



UCR Graduate Students of English New Student Handbook

Revised Fall 2013

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Table of Contents

Graduate Students in English Association (GSEA)	3
Graduate Student Association (GSA)	4
Filing for California Residency (or, You're Not a Tourist Anymore)	5
A Guide to Grad Student Finances:	7
Transportation and Parking Services (TAPS)	9
Health Insurance (GSHIP)	12
Campus Health Center	14
Counseling Center	15
UCR Libraries	16
General Computing Information	19
Friendly Neighborhood Information	22
Info for New TAs in the University Writing Program	26

Graduate Students in English Association (GSEA)

<http://gsea.ucr.edu>

<http://english.ucr.edu/gsea/index.html#Mission>

The Graduate Students in English Association is run by and for graduate students in the department. It is distinct from the campus-wide Graduate Students Association (GSA; see next page) to whose meetings it sends two representatives.

The GSEA's duties include

- Producing the **annual directory** of faculty and graduate students;
- Funding **mini-grants** to partially defray conference travel expenses; and
- Organizing graduate students' roles in **recruiting** applicants and admits and facilitating their **orientation** to the program.

The GSEA also organizes **department parties** each year and holds a series of **fund-raising, academic, and professional development** events as well as other **graduate social activities** (such as bowling and karaoke nights). Members of GSEA also attend **English Department and Graduate Committee Meetings**. On a more daily basis, the GSEA maintains the **Lounge** located on the second floor (proceed straight from English lobby stairwell and it will be on your right) where students can microwave and refrigerate food, make coffee, and socialize with one another.

Most importantly, GSEA acts as an intermediary between the graduate students of this department and the institutional mechanisms that run it. Our main objective is to act as a voice for graduate students, whether we are actually speaking for the feelings of the overall graduate population or we are reporting the concerns of a small group within the graduate community. We of the GSEA will always first and foremost listen to all members of the graduate student body that elected us and will attempt to put those concerns expressed to us by our constituents at the front of all other agendas.

Elections for GSEA offices are held annually. Please feel free to contact officers with any concerns, questions, and suggestions. They are here to serve you! For contact information and listing of current GSEA officers, please see <http://english.ucr.edu/gsea/index.html#Mission> or <http://gsea.ucr.edu>.

Graduate Student Association (GSA)

Highlander Union Building (HUB) 203

Phone: (951) 827-3740

<http://www.gsa.ucr.edu>

The GSA provides the following services for all of its graduate student members:

- **Graduate Research Awards and Colloquium**
Created in 2001 to reward excellence in graduate student research and other creative activities at UCR, this fund provides up to five \$1,000 awards per year. Awards are determined by a selection committee of senior UCR faculty members.
- **Conference Travel Grants**
Financial support for graduate students who attend or present at academic conferences. Be sure to submit funding requests at least one month in advance.
- **Conference and Speaker Fund**
Financial support for academic conferences and events at UCR with graduate student participation.
- **Social Events**
Twice quarterly coffee mixers and quarterly "Grad Bashes" with food and entertainment to enhance cross-departmental graduate student community.
- **Administrative Representation**
Appoints graduate students to UCR administrative and Academic Senate committees to represent graduate student interests in the campus decision-making process.
- **Intercampus Communication**
Regular meetings with student representatives from other UC campuses, collective advocacy, and information sharing.
- **Graduate Student Health Insurance Program (GSHIP)**
GSA administers the GSHIP program on behalf of all graduate students and advocates for graduate students regarding campus healthcare issues.
- **Campus Advocacy**
Activism to increase the impact of graduate student opinions on issues like childcare, financial support, housing, and educational policy.

Filing for California Residency (or, You're Not a Tourist Anymore)

What?

In order to change your student status from an out-of-state resident to a California Resident, the Registrar's office must have proof that (1) you are physically present in the state for one year before filing and (2) you have shown intent to establish California residency. You will prove physical presence by providing evidence of your arrival date and of your local expenditures over the summer. You will show intent by establishing permanent ties in California, and breaking them in your state of origin.

Why?

As of Fall 2013 (<http://classes.ucr.edu/fees/schedule.htm>), the annual tuition + fees for a non-resident graduate student is \$30,504.48 while a California resident only pays a total of \$15,402.48. That means non-California resident tuition costs an extra \$15,102 per year. Bottom line: If you file for residency, you save money.

How?

Prove that you intend to become a permanent California resident. Here are some ways you can do this:

1. Get a California driver's license or ID card, **ASAP**. The idea is to establish continuous residency for one full year, so the sooner you can get a driver's license or ID, the better. Call the California DMV ahead of time for an appointment. The Downtown Riverside DMV number is (800) 777-0133 and their office is located at 6280 Brockton Ave. The second (out-of-the-way and sometimes less crowded) DMV is at 6425 Sycamore Canyon Blvd and can be reached at (800) 777-0133. Appointments can also be made online (<http://www.dmv.ca.gov/foa/welcome.do?localeName=en>).
2. Register to vote in California and vote. Save your voter registration card and any receipts from the polls (You must register 29 days prior to an election, and you will need a driver's license or state ID in order to do so).
3. While you're at the DMV, register your car in California. **You have to do this within 20 days of arriving in California.**
4. Establish a checking and savings account with a California bank. Even if you use a nationwide bank, such as Bank of America, you may need to open a new account in California. Check with your bank for more details; you may simply need to change your address.
5. List your new local address as your permanent address on all school records, forms, and anything else you fill out at UCR.
6. Pay California state income tax on all income earned since arriving in California.

7. Obtain a current lease or rental agreement; make sure it includes summers. Be sure your name is on the lease (or sublease).
8. Provide proof of your physical presence in California during the summer. Keep evidence such as gym membership cards, utility bills, credit card bills, phone bills, deposit and withdrawal slips from ATM machines, etc.
9. If you visit family or friends out of state over the winter or spring break holidays, be aware that this may count against you if it shows up on your credit card statements, etc. (This looks like "student residence.") Use cash or wait a few days into the break before leaving so you can present evidence that you didn't skip town the moment the school bell rang.

If for some reason you must leave California for more than six weeks during your first year, you will carry the burden of proof to show that you left due to extenuating circumstances and were not just going home for the summer. You will improve your case if you maintain your California expenses while you are gone, thus displaying intent.

Also be aware that when you file for residency, they do try to simplify by ranking the types of proof they accept – the more "big ticket" items (a driver's license for a full year, car registration, lease, voting) you can present, the easier the process will be. If, for example, you do not own a car, you will need to provide more evidence than somebody who owns and registers a vehicle.

Keep all of these items in a safe place, and have them ready in 12 months when you apply to change your residency. You want to prove that you are not here merely to attend school, so you must be prepared to present evidence supporting the fact that you now *live* in California. Be prepared for the Registrar's assistants to be very thorough in their perusal of these documents. For more information see <http://www.registrar.ucr.edu> or google "UC Residency Policy and Guidelines" to find the PDF that contains a more thorough rundown.

You must petition in person at the Office of the Registrar, 2249 Student Services Building, for a change of classification from nonresident to resident status. All changes of status **MUST** be initiated before the first day of classes for the term for which you intend to be classified as a resident. They will provide you with the forms and consultation. You will begin to receive email notifications from the Registrar's office in the early summer after your first year, with the reclassification form attached.

A Guide to Grad Student Finances:

Fellowships

If you received a fellowship for your first year, there are a few things you should know:

- Fellowships are disbursed in three parts, at the beginning of each quarter. Exact dates can be found on GROWL, but for 2013-2014, disbursement dates are: September 23rd, 2013; January 2nd, 2014; and March 26th, 2014. Disbursements can take 2-3 extra business days for direct deposit, and even longer for paper checks, so allow for time to process. These dates and amount information are available on GROWL.
- If you haven't already, sign up for direct deposit. It will make getting your money much quicker. The cut-off is 1-2 weeks before disbursement, so even if it is too late for this quarter, you should sign up as soon as possible via GROWL.
- If your fellowship covered fees, tuition, and health insurance, as long as you were/are enrolled by the deadline, you should have no problem.
- Readerships and research assistant positions can supplement fellowships of \$10,000 or less. If your fellowship is greater than \$10,000, you may still be eligible with approval. Tina can help you with this if you are offered a position.

Financial Aid

While on fellowship, you could be ineligible for federal or private loans. Fellowships are calculated as aid, and added to the total fees, tuition, and health insurance costs, and often this amount is higher than the "need" they determine. If, however, you need more money, there are a few "add-ons" that will raise your budget (however, you will still need to pay the difference, and the loan will be split into 3 disbursements). Add-ons can be approved for: buying a computer (only allowed once in your residency), car repairs, medical expenses, and commuter mileage (calculated at 55 cents per mile, documented with google maps). For more information, e-mail your financial aid counselor (it usually takes 2+ days for a response).

Example: If your "budget" is \$30,000, and your fees and fellowship equal \$30,500, you are ineligible for a loan. However, if you file an "add-on" for \$1,500, your budget becomes \$31,500, and you are eligible for a loan of \$1,000, and will thus get around \$333 per quarter.

Once you become a TA, you are eligible for loans again, because TAship money is not factored into your aid, and thus your "need" will be higher than your fees, tuition, and health insurance.

Teaching Assistant Appointments

As a teaching assistant, you are paid monthly. **However**, it is important to note that you will be paid in arrears, so your first paycheck will not be until November 1st. Since your last fellowship payment should come in March, you should plan ahead to cover that large gap (we call this “the summer of poverty”). Your exact salary will be given on your contract, which should be mailed to you around July or August. The department you are working for will give you more information about starting on payroll.

Readerships and Research Assistant Appointments

Tina will send out calls for readers. If you are interested, follow the individual instructions to apply. Readerships are paid bi-weekly, via an online timesheet. The department you are working for will help you get on payroll.

FAFSA

You only need to file a FAFSA if you would like to be eligible for federal loans the following year.

General Tips and Advice

- Make a monthly budget and stick to it!
- Allow for emergencies. Medical, vehicular, and technological emergencies do happen: always be prepared.
- Plan ahead--put enough money away for “the summer of poverty.”

IRS Information (for Fellowship Holders)
<http://www.irs.gov/pub/irs-pdf/p970.pdf>

Transportation and Parking Services (TAPS)

683 Linden Street, Riverside, CA 92521
 Phone: (951) 827-8277 & Fax: (951) 827-2178
 Open Monday-Friday, 8:00 AM to 4:00 PM
parking.ucr.edu

Office Location

The Parking Office is located at the end of Linden St., east of the Corporation Plaza, and past the Aberdeen-Inverness Residence Halls.

Blue Permit Parking

To receive a BLUE PARKING PERMIT, you can be put on the wait list by clicking "Add/Edit Waitlist" on your online parking services account or by going to the Transportation and Parking Services office. Lot 1 is the most convenient parking area for English graduate students. If Lot 1 is unavailable, get waitlisted for Lot 1 and request the second nearest lot, Blue Lot 24. Blue permit holders can also park in the third nearest lot, Gold Lot 30.

Blue permits are valid in white striped spaces in the lot designated on the face of the permit or any Gold spaces. Blue permits are also valid in other Blue lots for up to two hours. Finally, Blue permits are valid in all non-24 hour enforced spaces (Red and Blue lots) after 4 PM and on weekends. These permits are available to Faculty/Staff/Graduate students only.

Permit Fees:

- Academic Annual—\$360
- Quarterly—\$120

Gold Permit Parking

Graduate Students placed on the waiting list for Blue permits can purchase GOLD PARKING PERMITS online through the parking website. Gold permits are valid in Gold lots 26, 30, and 50. Gold permits are also valid in all non-reserved spaces (including Lot 1) after 4 PM Monday-Friday and all day on weekends.

Permit Fees:

- Academic Annual—\$297
- Quarterly—\$99
- Night Pass, annual—\$99
- Night Pass, quarterly—\$33

Blue Carpool Permit Parking

Blue Carpool permits are available to graduate students who register their carpool with Alternative Transportation. A carpool consists of two or more people sharing a ride together in a common vehicle a minimum of three days a week for more than 50% of their total commute to campus. One permit is issued to a carpool, and all participants are responsible for a portion of the parking permit cost. In addition to the permit being discounted at half the cost of a Blue permit, registered carpools also receive 24 daily permits per fiscal year (to be used on days when carpool members cannot commute together) OR Night permits. These privileges are only available for secondary carpool members.

Blue Carpool permits are valid in reserved carpool spaces or any non-reserved space in the Blue Lot designated on the parking permit and in non-reserved spaces of any Gold lots 26, 30, and 50. Blue Carpool permits are also valid in non-reserved spaces of any Blue lot not designated on the permit for up to two hours. Finally, Blue Carpool permits are valid in all non-reserved spaces after 4 PM Monday–Friday and all day on weekends.

Order your parking permit early enough for it to be mailed to you before you need it (this usually takes 3 to 7 business days), or go into the parking office in person to pick up your permit immediately.

Other Alternative Transportation Options

1. **Cyclist or Walker Program:** Graduate students who walk or cycle to campus may enroll in this Alternative Transportation program. Incentives include free use of locker and shower facilities in the Physical Education building and complimentary parking privileges (either 48 daily permits per fiscal year OR a Night permit). To be eligible, applicants may not hold a regular commuter permit. Students must enroll for this program by registering with Alternative Transportation online through the TAPS website.
2. **Public Transit Program:** Graduate students may ride on any Riverside Transit Agency (RTA) public bus route for free. Simply swipe your UCR ID card in the fare box to board the bus. RTA busses are equipped with a bike rack which can accommodate two bicycles. If you use the bus as your primary transportation, you may enroll in this Alternative Transportation program and receive either 48 daily parking permits per fiscal year OR a Night permit. (*Note: You can ride the bus for free regardless of whether you are signed up for this program or not.*) To be eligible, applicants may not hold a regular commuter permit. Students must enroll for this program by registering with Alternative Transportation online through the TAPS website.

Useful RTA Routes*:

- Route 51 (Crest Cruiser, UCR  Canyon Crest Towne Centre)—No service on weekends or holidays; service resumes September 21, 2013; arrives

about every 40 minutes and runs directly through campus, circling from the Canyon Crest Towne Centre to the corner of Iowa and Spruce

- Route 16 (Riverside Downtown Terminal  Moreno Valley Mall)—No service on holidays; buses pass about every 20 minutes; route runs directly through UCR campus and Canyon Crest Towne Centre

*More details concerning routes and times can be found at the RTA website:

www.riversidetransit.com

Metrolink (a commuter rail system that links Southern California counties, including Los Angeles, Riverside, and San Bernardino, and Orange): All students receive a 10% discount on the face value of Metrolink tickets. RTA Route 16 and Route 1 service both the Metrolink station and UCR with buses departing about every 20 minutes.

3. **Vanpool Program:** There are currently vanpools that provide transportation to campus Monday through Friday from LA, Orange, San Bernardino, and Riverside Counties. UCR vanpools do not run on weekends or campus holidays. Visit the Vanpool Schedule page for more detailed information. Graduate students may enroll in this Alternative Transportation program and receive complimentary parking privileges (either 24 daily permits per fiscal year OR a Night permit). To be eligible, applicants may not hold a regular commuter permit. Students must enroll for this program by registering with Alternative Transportation online through the TAPS website.
4. **Drop-Off Program:** Graduate students who are dropped off at campus each day and do not hold a regular commuter permit are eligible to participate in this program. What distinguishes a Drop Off participant from a Carpool participant is that their partner, who drops them off, does not park a vehicle on campus. Participants receive up to 24 days of complimentary parking per year OR a Night permit. To be eligible for program incentives, applicants may not hold a regular commuter permit. Students must enroll for this program by registering with Alternative Transportation online through the TAPS website.

Health Insurance (GSHIP)

<http://campushealth.ucr.edu/Insurance/Pages/Summary.aspx>

<http://campushealth.ucr.edu/Insurance/Pages/Graduate.aspx>

What is GSHIP?

Graduate Student Health Insurance (GSHIP) is mandatory for all graduate students who are not enrolled in comparable private health care. For teaching assistants, readers, and student researchers, the yearly GSHIP premium is paid for by your department or campus employer.

How can I enroll for GSHIP?

There is no enrollment process. Graduate students are automatically enrolled in GSHIP when they pay registration fees each term.

How can I obtain an insurance ID card/policy brochure?

Visit https://www.renadmin.com/student/login/Login_IDCard.aspx. Your permanent personalized ID card will be available to download 48 hours after online enrollment is completed.

Is GSHIP "free" for TAs (Teaching Assistants) and RAs (Graduate Assistants)?

If your TA or RA appointment hours are 25% or more, your GSHIP fee is covered by your department. However, if you waive out of GSHIP, meaning you show/prove you have health insurance and will not be using the campus Insurance & Health Center (even if you do so prior to your TA appointment for the term), the department will not pay for GSHIP until the next term.

I already have insurance. Can I waive out of the University Insurance?

You will need to fill out and submit an online waiver form and provide proof of comparable health insurance. See deadlines listed below, or visit the URL above for more information.

How can I enroll my eligible dependents in the GSHIP Plans?

If you wish to enroll your eligible dependents, you must call Ascension at (800) 537-1777. Eligible dependents include:

- Your legal spouse (if you are not legally separated).
- Your domestic partner (requires a signed and notarized Affidavit of Domestic Partnership)

- Your (or insured dependent domestic partner's) unmarried natural, adopted children, or children placed with you pending adoption, to age 19, who are dependent on you for most of their financial support.
- You (or insured dependent domestic partner's) unmarried natural, adopted children, or children placed with you pending adoption, to age 23, if they are full-time students at an accredited school and dependent on you for at least 50% of their financial support.

Costs for adding dependents to GSHIP:

- Spouse/Domestic Partner: \$1,181 per quarter
- Child(ren): \$1,012 per quarter
- Discounts may be available for enrolling Spouse/DP and Child(ren) simultaneously. Contact Ascension for more information.

Please note: A new spouse/newborn child must be enrolled within 30 days of marriage or birth, or wait until the next open enrollment.

When does GSHIP coverage begin and end?

The Effective Date of Coverage for mandatory GSHIP is the first day of the term if the registration fees (including the GSHIP fee) have been paid before the last day of the term.

Mandatory GSHIP terminates when your GSHIP expiration date passes and fees have not been paid by the last day of the term.

Term	Effective Date	Termination Date	Waiver Deadline	Enrollment Deadline
Fall	09/23/13	01/01/14	09/12/13	10/23/13
Winter	01/02/14	03/25/14	12/12/14	Feb. (Date not available)
Spring	03/26/14	09/23/14	03/12/14	April (Date not available)

Campus Health Center

*Veitch Student Center
campushealth.ucr.edu
(951) 827-3031*

All currently registered UCR students are eligible for care at the Campus Health Center. Spouses of registered students may receive care on a moderate fee-for-service basis. When you go to the CHC, bring your ID card with you. The CHC is located on the hill near the Aberdeen Inverness housing units at the northeast corner of the campus in the Veitch Student Center (off of Parking Lot 15).

The CHC is open from 8:00 AM to 4:30 PM Monday through Friday, with the exception of Thursday, when the hours are 9:00 AM to 4:30 PM. The Pharmacy is open from 8:30 AM to 12:00 PM and from 1:00 PM to 4:00 PM Monday through Friday, with the exception of Thursday, when the hours are 9:00 A to 12:00 PM and 1:00 PM to 4:00 PM.

If you need emergency medical care outside of these hours, you may call the nurse line at (877) 351-3457 to discuss your health concerns; this line is available 24 hours a day and open 7 days a week. Alternatively, you can go to the emergency room of a local hospital. UCR insurance covers care provided by Riverside Community Hospital, located at 4445 Magnolia Avenue, and Parkview Community Hospital, located at 3865 Jackson Avenue. You may also seek treatment at Riverside Medical Clinic Urgent Care, located at 6405 Day Street in Moreno Valley.

The CHC's Women's Health Clinic includes services such as annual pap smears, breast exams, birth control, and STD testing. The CHC provides many other services, including lab services as ordered by the physician, prescription and over-the-counter medications, x-ray services, and immunizations, for a moderate fee per service. The CHC also offers nutrition evaluation and counseling, fitness assessment guidelines, smoking cessation, and weight and stress management in the Wellness Clinic. Finally, dental cleanings and restorative dental care are available in the CHC's Dental Clinic. Please call or stop by the health center for specific fees and/or questions concerning any of these services.

ALL SERVICES ARE BY APPOINTMENT ONLY. To schedule an appointment, you may call the CHC, schedule an appointment in person during normal business hours, or go to the CHC website. There will be a charge for failed appointments. If you are ill or injured and need immediate care, you can see the nurse on a walk-in basis.

Counseling Center

*Veitch Student Center
counseling.ucr.edu
(951) 827-5531*

Counselors are available 24 hours a day by calling the above phone number. The Counseling Center also offers a 24-Hour Crisis/Suicide Intervention Hotline at (951) 686-HELP. The Counseling Center is open Monday through Friday from 8:00 AM to 5:00 PM.

The Counseling Center provides specialized professional services designed to assist students in their personal, professional, and social development. Students may seek help for a range of concerns such as stress and anxiety, depression, interpersonal relationships, eating disorders, identity concerns, or life transitions. Both individual and group sessions are available.

Couples counseling is also available for students and their partners or spouses to help resolve relationship difficulties. Short-term individual and couples therapy is limited to eight sessions during an academic year. There is no limit to the amount of group therapy sessions you may receive during any academic year. At the conclusion of your therapy sessions, you and your clinician may agree that continued, longer-term therapy or other assistance is beneficial. In these cases, the clinician will work with you to find appropriate referrals on campus or in the community.

Staff provides telephone and in-person consultation to students, staff, faculty, and parents who are concerned about the welfare of students, who wish information about how to make a referral, or who would like to discuss or learn about psychologically-related situations or material.

You may make an appointments by calling the Counseling Center, scheduling an appointment in person during normal business hours, or by going to the Counseling Center website. Any appointments cancelled less than 24 hours in advance or not attended will count as one of your allotted sessions and will be charged a missed appointment fee.

*If your situation is a crisis, you may request to see the on-call clinician immediately.

UCR Libraries

library.ucr.edu

The Libraries

- **Rivera Library**
 - Business, Education, Humanities & Fine Arts, Social Sciences
 - Located beside Bell Tower
 - Circulation Desk (951) 827-3220
 - Special Collections and Archives are on the 4th floor. Phone: (951) 827-3233

- **Science Library**
 - Physical, agricultural, biomedical, engineering and computer sciences
 - Located beside Physics and across the street from Chemical Sciences
 - Circulation Desk (951) 827-3701

- **Multimedia Library**
 - Houses University's collection of media including video tapes (Beta, VHS, U-matic), DVDs, laserdiscs, CD-ROMs, CDs, audio cassettes, and 16mm motion pictures.
 - Located in Room 2117 (2nd floor) of the CHASS Interdisciplinary Building South which is across from the Arts Building
 - (951) 827-5606

- **Music Library**
 - **Located in Room 054 on the basement level of the Arts Building**
 - (951) 827-3137

- **Library Hours**
 - Each library has different hours of operation. You can find a calendar with each library's hours here: <http://library.ucr.edu/hours/>

Library Card

UCR Graduate students must obtain a **UCR ID/R'Card**.^{*} This functions as your library card. Library privileges are automatically updated each quarter based on current enrollment. Graduate students on a university approved leave of absence or on paid filing fee status retain full library privileges

^{*} To get your R'Card, go to the UCR Card Office located in the Highlander Union Building (HUB), Suite 249. You will be asked to fill out an application and sign that you have read and understand the provisions of the R'Card Agreement. You will also need your Student Identification Number (SID).

- New students activate library cards by
 - Paying your registration fees AND
 - Registering at the Library's circulation desk

- PIN: Set up a 4-digit numeric PIN so you can
 - Use the automated self-checkout
 - Renew your library items yourself
 - Use Electronic Reserves

- Borrowing Materials
 - Book allowance: unlimited (check web site for regarding policies for other materials)
 - Loan period: quarter
 - Materials renewable via library web site

Research Assistants Authorized Borrowers Card

- Should be recommended by your job
- Keep your library items separate from the faculty member's
- Applications at Circulation Desk; obtain faculty permission & signature

Reference: Research Assistance

- Rivera Library – 1st Floor, (951) 827-4392. Priority is given to in-person patrons.
- Science Library – 1st Floor, (952) 827-3316.
- Government Publications – 1st Floor Rivera, (951) 827-3226
- Reference by Appointment (RBA) – Consultation for research assistance, UCR only
- Libraries will teach library use; advance notice required for your class. UCR only. Also, libraries offer a continuing series of workshops throughout the year.

Borrowing from Off-campus Libraries

- Other UC's: Bring your student ID and proof of current registration to the other UC Library. You are responsible for what you check out, including returning the item(s).
- Other Borrowing Privileges: Consult the Circulation desk to see what is available to you.

Interlibrary Loan services (ILL): Rivera and Science Library

- Check with each library's ILL department for turnaround time estimates; it could vary.
- Use the "Request" or ILL feature from various databases. OR e-mail ILL.
- You will pick up your books at Circulation. The Library mails your article photocopies; some articles can be delivered electronically.
- Return ILL Books: in the Rivera Library return them to ILL; in the Science Library return them to Circulation.

Document Delivery Services (DDS): Located in Rivera Library

- For UCR graduate students and faculty (also undergraduates w/disabilities). Check with ILL in the Rivera Library for more information.
- Retrieves books from all UCR libraries (free); held at Rivera Circulation for pick up.
- Photocopies and delivers periodicals held at UCR libraries via mail for a fee (must have an account before use).
- Register w/Rivera Library Interlibrary Loans to set up your account.

Your Access to Electronic Resources

All Electronic Resources are available via UCR Library computers. Use CD-ROM resources are limited to Library site only. Also see section entitled "Connecting from Home" for off-campus access.

California Digital Library (CDL)

A co-library of the UC campuses, CDL's emphasis is to manage shared information resources for UC Libraries. Additional information about the CDL can be found at <http://www.clibrary.cdlib.org>.

General Computing Information

cnc.ucr.edu/index/php?content=student_services

GROWL <http://growl.ucr.edu>

- Accept Financial Aid Awards
- Course Confirmations
- Display your Student ID
- PERMPIN changes
- Request Financial Aid Revisions
- Update your Privacy Restrictions
- View your Grades
- View your Statement
- View your Current Activity
- View Student Identifiers
- Address Changes
- Degree Check
- Enrollment
- Financial Aid Application Status

LIBRARY <http://library.ucr.edu>

- SCOTTY catalogue (search UCR libraries)
- MELVYL catalogue (search all UC libraries)
- Article Databases (proxy or vpn)
- ILL
- Document Delivery
- Manage your UCR Library Account

BLACKBOARD <http://ilearn.ucr.edu>

iLearn provides UCR instructors and students with instructional and communication tools for Web-based on-line instruction and learning. You will probably use this website both as a seminar participant and as a TA.

User name: ex: jdow001

Password: Defaults to PERMPIN

EMAIL

Campus email is provided through Gmail.

<http://rweb.ucr.edu/> is the email portal.

User name: ex: jdow001

Password: Defaults to PERMPIN

Visit <http://cnc.ucr.edu/rmail/access.html> to learn how to use your UCR email. Click on "POP & IMAP Access" to learn how to use your email with programs such as Outlook, Entourage, or a mobile device like an iPhone.

Access to Computers on Campus

Workstations:

3 computer workstations* in the English Department lobby

*The front computer is reserved for the English Work-Study Student. You may use this computer when s/he is not (usually indicated by the rolled-down divider).

3 computer workstations in the Department Library

Please do not eat or "live" at the work stations.

Dozens of kiosks throughout Rivera

Undergraduate computing labs are also available; crowded, but we do get a 200 page printing allowance per quarter. See the following website for listing of undergraduate computer labs: http://www.cnc.ucr.edu/index.php?content=student_services/computer_labs

Printing:

Printers are available in the library and in the computer labs.

PawPrint Web Printing is a service that allows you to print from anywhere on campus and pick it up in Watkins 2111: <http://www.cnc.ucr.edu/scs/webprint.html>

Internet Access:

Each TA office has Ethernet access to the internet. You can get the specs and IP address

from Terri Romano. Most offices and work areas around the department receive wireless signal.

Wireless Access: <http://www.cnc.ucr.edu/wireless/index.php>

Currently the UCR campus is served by almost 180 access points providing approximately 18,000 feet of non-wired coverage. Now you can sit in the Commons sipping coffee while checking email or research information on the Internet. For info on how to configure your computer visit <http://www.cnc.ucr.edu/wireless/index.php?content=getconnected/index.html>

Please note that there are now three wireless networks on campus: ucrwpa, mobilnet, and eduroam.

Ucrwpa and eduroam are considered more secure; however, they require you to set up security certificates on your computer:

<http://cnc.ucr.edu/wireless/ucrwpa.html>.

Eduroam allows you to connect to wifi networks through other participating institutions with your UCR credentials.

Mobilnet only requires your UCR NET ID and password. Please note this is not a permanent registration; you must login every three hours or whenever you have logged off the network (e.g. restarting your computer): <http://cnc.ucr.edu/wireless/mobilenet.html>

Access to Computing from Home

AnyConnect VPN Client (accessing campus services by downloading)

VPN creates a more secure connection between your off-campus computer and any UC Office of the President system (such as PPS), allows you to send and receive email on your off-campus computer using the same email client settings you use while on campus, allows access to UCR web pages and library resources that are typically restricted to UCR network users. Log in to the system using your user name and perm pin. For more info on how to use the VPN client: <http://cnc.ucr.edu/vpn/anyconnect/anyconnect.html>

Forgot your User ID or password? <https://ldap.ucr.edu/ldap/id>

Requires last name, student ID, perm pin, birthdate

Student Computing Services Website <http://scs.ucr.edu>

Information about services provided by the University

Computing & Communication's Guide to Computing Resources <http://cnc.ucr.edu/iguide/>

SMART Classroom Layouts Online – Want to see your assigned classroom where you will teach your University Writing class? Check <http://www.cnc.ucr.edu/classrooms/>

Friendly Neighborhood Information

Coffeehouses

- **Lift Coffee Roasters**
Near the Riverside Plaza: 3590 Central Ave, Suite 101
- **Back to the Grind (features local art, live music, open mic night, etc.)**
Downtown: 3575 University Avenue (951) 784-0800
- **The Coffee Bean & Tea Leaf**
Downtown: 3712 Mission Inn Avenue
On campus: 900 University Avenue (Across from the HUB)
- **Starbucks**
Canyon Crest Towne Center: 5225 Canyon Crest Drive
University Village: 1201 University Avenue
Corner of Blaine and Iowa: 1280 W. Blaine Street

Farmer's Markets

- **Downtown: Saturdays 8am-1pm**
Main St. between 5th and 6th
- **Sears parking lot: Fridays 8am-12pm**
5261 Arlington Ave.

Grocery Stores

- **Clarks Nutritional Center (Health food, bulk foods and supplements)**
4225 Market St (951) 686-4757
- **Fresh and Easy**
4080 Madison St. (951) 637-7124
- **Goodwin's Organic Foods & Drinks (Free membership for UCR students)**
191 West Big Springs Road (951) 682-2667
- **Maxi Foods**
4050 University Ave (951) 328-9252
- **Ralphs**
Canyon Crest Towne Centre: 5225 Canyon Crest Dr. (951) 784-3123
Magnolia: 6155 Magnolia Ave. (open 24 hours) (951) 274-9543
- **Sprouts Farmers Market**
475 East Alessandro Boulevard (951) 565-5400
- **Stater Brothers (recycling facilities in parking lot)**
2995 Iowa Ave. (951) 686-1032
- **Trader Joe's**
6225 Riverside Ave. (inside the Plaza lot) (951) 682-4684
- **Vons**
3520 Riverside Plaza Drive (951) 342-7924

- **WinCo Foods**
12880 Day St. Moreno Valley, CA 92553

Miscellaneous Shopping

- **Costco**
12700 Day Street, Moreno Valley (951) 697-8900
Downtown Pedestrian Mall (the place to support local businesses)
Main Street between 5th and 10th
- **Galleria at Tyler (two-story mall with restaurants, theater, and Barnes & Noble)**
1299 Galleria at Tyler (951) 351-3110
- **Moreno Valley Mall (closest indoor shopping mall)**
22500 Town Cir # 1206, Moreno Valley (951) 653-4010
- **Riverside Plaza (outdoor mall)**
3545 Central Ave (951) 683-1066
- **Target**
3333 Arlington Ave (951) 784-6430

Local Restaurants and Breweries

- **Canyon Crust Pizza (gourmet pizza, with gluten free options)**
5225 Canyon Crest Dr (951) 682-7878
- **Bann Thai (family owned and operated, great date spot)**
6461 Brockton Avenue (951) 684-3381
- **Best Thai (popular for lunch/takeout, no booze)**
1735 Spruce St (951) 682-4251
- **Jammin' Bread (bakery and sandwich shop)**
5255 Canyon Crest Dr (951) 369-1869
- **Mario's Place (pricey but nice Italian place, live jazz on weekends)**
3646 Mission Inn Ave (951) 684-7755
- **Packinghouse Brewing Company**
6421 Central Avenue (951) 688-2337
- **Punjab Palace (Indian food, good lunch buffet)**
1766 University Ave (951) 686-9968
- **The Salted Pig (great gastropub, for discerning carnivores)**
3700 12th St (951) 848-4020
- **Sevilla (Tapas bar, happy hour until 7)**
3252 Mission Inn Ave (951) 778-0611
- **Soup Shoppe (hidden gem breakfast spot)**
6712 Magnolia Avenue (951) 781-4710
- **Tio's Tacos (a historical landmark and recycled art wonderland)**
3948 Mission Inn Avenue (951) 788-0230
- **Tikal Bakery (Guatemalan cuisine)**

3975 Mission Inn Avenue (951) 276-0051

- **Zacatecas Café (family owned—best Mexican food)**
2472 University Avenue (951) 683-3939

Transportation

- **UCR Highlander Shuttle**
See <http://www.parking.ucr.edu/index.php?content=services/shuttle.html> for more information about UCR's free campus shuttle service.
- **Oil Changes - Valvoline**
3335 Iowa Ave (951) 367-0147
- **SMOG Check – Automotive Raceway Smog**
2291 University Avenue, #A (951) 686-SMOG (7664)
- **Car Repairs - Otwell's Auto and Tire Care**
7304 Indiana Ave. (951) 688-2141
- **California Department of Motor Vehicles (DMV)**
6280 Brockton Avenue (800) 777-0133
- **California Department of Motor Vehicles (DMV) – Riverside East**
6425 Sycamore Canyon Blvd. (800) 777-0133

Local Entertainment

- **Blood Orange Infoshop (<https://www.facebook.com/bloodorangeinfoshop>)**
Life Arts Building, 3485 University Ave. (new schedule of events each month)
- **Fox Performing Arts Center (Off-Broadway shows and nationally touring acts)**
3801 Mission Inn Avenue (951) 779-9804
- **UCR/California Museum of Photography (www.cmp.ucr.edu/)**
3824 Main Street (951) 827-4787
- **Barbara and Art Culver Center of the Arts (<http://www.culvercenter.ucr.edu/>)**
3834 Main Street (951) 827-5314
- **Riverside Arts Walk** (First Thursday each month, 6-9pm)
Art walk maps available at Culver Center of the Arts and at Back to the Grind.
- **Downtown Pedestrian Mall**
Open air mall with locally owned stores, the Mission Inn, coffee, and restaurants (Simple Simon's is highly recommended).
- **Ice Town (year-round ice skating)**
10540 Magnolia Ave. (951) 637-3070
- **Arlington Lanes (bowling)**
7100 Arlington Avenue (951) 688-2695
- **Victoria Avenue**
This drive past Martin Luther King has roses, palm trees, orange groves, and a

bridge. It also has a nice bike lane separate from the road if you go jogging or cycling.

- **Festivals**

The Riverside Dickens Festival (<http://www.dickensfest.com/>) held each February and an **International Film Festival** in January.

- **K-UCR 88.3 FM** (<http://www.kucr.org>)

UCR's radio station featuring indie rock, jazz, and specialty shows.

LGBTQ-Friendly Bars

- **The Menagerie** (<http://www.clubmenagerie.com/pages/events.html>)

3581 University Avenue (951) 788-8000

- **VIP Nightclub** (<http://www.vip-nightclub.com/events/index.html>)

3673 Merrill Avenue (951) 784-2370

Fitness, Rest, and Relaxation

- **Hangar 18 (climbing gym)**

6935 Arlington Avenue (951) 359-5040

- **Threshold Indoor Rock Climbing Gym**

2111 Iowa Avenue (951) 742-8479

- **Sixth Street Pilates**

3737 6th Street (951) 684-4068

- **Anahata Movement Arts (Yoga, Belly Dance, Pilates, Chi Gung and Meditation)**

6784 Magnolia Ave. (951) 276-9642

- **Anam Cara: A Place for Yoga**

Life Arts Building, 3485 University Ave. (909)731.1897

- **Smiling Feet (one-hour foot reflexology whole body massage for only \$23!)**

3680 Sunnyside Drive (951) 682-5678

Sources for More Information

- <http://www.iweekly.com> has a calendar of local events, plus info on movies, etc.
- <http://www.riversideca.gov/sg/> - official Riverside guide for college students
- Your fellow GSEA members!

Info for New TAs in the University Writing Program

- For more info see: <http://uwp.ucr.edu/>
- The UWP offices are located next to the English Department, in 1003 HMNNS
- All UWP TAs are allotted 1000 copies per quarter. Check with Regina Buttram (reginab@ucr.edu) for your access code. The copier is located in the UWP offices. **Please note that the copy machine in the English Department is for faculty and staff use only!** Your code will not work on that machine.
- In addition to your graduate student box in the English Department lobby, once you begin teaching you will be assigned a box in the UWP lobby. This box is where you should direct students looking to turn in papers, etc. Your English Dept. box is intended for departmental use only.
- TA training includes the following courses:

ENGL 301. Introduction to the Teaching of English (a one-unit course/only take ONCE)

This course meets every Wednesday from 12:10 to 1:00. Prerequisite(s): graduate standing. A flexible program of meetings and workshops specifically devoted to orienting apprentices and transfer TAs to the writing program at UC Riverside. Concentrates on the problem of organizing and teaching ENGL 001A, ENGL 001B, and ENGL 001C or its equivalent. Required of all apprentices and transfer TAs. Students must enroll concurrently in ENGL 302. Graded Satisfactory (S) or No Credit (NC). May be repeated for credit for a maximum of 2 units.

ENGL 302. Teaching Practicum (take for TWO units only)

Section 001 is for English 1A-B-C TAs. Section 002 is for English 4 or 5 TAs. This course meets every Wednesday from 1:10 to 2:00. Prerequisite(s): graduate standing. A flexible program of meetings and conferences on the problems and techniques of writing instruction most pertinent to Basic Writing or to ENGL 001. Required of all TAs for at least five quarters, after which the TA may, with the permission of the Director of ENGL 001, elect to take ENGL 303 instead. Open to all graduate students. Graded Satisfactory (S) or No Credit (NC). May be repeated for credit.

ENGL 303. Advanced Teaching Practicum (take for TWO units only)

Discussion, 1 hour; practicum, 1-2 hours. Prerequisite(s): graduate standing or consent of instructor. A flexible program of meetings and conferences on the problems and techniques of teaching literature, cultural studies, film studies, and related courses. Graded Satisfactory (S) or No Credit (NC). Course is repeatable as content changes. Taken after you have already completed English 302 for each section of composition (1A, 1B, 1C, and English 4).