll bar to locate the form that you need. Double click on the form and print.

- ✓ **CARS**: Campus Accounts Receivable System. All students are assigned a financial aid account through CARS. This system is linked to your financial aid. Financial aid awards will be applied to your CARS account. Your grants, scholarships and loans you accept will be used to pay off any university bills or charges in the following order before a refund is generated:
 - Registration fees and tuition
 - On-campus housing for the term
 - University Village Housing: It will only pay those charges that appear on your CARS account at that time, thus you will be receiving a refund. It is up to you to budget your refund to pay your remaining charges for the semester.
 - Telephone charges
 - Miscellaneous charges, i.e. RSF Gym membership, CalSo, library fines, etc.

- ✓ Emergency loan program-Emergency Loans are available from the begin date to the last business day of each semester.
<http://www.uga.berkeley.edu/fao/emergencyloans.html>

- ✓ The summer after your first semester is considered part of the year's award. Apply as early as April, you can apply for summer aid at: <http://summeraid.berkeley.edu>

- ✓ Registered means paying at least 1/5 or 20% of your semester term registration fee

HOUSING



Housing is Guaranteed to all fall transfer admits, not applying to student family housing, who apply by the deadline. You must adhere to all deadlines and a [residence hall or apartment](#) offer will be emailed in late June. Spring admits are not guaranteed housing in university sponsored residential living. For more information see: housing.berkeley.edu

Some housing options designed for transfer students:

1. **Spens Black Hall** at the Unit 3 Complex houses 250 transfer and upper division students offering double and triple occupancy rooms. When Unit 3 fills, transfer students are assigned to other residential living complexes within the system.
2. **Channing Bowditch Apartments**, located at 2535 Channing Way, offers upper division undergraduate housing. The building lodges 226 students and 4 student staff in single gender 4 bedroom, 2 bedroom and townhouse apartments. Most apartments are 2 bedrooms with double occupancy bedrooms, shared kitchen, bathroom and living room. In-room data lines are available. Meal plan is not included.
3. **Yori Wanda Apartments**: located in the Unit 2 Complex, houses 186 students and 4 student hall staff in double and triple single gender apartments.
4. **Student Family Housing** UC Berkeley 2610 Channing Way Berkeley, CA 94720-2272 Phone: (510) 642-4109 Email: apts@berkeley.edu

Living in Family Student Housing is the perfect opportunity for students to enjoy all the benefits of an organized, family community. The University of California offers two Family Student Housing sites named [University Village \(including East Village and New West Village coming in Summer 2006\)](#) and [Smyth-Fernwald](#). Over the years, these sites have become active, supportive communities for **registered UC Berkeley students** juggling family and educational responsibilities.

Other options:

Cal Rentals- (fee involved) Cal Rentals is a service offered by Residential and Student Service Programs that assists you with making informed choices about the various housing options available to you. In addition to providing housing counseling, Cal Rentals offers a rental listing service for students who want to live off-campus in Berkeley or one of the surrounding communities. For more information see the web site <http://calrentals.housing.berkeley.edu>

CO-OPS (USCA) CO-OP University Students' Cooperative

Association <http://www.usca.org> The University Students' Cooperative Association is a private, nonprofit housing alternative owned and operated by its student members, not by the University. The Co-op system houses over 1200 students in 20 two- and three-story houses and apartment buildings. The various "personalities" of each Co-op exemplify the diversity of lifestyles at Berkeley. Each house is independently managed by elected house members, and every member contributes work shift time to running the Co-op. There are two co-ops for women only, a vegetarian house, a gay lesbian bisexual transgender theme house and also an African American theme house.

Application Procedure

<http://www.usca.org/understand/thecoops/conv.php>

You should apply to the Co-ops immediately, without waiting for notification of Berkeley admission, as assignments are made on a first-come, first-served basis. You may apply at any time and must submit a \$60 deposit (\$35 for Educational Opportunity Program {EOP} students). The \$60 consists of a \$50 refundable deposit and a \$10 non-refundable application fee. If you join the Co-op, the application fee is credited to your membership fee. For an application and more information contact **USCA Office** 2424 Ridge Road Berkeley, CA 94709 (510) 848-1936, **e-mail: housing@usca.org**

The Convent, 1601 Allston Way in Berkeley is a student co-op providing housing for 25 re-entry and graduate students. Formerly occupied by nuns, the facility has large communal areas, and all rooms are singles (applications: USCA; 2424 Ridge Road; 848-1936).

The Hillegass Parker House, 2545 Hillegass in Berkeley houses graduate, re-entry students, visiting scholars, and faculty (UC Berkeley and other colleges/university's). Students need to verify their eligibility before they can be assigned. The house has 57 single bedrooms. The contract period is for the full academic year (Fall and Spring) with the option to cancel the Spring portion of the contract by November 9 without penalty. The price includes utilities, and full access to a large common kitchen stocked with dishes, utensils, pots, pans, etc.. Food is not included in the rent. The work-shift requirement at the House is 2.5 hours per week.

International House

<http://ihouse.berkeley.edu> Established in 1930, International House (I-House) is a residence and program center for more than 600 students, primarily at the graduate level. Half of the residents are from the U.S.A. and the other half represent over 60 countries. I-House activities are designed for intercultural exchange through sports, dances, tours, and weekend outings. Please visit our web site at <http://ihouse.berkeley.edu> Please note that applications for fall semester are available in early spring. Contact: Admissions Office, International House 2299 Piedmont Avenue, (510) 642-9470, Fax (510) 642-5220, or **e-mail: ihres@berkeley.edu**

Craigslist- San Francisco/Bay Area

<http://www.craigslist.org/>

Provides local listings for available housing throughout the bay area. A wide range of options including,

apts / housing rooms/shared, [sublets / temporary](#), housing wanted, [housing swap](#) [vacation rentals](#), [parking / storage](#), No fees involved.

RESIDENCY



California Residency for Tuition Purposes:

Establishing California Residency for tuition purposes can be a challenging task at Cal especially as a Transfer Student. At the community college, the rules for establishing California residency for tuition purposes are different and more relaxed than what they are at UC Berkeley. You might have attended a California Community College as a non-resident for the first year but then achieved residency status the following year, however, when transferring to Cal, you can suddenly be classified as a non-resident for several reasons. If you are classified as a non-resident when you transfer to Cal and want to appeal that decision, talk to staff and students at TRSP and at the Student Advocate's office who can help you with your specific case.

Steps of the Appeal process:

- ❖ Do your homework: Read and know the laws concerning how Residency for tuition purposes is established. Check out the California Education Codes website. For a list of Education codes pertaining to the establishment of residency at University of California, also talk to the staff members at the Transfer Center.
- ❖ Talk to people who have already gone through the process. Again, the TRSP center and the Students Advocate Office can help in this area.
- ❖ Gather all the required and supporting documents for your case. This may include statements from your community college, financial receipts, bills, bank statements, etc. If you need supporting statements from individuals, have them notarized to make them official documents.
- ❖ Writing the letter of appeal should be done in a *professional* matter. Make an appendix of all of your supporting documents and refer to them in your letter. State your argument clearly and substantiate with evidence.
- ❖ The Campus Residency Office is located in 36 Sproul Hall. The website provides useful information on the policies governing residency:
<http://registrar.berkeley.edu/Residency/legalinfo.html>
You can also find answers to frequently asked questions like:
What is the Statement of Legal Residence? How long will it take? When is it due? How do I complete the Online SLR? What happens after I complete the Online SLR? Questions?

Residence Affairs Office of the Registrar UC Berkeley, 36 Sproul Hall,
Berkeley, CA 94720-5404
510.642.5990
Counter hours: 10-3, M-F

TRANSPORTATION RESOURCES



Public Transportation:

AC Transit

What is AC Transit?

The Alameda-Contra Costa Transit District is a bus line that serves 13 cities and nearby areas in Alameda and Contra Costa counties. There are several AC Transit stops around the UC Berkeley campus that are accessible for riders.

(For schedules and maps, look at the AC Transit web site below.)

Unlimited Rides with Class Pass

With a Class Pass, Cal students get unlimited rides on the AC Transit.

You may pick up your Class Pass at the Cal 1 Card office located in Lower Sproul Plaza. Be sure to bring with you your Cal Photo ID card. You can also get your Class Pass online, through the Class Pass Distribution System web site.

Websites: AC Transit: <http://www.actransit.org/>

Class Pass: <http://pt.berkeley.edu/classpass/>

Class Pass Distribution System: <http://sis.berkeley.edu:7778/classpass/>

Bear Transit:

What is Bear Transit?

UC Berkeley's shuttle system free* for everyone including the community!

*Except for the RFS Line.

Night Safety Shuttle:

365 days a year, between 7:30 pm to 2:00am, you can ride the Night Safety Shuttle for free! The shuttle runs from certain stops on campus to BART, Clark Kerr campus and residence halls. (Refer to the Bear Transit web site for Night Safety shuttle routes)

To-Your-Door Shuttles

Stop at selected places and will drop you anywhere within service boundaries. (Refer to the Bear Transit web site for [To-Your-Door](#) shuttle routes and service area boundaries)

Owl Service (510) 642-6760

The [Owl Service](#) runs between 3:00am to 6:00am, and will pick you up and drop off passengers by phone request within their service boundaries. (Refer to the Bear Transit web site for service area boundaries)

Web site>> Bear Transit: <http://pt.berkeley.edu/beartransit/>



BART:

BART Website: <http://www.bart.gov>

BART stands for Bay Area Rapid Transit and is a bay area subway system that can take you as far as San Francisco, Fremont, Pittsburg, Pleasanton, and Richmond. For more details on where BART stops, look at their website.

Free Parking

Some BART stations have FREE parking! Richmond, El Cerrito Del Norte, El Cerrito Plaza, North Berkeley, Ashby, and MacArthur.

Round-trip rate from these BART stations to Downtown Berkeley (the closest stop to UC Berkeley) is \$2.50 (5 days/week = \$12.50/week = approximately \$50/month)

Parking for Car Commuters

Student Parking Permits

To qualify for a permit, you must be a currently registered student at UC Berkeley, living outside of a two-mile boundary from campus. Because permit rates vary by time periods, parking areas, and permit types, access the website to find out which permit you may qualify for.

Tips- Even with a permit, you're still going to have to *find* a parking space! If you aren't going to be on campus early in the morning, be prepared to spend some time looking for a parking space later on in the morning and through the early afternoon.

Parking Permit: <http://pt.berkeley.edu/Parking/Permits/Students/index.html>

Permit Rates: http://pt.berkeley.edu/Product_List/index.html

Street Parking (Meters)

Parking on the street and paying by the meter is also an option for drivers.

But be aware that space is limited. Give yourself enough time before class to find parking, and be aware that meters range from 30min, 1 hour, and 2 hour limit.

Costs are 25 cents = 20 min (as of Fall 2005).

2 hours/day = \$1.50/day (5 days/week = \$7.50/week) (approximately \$30.00 per month)

Residential Parking Permits

The permit must be purchased by a Berkeley resident.

- Annual Residential Permit: \$30
- 1 Day Visitor Permit: \$2 (limit 20/year)
- 14 Day Visitor Permit: \$20

Public Parking Lots

Sather Gate Garage

2431 Channing Way (2 blocks from campus!)
Mon-Sat 7:00am to 1:00am, Sun 8:00am to 10:00pm

Center Street Parking Lot

2025 Center Street (between Milvia and Shattuck)
Mon-Fri 5:15am to Midnight, Sat 7:00am to Midnight, Sun 12:00 Noon to Midnight

Berkeley Way (Metered Parking Lot)

Henry (One Block North of University).

112 Duncan Parking Meters that allow for parking of two or four hours.

Oxford Street Lot

Oxford Street (between Allston Way & Kittredge Street)

Mon-Sat 8:00am to 12:00am

Parking Alternatives

Storage Lot Parking:

If you are a Cal Student with a car living in downtown Berkeley, you can park your car three (3) miles from campus, at the Storage Lot Parking for \$30.00 per month.

For more information, contact:

University Parking & Transportation Office
2150 Kittredge Street (510) 643-5790

City Car Share :

Reserve cars at any of 40 locations in the bay area for \$4/hour and 44 cents per mile, including gas, insurance, and reserved parking.

-Membership cost \$10/month.

- Application fee of \$30 and a refundable deposit of \$300.

- make reservations online or by phone, last-minute or up to three months in advance.

- no paperwork, no lines

- fill out an online application

- must be 21 years old with a valid driver's license,
two years of driving history and a good driving record.

-Website >> City Car Share: <http://www.citycarshare.org/>

Berkeley/Oakland map: <http://www.citycarshare.org/crm/maps/eastbay/33.shtml>



STUDENT RIGHTS AND RESPONSIBILITIES



Students Advocate Office

The Student Advocate's Office (SAO) is an executive, non-partisan office of the student government at UC Berkeley. We offer representation, help, and advice to any student or student group involved in a dispute with the University. We provide assistance for a broad variety of problems, including conduct violations, grade disputes, enrollment issues, financial aid problems, establishment of residency, discrimination, and harassment. All assistance is free and confidential. 204 Eshleman Hall, 642-6912

<http://advocate.berkeley.edu>

Ombuds for Undergraduates

The Office of the Ombudsperson for Undergraduates provides informal and impartial conflict resolution services. The Ombudsperson operates as a designated neutral and independent agent of justice in University related matters, including academic as well as administrative concerns. All matters referred to this office are held in strict confidence. The only exceptions, at the sole discretion of the Ombudsperson, are cases where there appears to be imminent threat of serious harm. (appointment; 642-5754)

Student Legal Services

The Attorney for Students can advise you regarding your legal rights and obligations if you have a problem with or question about the law. The attorney is available on Mondays, Tuesdays, and Wednesdays, 10am to 4pm, during the fall and spring semesters and on Tuesdays, 10am to 3pm during the summer. You need your current Cal Photo ID for an appointment for free consultation. For an appointment, call (510) 642-5171 or stop by 102 Sproul Hall. If you require legal representation, you will be referred to the appropriate resources.

Student Judicial Affairs

Examples of Academic & Non-Academic Violations of the Berkeley Campus

Code of Conduct

Academic Violations

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. Furnishing false information in the context of an academic assignment. Creating an improper academic disadvantage to another student or an improper academic advantage to oneself. Interference with courses of instruction. Theft or damage of intellectual property. Selling or distributing course lecture notes or other materials without the express permission of the instructor. For more information please visit the Office of Student Life: **Student Judicial Affairs Address:** 326 Sproul Hall, 510.643.9069: **Email:** osc@berkeley.edu

INFORMATION FOR CAL VETERANS

Claim and confirm your VA benefits with the university ASAP

Since UC Berkeley must verify all VA benefits paid to students, reporting and confirming your chapter benefits early is key to receiving prompt payments. Visit Michael Cooper in the Office of the Registrar (120 Sproul Hall) to turn in your DD214 or NOBE (Notice of Basic Eligibility) form. At that time, Michael Cooper will provide you with a “Request for change of Program or place of training form.” Since the office can certify benefits 30 days before the beginning of the semester, plan on completing this process in early July.

Students receiving Chapter 35 Dependent Educational Assistance should visit Michael Cooper in the Office of the Registrar (120 Sproul Hall) to turn in provide the certificate of eligibility including the file number for their veteran parent.

Get to know your Cal veterans advocates throughout campus

Visit the following site to familiarize yourself with the growing list of campus advocates who are ready to assist you with making the most of your Berkeley experience:

<http://trsp.berkeley.edu/veterans.htm>
[Veterans Services - Office of the Registrar](#) /
[Transfer, Re-entry, and Student Parent Center](#) / [New Student Services](#) /
[Office of Undergraduate Admissions](#) / [Financial Aid](#) /
[Counseling and Psychological Services](#) / [Disabled Students' Program](#) /
[College of Letters and Science Advising](#) / [Career Center](#) /
[Cal Veterans Student Group](#)

Begin or continue the documentation process for any service-connected injury

Sometimes service-connected disabilities are not evident when you are discharged. You should apply for VA Vocational Rehabilitation benefits if:

- You are a veteran or a service member awaiting a disability discharge.
- You have a VA combined service-connected disability rating of 10 percent or more.
- You believe that you are disabled due to your military service and have an application pending for service connection or are filing one with your vocational rehabilitation claim.

Connect with other Cal veterans on campus

Most Cal veterans have studied at another institution before Berkeley, may be older than 25, and may also be parents themselves. To find out more about The Cal Veterans student group, visit Ron Williams in the Transfer, Re-entry, and Student Parent Center (TRSP – 108 César E. Chávez Student Center). Talking to other Berkeley students who are veterans can help you strategize some best approaches for your studies at Cal. Through this group you can get insider information on topics ranging from the best places on campus to study to learning about additional resources and scholarship opportunities.