

# Plant Biology Graduate Group Student Handbook

Welcome to the Plant Biology Graduate Group (PBGG, AKA PBI) at UC Davis! This guide contains helpful information about PBGG's processes and people, financial support, registration, financial aid, and campus resources. For more detail or questions, please contact the group's program coordinator, Lori Bergum [lbergum@ucdavis.edu](mailto:lbergum@ucdavis.edu), who works closely with the UCD Office of Graduate Studies and other campus stakeholders to support our students.

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## Degree Requirements

This handbook often references the official 2019 PBGG ***Degree Requirements*** document which has been approved by Graduate Studies. The first half details guidelines for Master’s Students; Ph.D. requirements begin on page 9. It is highly recommended that students are familiar with both this handbook, which instructs on the processes involved in various PBGG tasks, and the approved Degree Requirements, which provides specific guidelines for tasks related to completing a degree.

- A. Direct link: <https://pbi.ucdavis.edu/sites/g/files/dgvnsk4701/files/files/page/gpbi-2019-degreq-v1.pdf>
- B. Link through Grad Studies, both current and past requirements: <https://grad.ucdavis.edu/programs/gpbi>
- C. Finding it on the PBGG Page:  
Go first to <https://pbi.ucdavis.edu/>. Then toggle to the Resources Tab and click “Current Student Resource Documents”.

## What Is a Graduate Group?

A “graduate group” is an independent, self-governing organization of faculty members across the campus that sponsors a graduate degree program. Thus, the PBGG is an interdepartmental and intercollegiate unit spanning across nine departments within all four UC Davis colleges. Comprising over 60 faculty members and over 70 students, PBGG allows students to take advantage of plant biology resources across campus, giving them the opportunity to engage in collaborative learning and research that extends across disciplinary and departmental lines. Since faculty members can accept students from multiple groups, students can work together in labs with members of other graduate groups or take classes in many departments including Plant Sciences, Plant Biology, and Viticulture and Enology.

In addition to remaining a member of the PBGG, once students join a lab, they become members of that lab’s department, which will assist them with many research related needs. This may include hiring students as graduate student researchers, processing reimbursements, adding them to their listserv, and hosting departmental social events. The PBGG handles most everything else, including all academic matters (advising, degree certification, etc.), nominations for campus fellowships, and hosting PBGG social events.

The University of California Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. The Plant Biology Graduate Group encourages diversity in application and recruitment process and participates in initiatives to improve graduate diversity.

## Advising

The PBGG is administered by the Executive Committee, a group of ten faculty members and one student who are either appointed by the previous year’s Executive Committee, elected by the faculty (faculty members) or elected by the students (student representative). The Executive Committee and its affiliated committees (Admissions, Educational Policy, etc.) set the policies and make the decisions that govern the PBGG. All of our committees and their various duties are laid out in our [bylaws](#).

The **Chair of the Plant Biology Graduate Group** serves as chair of the Executive Committee and makes many of the day-to-day decisions involved in the administration of the group. The Provost formally appoints the Chair based on nominations and recommendations from the group and from the Dean of Graduate Studies. The current PBGG Chair is Dr. Dan Kliebenstein ([kliebenstein@ucdavis.edu](mailto:kliebenstein@ucdavis.edu), 530-754-7775) of the Plant Sciences department.

The **PBGG Master Adviser** chairs the Advising Committee, the committee of all the PBGG academic advisers. The Master Adviser assigns advisers, answers academic questions for both students and the advisers, coordinates the assignment of qualifying exam committees, works with the advisers to annually evaluate student progress, and serves as the main academic liaison between the PBGG and the Office of Graduate Studies. The Master Adviser is the only adviser with signature authority and must sign any form that ultimately ends up at the Office of Graduate Studies (applications for Filing Fee, Advancement to Candidacy, etc.). Dr. Luca Comai ([lcomai@ucdavis.edu](mailto:lcomai@ucdavis.edu) 530-752-8485) of the Department of Plant Biology is the current PBGG Master Adviser.

**Each student has TWO formally recognized advisers: an academic adviser and a major professor.**

Each new student is assigned a faculty member as **academic adviser** in their chosen area of specialization in the summer prior to the first quarter of enrollment. Academic advisers help students plan coursework, monitor academic progress, assist through academic difficulty, and serve as a resource on all academic matters. Advisers guide students through satisfying degree requirements, while major professors (see below) guide student research. As mentioned above, the Master Adviser, not academic advisers, signs forms that go to the Office of Graduate Studies, though coursework and research should be discussed first with the academic adviser. With cause, a student may submit a request to the Master Adviser to switch to a new academic adviser.

Students select their **major professor** either at the beginning of their studies, or at the end of the rotation program. The major professor is usually the Principal Investigator, PI, of the lab students join. Major professors serve as a primary mentor, guide dissertation research, and serve as the chair of their dissertation committees. Academic advisers, the PBGG Master Adviser, the PBGG Chair, and fellow students can help guide new students in choosing a major professor and serve as their mentors at different levels.

The Office of Graduate Studies' [Mentoring Guidelines](#) provide some additional guidance on the expectations for faculty-student mentoring relationships.

The **PBGG Program Coordinator** is the first point of contact for anything and everything PBGG or University related, or even life related. The program coordinator can answer questions or refer students to the people that can and is available on weekdays from 8:00am – 4:30pm. No appointment is necessary, come by (or email) anytime. The PBGG coordinator is located in the basement of the Life Sciences building room 227D within the College of Biological Sciences Dean's Office. Lori Bergum is the PBGG coordinator. Lori can be reached at [lbergum@ucdavis.edu](mailto:lbergum@ucdavis.edu) or 530-752-2981. **\*\*DUE TO COVID19, THE PROGRAM COORDINATOR IS AVAILABLE BY EMAIL, PHONE OR ZOOM. PLEASE EMAIL TO ASK QUESTIONS OR REQUEST A TIME TO MEET VIRTUALLY AS NECESSARY\*\***

The **PBGG Mentoring Committee** develops and provides student resources and is available to help students address various issues including mentor conflicts, academic struggles, and mental health and well-being, among others. The committee is currently led by Dr. Georgia Drakakaki

([gdrakakaki@ucdavis.edu](mailto:gdrakakaki@ucdavis.edu)) of the Department of Plant Sciences. Two other faculty members are Dr. Judy Callis and Dr. Julin Maloof. Two student representatives are elected each year to assist in mentoring initiatives, relay student concerns and needs, and organize peer mentors for first year students; 2020-2021 representatives are Rongkui Han and Mary Madera.

The **Plant Biology Graduate Student Association (PBGSA)** is an official campus organization, under the campus Graduate Student Association (GSA). Students in PBGG elect officers each year, and funding comes from student fees. The officers serve various roles depending on their position including: representing the graduate group at meetings of the Plant Biology Graduate Group Executive Committee (President) and campus-wide Graduate Student Association (GSA reps), plan social activities and put on the Fall Student Colloquium (Events), address student issues with faculty (Mentoring), etc.

### 2020 - 2021 Officers for Plant Biology Graduate Student Association

<b>President</b>	Veronica Thompson
<b>Secretary/Treasurer</b>	Rosalie Sinclair
<b>Events/Colloquium Committee</b>	Amanda Agosto Ramos and Natalie Hamada
<b>GSA Representatives</b>	Tara Caso and Mary-Francis LaPorte
<b>Admissions Representatives</b>	Chenxin Li and Zach Liechty
<b>Recruitment Committee</b>	Elli Cryan and Amber Flores
<b>Mentoring Committee</b>	Rongkui Han and Mary Madera
<b>Fundraising Committee</b>	Kasey Markel and Gabrielle Rossidivito
<b>PBGG Seminar Committee</b>	Ximena Anleu Gil and Alyssa Phillips

Home departments may also have graduate student associations or clubs, independent of graduate group affiliation. Visit their websites and department offices or ask lab mates to find out what's available in a particular department.

## Funding

Several sources of financial support are available for PBGG students. PBGG offer letters outline how students will be supported in their first two or three quarters. Once a student joins a lab, the major professor and student are responsible for figuring out how to support and pursue student funding options. Students should communicate regularly with major professors about funding each quarter and should also attempt to have plans at least a year in advance in case they are not able to be hired as a GSR and other options must be explored (see below). A good time to discuss the next year's funding support is in early Spring, when student progress reports are due. Other PBGG members and the PBGG program coordinator are available to help answer questions and are sometimes involved in the process.

UC Davis requires students file a **Free Application for Federal Student Aid (FAFSA)** in order to receive most funds from the University (fellowships, travel awards, etc.), so it is best to submit a FAFSA online every year, regardless of intent to take out student loans. The priority deadline for California is March 2, but FAFSA can be filed after this date.

### ***Compensation Plan (Comp Plan)***

The PBGG's compensation plan specifies students receive a particular stipend which is updated annually on October 1. Hiring departments should hire students at the appropriate percentage and step (salary grade), (step 9; @ 44.18 percentage or equivalent) so that the appointment, or combination of appointments (TA and GSR), will generate that stipend. Verify with the PBGG Program Coordinator for the stipend amount during the start of the academic year.

The University pays by the 1st of each month so there are 3 checks per quarter. **Due to the late start date of classes, the first check for incoming students will arrive by November 1st, over a month after classes begin. Please plan for this financial void accordingly.**

Support for the first two quarters of first year students are typically covered by the Graduate Group including stipend, tuition and fees while they complete four lab rotations during that time. After that, students will work with their PI to determine the funding sources the student will pursue. Some students may enter the program as "direct admits" and will not rotate. Financial support for students directly admitted to labs without rotating is either provided by a GSR through their PI, TAships, or other sources.

TAs are usually paid below the comp plan so please work with your PI or contact the Program Coordinator to ensure you are being fully compensated.

### ***Research Assistantships (GSRs)***

At UC Davis "research assistantships" are referred to as GSR, or "graduate student researcher", a title under which a student's major professor/hiring department hires them. Major professors usually hire their students as a GSR, and the staff in their home department processes the paperwork. Students hired as GSRs at least 25% time receive full fee and tuition remission as a benefit of that employment. This means that fees (including health insurance) and non-resident tuition (if applicable) are paid for from the major professor's grant. A stipend proportionate to the percentage of appointment is also given to the student.

To serve as a GSR, students must be registered full-time (12 units) every Fall, Winter, and Spring quarter and maintain a minimum GPA of 3.0. Appointments may exceed 50% time only between quarters or during the summer, depending on the availability of funding. International students may not exceed 50% in a regular quarter.

### ***Teaching Assistantships (TAs)***

Gaining an appointment as a teaching assistant (TA) is another way to garner support during graduate studies. TA-ships also provide an excellent outlet for gaining teaching experience and serve as great review for qualifying exams (QE). TAs assist the instructor of a course and most require some combination of office hours per week (at least two hours), class attendance, lecturing, leadership of discussion or laboratory sessions, grading of exams/papers/assignments, and leading review sessions. Specific requirements depend upon the course, the professor, and the number of TA's per course.

The Center for Educational Effectiveness (CEE) offers a number of events and resources to help TAs improve their teaching skills and become better teachers. The CEE's annual TA Orientation is an event students must attend at least once if they are planning to TA. They only offer it once a year in the fall, immediately prior to the start of the quarter, so we recommend all students attend regardless of plans

to TA. Visit their website for more details about TA Orientation and CEE's other resources:  
<http://cee.ucdavis.edu/tao/index.html>.

If hired at least 25% time, the TA-ship pays a stipend and the majority of student in-state fees. The TA stipend is generally lower than the GSR stipend. Major professors may cover the difference, but not always, so discuss funding often and plan accordingly. The TA-ship pays student health insurance, student services and health fees, and tuition, but it does NOT pay what the University calls "local fees." These are items such as the GSA and Memorial Union fees. In 2019 – 20, these fees totaled approximately \$190, and will likely be about the same in 2020 -21. Students are responsible for paying this portion of fees, either from their own funds or through their major professor. TA-ships also **DO NOT** pay **non-resident** supplemental tuition (approximately \$5,000 per quarter if students do not establish residency).

Since the PBGG is a graduate group, not a department, the PBGG does not hire TAs directly. Students must apply for TA-ships through the departments that offer them. Each department's process is a little different, but begin looking for TA-ships about a year in advance. The best way to do this is by looking at each department's website and/or by contacting the department TA coordinator. It is also helpful to speak with the professors of the courses directly. They may be able to assist in the process or give further information about their specific course/teaching requirements. Most departments require UC Davis transcripts, undergraduate transcripts, and references with TA applications. Some departments have on-line only application forms where you can apply for several courses at the same time.

Students should apply for any and all subjects they feel qualified to teach. PBGG students regularly obtain teaching assistantships through the departments of Plant Biology, Evolution and Ecology, Plant Sciences, Molecular and Cellular Biology and Land, Air and Water Resources (LAWR). As of June 2018, the following people are the TA coordinators for the given departments:

Department	Contact	Email	Phone	Website
Plant Biology (PBI)	Lisa Blake	<a href="mailto:lmblake@ucdavis.edu">lmblake@ucdavis.edu</a>	530-752-6736	<a href="http://www-plb.ucdavis.edu/">http://www-plb.ucdavis.edu/</a>
Molecular & Cellular Biology (MCB)	Debbie Smith	<a href="mailto:debsmith@ucdavis.edu">debsmith@ucdavis.edu</a>	530-754-2280	<a href="https://www.mcb.ucdavis.edu/jobs/otap/index.cfm">https://www.mcb.ucdavis.edu/jobs/otap/index.cfm</a>
Plant Sciences (PLS)	Angie Nguyen	<a href="mailto:htgnguyen@ucdavis.edu">htgnguyen@ucdavis.edu</a>	530-752-4839	<a href="http://www.plantsciences.ucdavis.edu/plantsciences/grad_students/pdf/TA.Application.2017AN.pdf">http://www.plantsciences.ucdavis.edu/plantsciences/grad_students/pdf/TA.Application.2017AN.pdf</a>
Land, Air and Water (LAWR)	Shila Ruiz	<a href="mailto:shruiz@ucdavis.edu">shruiz@ucdavis.edu</a>	530-752-1669	<a href="http://lawr.ucdavis.edu/">http://lawr.ucdavis.edu/</a>
Evolution & Ecology	Sherri Mann	<a href="mailto:smmann@ucdavis.edu">smmann@ucdavis.edu</a>	530-752-1274	<a href="http://www-eve.ucdavis.edu/eve/pbg/ta.htm">http://www-eve.ucdavis.edu/eve/pbg/ta.htm</a>

Along with TAs, readerships are also available to apply for. Readerships are paid lower than TAs but a 25% appointment will include fee remission similarly to a TA. Another resource for finding these positions is the [Handshake](#) system via the Internship and Career Center ([ICC](#)).

***Internal UC Davis Fellowships***

The Office of Graduate Studies awards a variety of fellowships to graduate students. The PBGG strongly recommends students apply for these fellowships every year as some will pay fees, tuition and stipend, while others provide research funding. The individual fellowships are described in detail on the fellowship application itself and on Grad Studies' website: <http://gradstudies.ucdavis.edu/prospective-students/financial-support/about-internal-fellowships>.

The application for these fellowships is completely online. It opens during Fall Quarter and closes on December 1. The application requires GPA, transcripts, three letters of recommendation, a personal statement essay, a personal history essay, and a list of awards and publications. This is a general application format, so several fellowships may be applied for at once by checking the box next to each one. Students should read the brief fellowship descriptions and apply if the criteria may apply. Several graduate fellowships give preference based on area of research and/or to the location of previous education, so any students who fit part of the description should apply. Some fellowships ask for a brief statement regarding personal eligibility; the application indicates where this is necessary.

The PBGG Admissions and Fellowship Committee reads all PBGG students' applications, ranks them, and forwards those rankings to Grad Studies. Grad Studies' Graduate Student Support Committee, comprised of faculty members from across campus, reads the applications and ranks them relative to all campus applicants to choose the winners. Grad Studies usually sends letters to the winners late in Winter Quarter or early in Spring Quarter.

Home departments may also have fellowships available to students studying with major professors in that department. These fellowships may offer tuition, fee, and stipend support or research support. Major professors, lab mates, or the staff in those departments can help identify relevant fellowships and their application process.

***Travel and other Awards***

The Office of Graduate Studies puts out a call for applications for travel awards twice a year. These awards provide students who are at or near the end of their graduate studies with funds for travel to present at research conferences. The PBGG program coordinator circulates the call and students return applications to the PBGG. The PBGG Fellowship Committee ranks the applications and forwards the top three to Grad Studies which ranks the applications relative to all campus applicants and chooses the winners. More information can be found on Grad Studies' [website](#).

The campus Graduate Student Association (GSA) also offers various awards. See the GSA's awards [website](#) for more information. Individual departments also may offer travel awards for graduate students; major professors or home department offices are good contacts for those award applications.

***Jastro Shields Awards***

The Jastro Shields award provides research or stipend, fee, and non-resident supplemental tuition support to students whose major professors are appointed through the College of Agricultural and Environmental Sciences. The College of Agricultural and Environmental Sciences allocates a portion of their Jastro Shields endowment to the PBGG each year. The PBGG then puts out calls for applications for the research award and the student support award (usually at different times during the year). The research award provides up to \$3,000 to purchase research supplies. For this award, students are asked to compose a research proposal and a budget. The student support award may cover some or all fees,

tuition and stipend for a quarter or more. The application for the support award varies. For both types of award, the PBGG reviews the applications and selects the awardees.

### ***External Funding***

A wide variety of private foundations, state, Federal, and local government agencies and nonprofits offer fellowship and grant support. The Office of Graduate Studies maintains a website that includes both potential sources of support and resources for writing successful grant proposals. Grad Studies is also responsible for reviewing and approving proposals submitted to outside entities. They provide the “institutional signature” necessary on some applications. See their [website](#) for more details.

The campus Office of Research also lists several funding-related search engines on their [website](#), as well as resources and guides to develop proposals.

PBGG students in the past have been particularly successful at winning National Science Foundation Graduate Research Fellowships and Doctoral Dissertation Improvement Grants. The PBGG highly encourages students to apply for both of these programs. The PBGG dedicates class time during PBI 292, the first year journal club or equivalent, to assist students with their applications. Applications for these awards are generally due during Fall Quarter. Visit NSF’s [website](#) for more information.

### ***Financial Aid***

UC Davis’ Financial Aid Office has a unit dedicated to graduate student financial aid so students should submit a [FAFSA](#) each year. They determine eligibility for federal, state, and University need-based aid and assist with the administration of those awards. Grants and both subsidized and unsubsidized loans are available through the Financial Aid Office. See their [website](#) for the details on all of the available loan and other options.

Financial Aid also offers short-term and emergency loans for students. The application for these types of loans is available [online](#).

The Financial Aid Office also determines Work-Study eligibility. The Work-Study program pays a portion of fees and stipends when major professors hire students as GSRs. The PBGG receives an allocation of Work-Study “units” each year. Each unit is an indicator of how much Work-Study will cover. The PBGG puts out a call for applications for Work-Study in late spring or early summer for the following year. Once the PBGG awards its Work-Study units, the PBGG communicates the names of the awardees to the Financial Aid Office. The Financial Aid Office then makes the final determination of eligibility and posts the award to student accounts, allowing major professors to hire that student at a ‘discount’.

## **Residency**

Non-California domestic students are charged an additional \$5,034 in tuition by the University of California *per quarter*. They call this “non-resident supplemental tuition” or NRST. In the first year, there is no avoiding it, so either the PBGG or major professors will cover it for students. There are no guarantees that the PBGG or major professors will cover this beyond the first year, so it is very important to become an “official” Californian quickly and save \$15,000 per year (after the first year).



The Registrar's office decides who is and is not a California resident for tuition purposes. There are steps to establish legal ties to California, such as (but not limited to) getting a California driver's license and paying California income taxes. These steps should be taken immediately upon arrival in California. At the end of the first year, students must file a petition to establish residency; *reclassification is not automatic.*

View the Registrar's [residency website](#) to see the whole process and what must be done to establish residency. The process can require a lot of documentation, so be sure to keep all of the relevant documents throughout the year. The process can be quite complicated and the Residence Deputies are the best source of information. Reach them at [ResidenceDeputy@ucdavis.edu](mailto:ResidenceDeputy@ucdavis.edu) or, 530-752-4749 or 530-752-5029.

International students cannot establish California residency for tuition purposes. The University charges them non-resident supplemental tuition (extra \$5,034 per quarter) for most of their graduate career. Upon advancing to candidacy, the University grants international students a brief respite by waiving the NRST for three calendar years. The NRST returns if those students do not finish their degree before the waiver ends after three years.

## Registration

Over summer, the Office of the University Registrar sends email instructions for UC Davis' online course registration system, [SISWEB](#). An associated platform called Schedule Builder is used by students to register for or change classes. No appointment is necessary.

**Students must always register for at least 12 units** by the Registration Fee Payment Deadline (8<sup>th</sup> week of classes). The [calendars](#) on the Registrar's website lists the quarterly registration (and other) deadlines, the times during which Schedule Builder is operational, and those all-important holidays and fee deadlines. Book mark them and select the PDF version when possible as those are easier to read.

The Registrar's main website offers a wealth of other information on everything from grading and academic policy to course descriptions and forms, here: <http://registrar.ucdavis.edu>.

## Rotations and Joining Labs

Most students arrive uncommitted to a major professor. These students have the option of either completing the PBGG rotation program in their first 2 quarters or joining a major professor's lab from the outset in specified cases. A few PBGG students are admitted directly into a major professor's lab. Admission letters specify whether students have the option to do rotations or were admitted directly into a lab.

Students choosing rotations are required to complete two five-week rotations per quarter during Fall and Winter Quarters. The rotation program has a threefold purpose for students: help them find a major professor for Spring Quarter and beyond; allow them to experience the wide range of research conducted by PBGG faculty members; and make personal and professional connections that will often be useful in the future. It also benefits the labs and faculty by determining how well students fit into their labs and allowing them to make a good impression on rotating students. Rotations are a two-way

interview. Rotations are a chance to try new and different lab environments, mentoring styles, techniques, and research areas. Students decide their rotations by contacting professors who are both open to rotations and are performing research that interests them. Before Fall Quarter begins, the PBGG coordinator sends a list of faculty members who have indicated that they are able to host students for rotations. Start contacting professors during summer because most faculty are busy right before fall quarter begins. Similarly, schedule Winter rotations well in advance of the end of Fall quarter. Academic advisers, the Master Adviser, peer mentors, and the PBGG Chair can help students choose appropriate rotations.

## Specializations

The first task for students is choosing one of the PBGG's four areas of specialization so the Master Adviser can assign them to an academic adviser in the early summer. The area of specialization reflects the students' research and coursework interests, but academic advisers can help guide students towards a specialization that best fits them if their career goals or interests change. Coursework and topics for each specialization can be found in detail in the appendices of the [Degree Requirements Document](#) and the "[Current Resources for Students](#)" page. The specializations are:

1. Cell and Developmental Biology
2. Environmental and Integrative Plant Biology
3. Molecular Biology, Biochemistry, and Genomics
4. Systematics and Evolutionary Biology

## Choosing Classes

In August students begin working with their assigned academic adviser to plan coursework. The adviser examines the student's academic record and identifies any deficiencies, these classes are among the first to complete even before arriving at UC Davis, if possible. **Deficiencies** are determined by academic advisers as outlined by the course prerequisites detailed in the [Degree Requirements Document](#) before the quarter begins.

Details for **Course Requirements, Normative Time to Degree**, and sample course schedules can also be found in the [Degree Requirements Document](#).

Campus policies for good academic standing and probation can be found on the Grad Studies page: <https://grad.ucdavis.edu/academics/progress-and-academic-probation/warnings-probation-and-disqualification>

Each quarter students enroll in PBI 299 for research units. Each professor has his/her own unique PBI 299 course registration number (CRN) that will reflect the research students are conducting in their lab. This is a variable unit course, meaning 1 – 12 units of the course may be enrolled in depending on student needs. While completing coursework, students only need to enroll in enough 299 units to total 12. After coursework is completed, most students enroll all 12 of their units in 299. Before each quarter starts, the PBGG program coordinator emails out a list of all PBGG faculty members' CRNs to register in their sections of PBI 299.

PBI (or PLS, or MCB, etc.) 298 are also common as they are “group study” courses that many faculty members use for their lab meetings to discuss what’s going on in the lab and to keep each other updated on research and projects. Some faculty members have students enroll in their 298 for this meeting, and some don’t.

### **Course Numbering**

Like most universities, UC Davis’ course numbers indicate the level of the course. Courses numbered 200 – 299 are graduate level courses, while courses numbered 100 – 199 are undergraduate, upper-division courses. Though most PBGG students will take 200 level courses, some 100 level courses may fulfill deficiencies and/or satisfy specialization requirements, but must be taken for a letter grade. Courses numbered 1 – 99 are undergraduate, lower division courses and may be taken, but will not count towards the degree. Academic advisers should help students choose all the classes they take.

## **Taking a Break or Finishing Up: Leaves and Alternate Registration**

The University offers several options for alternate registration status each pertaining to different situations and with a slightly different process. Each of these statuses can impact students’ ability to work as a GSR or TA, their health insurance, fellowships, and financial aid, and on the availability of campus services. Read about each carefully on the Grad Studies website and consult with academic advisers before applying for any of them.

**Planned Educational Leave Program (PELP)** allows students to take a break from their studies for one to three quarters due to illness, family emergencies, or to re-evaluate their educational goals. When students return, they pick up right where they left off.

The process takes several steps, so advisers should be consulted as early as possible to discuss and begin the process, at least a few weeks before the quarter intended to start leave. The Program Coordinator has the PELP form for the student to fill out. The complete form is sent first to the program coordinator, who forwards it to the Master Adviser for signature, then the Program Coordinator forwards it to Grad Studies for approval, and finally, to the Registrar's Office who officially places the student on leave. In an emergency, PELP can be set up right before or even after the quarter begins, but be aware that the University has a sliding scale for refunds – less money is returned to students and major professors the later in the quarter PELP leave is taken.

**In Absentia** is a status for students that have advanced to candidacy and need to conduct research outside of California for a quarter or more. Registering *In Absentia* maintains student registration status but with reduced fees while they are away from campus and University services. To register *In Absentia*, complete the [In Absentia Registration Form](#). The form must be turned into Grad Studies by the Registration Fee Payment Deadline for the quarter during which *In Absentia* registration is taken so secure approval in advance.

**Filing Fee Status** is for students that have completed all degree requirements, except for the actual filing of their thesis or dissertation, and are only waiting for committee members to review and approve their dissertation. Filing Fee allows students to pay a drastically reduced fee instead of the regular registration fees while reviewing and revising their dissertation. The vast majority of research and writing must be completed before going on Filing Fee and only revisions and review must be left. This is important! Only plan for filing fee status a quarter away from finishing, as Grad Studies may not approve more than one

quarter. If Grad Studies does not approve additional quarters of filing fee, students must register and pay full fees again. To apply for Filing Fee, complete the [Filing Fee Application](#). The PBGG Master Adviser will not sign applications unless the most recent progress report indicates students are very close to finishing their degree (i.e., within a quarter). As with PELP and *In Absentia*, allow plenty of time before the quarter starts to get the signatures and to file the application.

Forms are required for filing for alternate registration as discussed above, advancing to candidacy, etc. Most forms are on the Office of Graduate Studies' website, and these need to be signed by the Master Adviser, listed as "Graduate Adviser": <http://gradstudies.ucdavis.edu/forms/>.

Plans should be discussed with academic advisers before being brought to the Master Adviser for their signature. The form is then sent to the PBGG Program Coordinator. Copies of signed forms should be sent via campus mail to the PBGG coordinator or brought to their office directly. Currently, due to COVID restrictions, applications can be sent via campus mail or via email. The PBGG Coordinator keeps a copy of the signed form and forwards the original to Grad Studies. Once approved by Grad Studies, the student affairs officer will email students a copy of the final approved form.

## Progress Reports

**Student progress assessment (SPA)** The Office of Graduate Studies requires all graduate students complete a student progress assessment (SPA) with their major professor each year to make sure that degree requirements are being met in a timely fashion and to identify and remedy any potential problems. Grad Studies emails the link and instructions in Spring Quarter. To go on Filing Fee in the coming year, the progress report must indicate that the student will be close to completing their degree at the time that they want to go on Filing Fee. Students should plan to meet with their major professor, academic advisor, and dissertation committee prior to submitting the SPA; late Winter is the best time to set up these meetings.

**Individual Development Plan (IDP)** is more comprehensive than SPA. IDP is a yearly summary and plan that outlines students' overall goals, research progress and objectives, funding sources, and skill development progress. Students fill this out with their major professor and academic advisor after joining a lab. There is a great overlap between the IDP and SPA and it is recommended to first complete the IDP and copy the relevant sections to SPA. Information can also be found on the "[Current Resources for Students](#)" page.

In late April, the PBGG Program Coordinator sends students the link for their individual online progress report (or Student Progress Assessment; SPA), the IDP form, the student support survey, and a dissertation report form. After meeting with their major professor, academic adviser and dissertation committee (if applicable) to discuss their progress and remaining requirements, students return the forms with the appropriate signatures to the PBGG program coordinator. The process for completing the forms is slightly different depending on whether students have advanced to candidacy (i.e. passed the qualifying exam and filed the advancement to candidacy petition). Each case is described below:

If students have NOT advanced to candidacy, they DO NOT need to complete the dissertation report form; they only need to complete the progress report form and the student support survey. First, students and their major professor should discuss student's progress, work in the lab, potential dissertation topics, recommended courses, and target completion date. This is also a good time to talk

about financial support in the coming year. Major professors may not know yet if they will be able to offer GSR-ships, so best guesses suffice when completing the student support survey form.

If students HAVE advanced to candidacy, they must meet with their entire dissertation committee (see below) and get their signatures on the dissertation report form in addition to the SPA and IDP. The purpose of this meeting is to keep students in contact with their dissertation committee so students can file their dissertations more quickly when ready. Students must meet with their committee at least once a year. Many students, especially those considering major changes to their research plans or those close to finishing their degree requirements, meet with their committees more than once a year. Acquiring committee members' comments early and often leads to fewer revisions later. Start working on arranging a meeting as soon as possible and have it scheduled around late Winter Quarter.

Based upon these various student check-points, advisers and major professors decide whether students are making "Satisfactory," "Marginal" or "Unsatisfactory" progress. If progress is Satisfactory, great! If progress is Unsatisfactory, the progress report will be forwarded to the Office of Graduate Studies and students will be placed on Academic Probation. Students will work with their adviser and major professor to develop a plan to get back on track. Students who complete the required work within the timeframe specified in the plan, will return to good standing. If progress is Marginal, the report will be forwarded to Grad Studies, but students will not be placed on probation. Students will compose an agreement with their adviser and major professor to improve progress to avoid further marginal reports.

**Academic Probation page:** <https://grad.ucdavis.edu/academics/progress-and-academic-probation/warnings-probation-and-disqualification>

## Qualifying Exams (Specific for Ph.D. Students)

Details regarding **QE requirements, proposal guidelines, oral presentation guidelines, and possible outcomes of the exam** are found in the [Degree Requirements Document](#).

After students complete coursework, they take the qualifying exam (QE), an exam that has both a written and an oral component. Four faculty members conduct the exam, usually at the end of the second year or the beginning of the third. These faculty members are known as the student's QE Committee. Each committee member tests students' knowledge of a particular subject area. The Chair and one other member examine students in their specialization area, one member examines in general plant biology and one additional member examines **in one** area of plant biology outside their specialization area. Students pursuing a designated emphasis must have a designated committee member also examine them in the designated emphasis area. All committee members may be from the PBGG membership.

In Fall, second year students complete the PBGG Ph.D/MS Oral Exam Committee Nomination Form found on the PBGG [website](#). On this form, students indicate first and second choices of committee members for each exam area. Though major professors are not allowed to serve on their students' QE Committees, they can help students choose their committee nominations. Academic advisers can assist in the process and can serve on the students' QE committee. Once the academic adviser signs their nomination form, students return it to the PBGG program coordinator. In late Fall, the PBGG academic advisers meet to assign the committees based on everyone's nominations. The advisers do their best to make assignments with nominated members, but they also spread the examinations equally amongst

the faculty so that no one faculty member is conducting too many exams. After the advisers' meeting, the PBGG Program Coordinator or Master Adviser emails students the recommended committee members to allow the student to identify any conflicts unknown to the advisers; dissatisfied students may consult with the Master Adviser to request changes. The faculty are then notified by the PBGG Program Coordinator for their availability to participate in the assigned QE Committee.

While committees are nominated by the PBGG, the Office of Graduate Studies actually approves and officially appoints all committees. After PBGG student and committee approval, students must fill out the Office of Graduate Studies' Qualifying Examination [Application](#). As with any Grad Studies form, it must be signed by the Master Adviser and sent to the PBGG coordinator before turning it into Grad Studies. Students pursuing a designated emphasis must also have the Chair of the designated emphasis sign the application.

After Grad Studies approves the committee, the student affairs officer at Grad Studies emails a series of materials related to the exam to students and the committee chair, making the committee official in the eyes of the University. Completing the Office of Graduate Studies' Qualifying Exam Application is ***ABSOLUTELY IMPERATIVE. Exams conducted prior to approval by Grad Studies are considered invalid.*** Students should receive the approval materials from Grad Studies in two to three weeks after form submission. It is the students' responsibility to follow-up with Grad Studies (with the PBGG coordinator's assistance if necessary) if approval is not received within a month.

Typically, nominations are accepted by Graduate Studies, so once the Master Adviser confirms the committee composition with the student and the committee members, students may begin working with their nominated committee members right away to prepare for the exam. The first priority is usually to schedule an exam date. DO NOT wait to schedule the exam, set a date early. *While students cannot take their exam until Grad Studies formally approves their committee (see above), coordinating that many people can be difficult, so get an early start.* Committee chairs should be consulted if scheduling becomes a major problem. First set a date and time, then find a room; the PBGG Program Coordinator can help students find rooms if needed.

After passing the QE, the PBGG expects students to celebrate briefly, then to get right back to business and appoint a dissertation committee within one month of passing the QE. Major professors, academic advisers, and QE committee members can help students choose dissertation committee members.

## Dissertation Committee and Advancing to Candidacy

Details on **advancing to candidacy**, the **exit seminar**, **dissertation committees and requirements** can be found in the [Degree Requirements Document](#).

Students that have passed their QE advance to PhD candidacy. To do this, they must choose their dissertation committee. In addition to their major professor, who will chair the committee, students choose two additional committee members. Students pursuing a designated emphasis must have a member of the emphasis that will evaluate the dissertation accordingly. Dissertation committee members determine what requirements students must fulfill before they sign off on their dissertation. These requirements are usually noted on annual progress reports, and may include completion of specific experiments and submission and/or publication of manuscripts to report their findings.

Once all committee members have agreed to serve on the committee, students fill out the Candidacy for the Degree of Doctor of Philosophy, Plan B [form](#) and have their major professor and the Master Adviser sign it. The form is submitted to the Cashier's Office to pay the candidacy fee, then sent to the PBGG coordinator, who will send it to Grad Studies. If and when Grad Studies approves the dissertation committee, the student affairs officer there will email the student and dissertation committee chair (major professor) a copy of the approved form, at which point the student is considered "advanced to candidacy" and ready to work on and complete their dissertation.

Once advanced to candidacy, the PBGG expects students to present at least one "in progress" seminar on their dissertation research during the PBGG's Tuesday Seminar Series (PBI 291). This is an opportunity to practice presenting research and placing it in context in the broader field of plant biology. The seminar is also a chance to receive feedback from peers and their dissertation committee (who should be invited to the presentation). For these reasons, the PBGG encourages students to present more than one seminar in the series.

## Finishing Up and Graduating

The PBGG follows UC Davis' dissertation Plan B which is our one and only plan that specifies what our students must do to graduate. In addition to completing coursework, passing the QE, and filing an actual dissertation, under Plan B, students must present a public exit seminar. Some dissertation committees may also elect to conduct a final oral examination.

Students organize the exit seminar once their dissertation has been completed. The seminar is a chance for students to formally and publicly present their research and show off everything that they have spent the last several years doing. The dissertation committee chair verifies that they have successfully completed this requirement by signing the dissertation. The PBGG highly recommends that exit seminars occur during the PBGG Tuesday Seminar Series (PBI 291), but alternate venues may be chosen. The PBGG coordinator can help book alternate rooms, but it is always the student's job to ensure their committee members attend.

Actually filing the dissertation with the Office of Graduate Studies is usually the last thing needed to satisfy degree requirements. Grad Studies sets and enforces the policies, procedures and deadlines involved in filing dissertations. Check their [website](#) for the formatting guidelines and deadlines; it is filed electronically. Students who are ready to file make an appointment with the student affairs officer at Grad Studies who will walk them through the final steps to graduation. Students may choose to walk at Grad Studies' Commencement Ceremony in June, or not, either way congrats on accomplishing your degree!

## Master's Students

While many students in the PBGG are pursuing a PhD, there are a handful of students who are pursuing a M.S. These students earn their degree under one of two plans, Plan 1 (write a thesis and give an exit seminar) or Plan 2 (pass an oral comprehensive exam and write a 10+ page report). Unlike Ph.D. students, M.S. students do not receive funding from the graduate group for their first two quarters and must fund their education through TAships, GSR, loans, or other external funding sources. Because of

this, some M.S. students may decide not to participate in the "PBGG Rotation Program". M.S. students are encouraged to discuss their plans with their academic advisor and the Master Advisor as they begin their time with the PBGG. The first half of the [Degree Requirements](#) document details Master's requirements.

### **Choosing Your Thesis Committee and Advancing to Candidacy (M.S. Students)**

M.S. Students do not take a Qualifying Exam to advance to candidacy like Ph.D. students do. Instead each M.S. student must file an official application for Candidacy for the Degree of Master of "Plant Biology" after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this typically in the 5th quarter of enrollment. The Candidacy for the Degree of Master form can be found [online](#). A completed form includes a list of courses the student will take to complete the degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to the Office of Graduate Studies. Students must have their Graduate Adviser and thesis committee chair sign the candidacy form before it can be submitted to the Office of Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate graduate staff person, and the student; the thesis committee chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding incomplete "I" grades in required courses, or insufficient units.

### **Comprehensive Exams (M.S. Students Plan II)**

M.S. Students on Plan II must advance to candidacy before taking their comprehensive exams. The student, in consultation with his/her Graduate Adviser, will submit nominations of three faculty members to serve on the Comprehensive Examination Committee to the Master Adviser. One member on the committee must be from the student's area of specialization. Neither the faculty member who served as the instructor in charge of the 299 units, nor others deemed to have a conflict of interest with the student or the major professor (for example, PI or close collaborators), shall serve on the committee. A committee member from the student's area of specialization will normally serve as chair. The Master Adviser may appoint the comprehensive exam committee either:

1. At the Adviser Meeting held in Winter quarter, in conjunction with the PhD QE Committee assignments, or
2. At any time during the academic year as necessary, in consultation with the student's Graduate Adviser.

When the committee is approved, the student will organize the time and place of the exam. The comprehensive examination is an oral examination that should not exceed three hours in length. The oral exam must cover general plant biology, the student's area of specialization and at least one additional area. In consultation with the student's Graduate Adviser, the student will choose the additional area ([click here](#) for suggested topics) and submit it along with suggested faculty members to serve on the examination committee to the Master Adviser. The additional area must be approved by the Master Adviser.

The results of the examination are submitted to the Office of Graduate Studies using the Master's Report Form. The outcome of the examination is either a pass, not pass or fail. If the decision is a not pass, then the student may be re-examined one additional time, with the approval of their Graduate



Adviser. The outcome of the second examination can only be either a pass or fail. A student who receives a fail on the first or second attempts, will be recommended for disqualification by the Dean of Graduate Studies.

## **Student Wellness, Health, and Safety**

The wellness, health, and safety of our students, staff, and faculty are paramount to the people of the PBGG. A student Wellness Class PBI298 is offered in PBGG. Additional trainings are organized periodically. This section includes Student Health and Counseling information, Sexual Harassment and Discrimination Resources, and Reporting and Campus and Lab Safety Information. Also feel free to reach out to any of your advisors, the PBGG Chair, or the Program Coordinator and the Mentoring committee for support.

### ***Student Health and Counseling Services***

<http://shcs.ucdavis.edu/>

The mission of Student Health and Counseling Services is to enhance the physical and mental health of students in order to help them achieve academic success, personal development and lifelong wellness by providing an integrated program of quality, accessible, cost sensitive and confidential healthcare services, tailored to their unique and diverse needs and to assist the University community, through consultation and education, to develop a healthy campus environment consistent with UC Davis "Principles of Community".

### ***After Hours Emergencies:***

Sutter Davis Hospital 2000 Sutter Pl, Davis, CA 95616

### ***Healthcare FAQ***

<https://shcs.ucdavis.edu/insurance/frequently-asked-questions>

\*\*2020 now contains **Racial Trauma and COVID Resources**

All of the healthcare requirements for new students can be found at the link below:

<https://shcs.ucdavis.edu/resources/new-students>

### ***Crisis Text Line***

Text "RELATE" to 741741

### ***Counseling and Psychological Services***

<https://shcs.ucdavis.edu/counseling-services>

530-752-0871 – call 24 hours a day, 7 days a week to talk to a mental health staffer.

Confidential counseling services are available at no cost to registered graduate students. Some common issues of concern include academic performance, anxiety about completing dissertations or QEs, self-identity, self-esteem, and conflicts in relationships with friends, professors, committee members, etc. SHCS offers individual counseling, group counseling, wellness clinics, career counseling and other services. To utilize SHCS' services, call their 24 hour line at 530-752-0871 or drop-in at their office in 219 North Hall (on the quad).

### ***Health Services***

530-752-2349

Primary and urgent medical care is available to all registered students, regardless of insurance, at the Student Health and Wellness Center on La Rue Road. Students pay a small fee for most services. Visit the Student Health and Counseling Services website for details. The SHCS website also provides information on the UC SHIP student health insurance plan.

**Wellness Services**

<https://shcs.ucdavis.edu/wellness>

**Racial Trauma Resources**

<https://diversity.ucdavis.edu/resources-racial-trauma>

**Diversity, Equity, and Inclusion Page**

<https://diversity.ucdavis.edu/>

**COVID-19 Resources**

Student Affairs: <https://studentaffairs.ucdavis.edu/news/coronavirus-faqs>

Campus Updates: <https://www.ucdavis.edu/coronavirus/>

Diversity, Equity, and Inclusion Resources: <https://diversity.ucdavis.edu/coronavirus-resources>

**Domestic Violence During COVID Resources:**

<https://hdapp.ucdavis.edu/sites/g/files/dgvnsk3581/files/inline-files/Domestic%20Violence%20Resources%20%281%29.pdf>

**Sexual Violence Prevention and Response**

<https://sexualviolence.ucdavis.edu/>

File reports, obtain training, seek guidance, and find contact information

**FAQ Page**

<https://sexualviolence.ucdavis.edu/faq-page>

**Harassment and Discrimination Assistance and Prevention Program**

<https://hdapp.ucdavis.edu/>

File reports, find contact information, learn about the process of filing complaints, and find support.

**More Ways to Report Discrimination and Harassment**

<https://health.ucdavis.edu/legal/SVSH-guidelines.html>

**Ombuds Office**

<https://ombuds.ucdavis.edu/>

“The UC Davis Ombuds Office is a confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis and UC Davis Health campus communities. We invite students, staff, and faculty, with university-related issues and concerns, to visit our office. The Ombuds can assist by listening to concerns, clarifying issues, identifying policies and resources, and providing coaching and communication strategies.”

**Lab Safety Services**

<http://safetyservices.ucdavis.edu/>

UC Davis Safety Services offer publications and trainings to instruct students and postdocs on the safe handling of hazardous chemicals, radioactive materials, and other potentially dangerous substances.

Major professors, lab managers or department safety coordinators can help identify which trainings need to be completed.

### **Fire Department**

UC Davis <https://fire.ucdavis.edu/>

City of Davis <https://cityofdavis.org/city-hall/fire-department>

- 911 (Emergencies)
- 530-747-5400 (Non-emergencies)

### **Police Department**

UC Davis <https://police.ucdavis.edu/>

- 530-752-1230 (Emergencies)
- 530-752-1727 (Non-Emergencies)

City of Davis <https://cityofdavis.org/city-hall/police-department>

- 911 (Emergencies)
- 530-747-5400 (Non-Emergencies)

UC Davis WarnMe <https://warnme.ucdavis.edu/>

## **Diversity Resources**

### **Statements of Diversity:**

[Statement of Diversity UC Davis](#)

[Principles of Community UC Davis](#)

The University of California, Davis, is first and foremost an institution of learning, teaching, research and public service. UC Davis reflects and is committed to serving the needs of a global society comprising all people and a multiplicity of identities. The university expects that every member of our community acknowledge, value, and practice the following guiding principles.

We affirm the dignity inherent in all of us, and we strive to maintain a climate of equity and justice demonstrated by respect for one another. We acknowledge that our society carries within it historical and deep-rooted injustices and biases. Therefore, we endeavor to foster mutual understanding and respect among the many parts of our whole.

[We affirm the right of freedom of expression within our community.](#) We affirm our commitment to non-violent exchange and the highest standards of conduct and decency toward all. [Within this context we reject violence in all forms.](#) We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect. We further recognize the right of every individual to think, speak, express and debate any idea limited only by university regulations governing time, place and manner.

[We confront and reject all manifestations of discrimination,](#) including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation,

citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences.

### **Resources on Diversity Equity and Inclusion:**

#### ***Resources for Graduate Students:***

<https://grad.ucdavis.edu/about-us/priorities-initiatives/diversity>

***The Office of Diversity, Equity and Inclusion is devoted to campus climate, diversity and inclusiveness:***

<https://diversity.ucdavis.edu/>

#### ***Initiatives on Diversity:***

<https://diversity.ucdavis.edu/initiatives>

#### ***Diversity & Inclusion Education and Training:***

<https://diversity.ucdavis.edu/education>

#### ***Sexual & Discrimination Harassment Assistance and prevention***

[Sexual & Discrimination Harassment Assistance and Prevention Program](#)

#### ***Additional Resources on Diversity Equity and Inclusion:***

[AB 540 & Undocumented Student Center](#)

[Cross Cultural Center](#)

[Lesbian Gay Bisexual Transgender Queer Intersex Asexual Resource Center \(LGBTQIA\)](#)

[Services for International Students and Scholars \(SISS\)](#)

[Student Disability Center](#)

[Student Recruitment and Retention Center](#)

[Women's Resource and Research Center \(WRRRC\)](#)

[Office of the Ombuds](#)

[Professional Academic Diversity](#)

[University of California Diversity](#)

[UC Davis Campus Climate Survey](#)

[Report on 2013-14 Diversity Dialogues on Graduate Education](#)

## **Campus Resources**

### ***Plant Growth Facilities***

<http://cef.ucdavis.edu/>

The College of Biological Sciences supports three plant growth facilities: the Botanical Conservatory, the Research Greenhouses and the Sciences Laboratory Building Greenhouse. The Office of Research

supports the Controlled Environment Facility. These facilities offer greenhouse space, lath houses, growth chambers and contained outdoor growing areas. The Plant Growth Facilities are available to students for research projects.

Individual departments and the College of Agricultural and Environmental Sciences offer additional greenhouse space and plant growth facilities.

### ***Statistical Laboratory***

<https://statistics.ucdavis.edu/stat-lab>

The Department of Statistics' Statistical Laboratory provides a statistician who is available for consultations concerning design of experiments or sample surveys, statistical analysis of experimental results and the assembly and management of databases. This service is free to graduate students involved in degree-related research. Visit the Department of Statistics' website to find more details about the lab and to make an appointment.

### ***Computer Labs***

<https://computerrooms.ucdavis.edu/>

Information Educational Technology (IET) operates a series of computer and media labs where students may use a computer, print and scan. Many are designed for both academic instruction and general computing use. They are available on a drop-in basis when they're not reserved for classes.

### ***University Writing Program (UWP)***

<https://writing.ucdavis.edu/gradwriting>

The University Writing Program provides writing workshops and individual writing consultations to graduate students. The writing workshops focus on specific aspects of academic writing and are adapted to meet the needs of any field. They also can be designed for particular audiences (i.e., for TA's correcting and evaluating student papers). Visit UWP's website to check out all of their services and to schedule an individual consultation. Most workshops are offered through the Office of Graduate Studies' Professional Development series, who frequently email out workshop announcements.

## **Campus Recreation Resources**

### ***Campus Recreation***

<http://cru.ucdavis.edu/>

Campus Recreation offers a bevy of opportunities to take a break from schoolwork. The campus gym, the **Activities and Recreation Center (ARC)**, has a climbing wall, indoor track, basketball courts, multi-activity courts and dance studios in addition to cardio and weight equipment. Campus Rec also offers dance, martial arts, and other fitness classes. Pools, athletic fields and tennis courts can all be found on campus. For those with a love of horses, the campus **Equestrian Center** offers riding lessons, boarding and an indoor riding arena. **Outdoor Adventures** hosts backpacking, rafting, kayaking and other excursions and classes in the great outdoors. The campus **Craft Center** offers everything from glass bead-making to welding. Campus Rec also hosts both **intramural and club sport teams**.

### ***Memorial Union Games Area***

<https://memorialunion.ucdavis.edu/games-area>

Under the Bookstore in the depths of the Memorial Union sits UC Davis' very own bowling alley. The lanes are open to students and the general public for both daily and league play. Like any good bowling alley, UC Davis' facility also has billiards and a plethora of video games.

## Resources in the Office of Graduate Studies

### Graduate Student Resources

<https://grad.ucdavis.edu/resources/graduate-student-resources>

Academic Information and Services, Student Employment, Problems and Dispute Resolution, Mental, Health and Counseling, Life Balance and Wellness, Policies, and Forms

### Diversity Resources

Resources for Graduate Students

<https://grad.ucdavis.edu/about-us/priorities-initiatives/diversity>

### Mentoring Resources

<https://grad.ucdavis.edu/mentoring>

## Important Phone Numbers and Websites

### Office of Graduate Studies

[250 Mrak Hall](#)

530-752-0650

<http://gradstudies.ucdavis.edu/>

[Memorial Union](#) (Main)

530-752-6846

[ucdavisstores@ucdavis.edu](mailto:ucdavisstores@ucdavis.edu)

<http://ucdavisbookstore.com/home.aspx>

### Registrar's Office

[3100 Dutton Hall](#)

530-752-3639

[Contact an Expert](#)

<http://registrar.ucdavis.edu/>

### Graduate Student Association

<https://gsa.ucdavis.edu/>

### Diversity, Equity & Inclusion

<https://diversity.ucdavis.edu/>

### Residence Deputy

Registrar's Office – [3100 Dutton Hall](#)

530-752-0879 or 530-752-5029

[ResidenceDeputy@ucdavis.edu](mailto:ResidenceDeputy@ucdavis.edu)

### Services for International Students and Scholars

[International Center](#), Third Floor

530-752-0864

<http://siss.ucdavis.edu/>

### Student Accounting

[2100 Dutton Hall](#)

530-752-3646

<http://studentaccounting.ucdavis.edu/>

### Harassment & Discrimination Assistance and Prevention Program

<https://hdapp.sf.ucdavis.edu/report-incident>

### Graduate Academic Programs Office

[227 Life Sciences](#)

530-752-2981

### UC Davis Bookstore

Lori Bergum, PBGG Program Coordinator  
[pbi@biosci.ucdavis.edu](mailto:pbi@biosci.ucdavis.edu) or  
[llbergum@ucdavis.edu](mailto:llbergum@ucdavis.edu)  
<http://pbi.ucdavis.edu/>

**Student Health and Counseling Services –  
Urgent Health & Mental Health Care Services**  
Student Health and Wellness Center  
(on La Rue  
Road)<http://campusmap.ucdavis.edu/>  
530-752-2349  
<http://shcs.ucdavis.edu/>

**UC SHIP – Insurance Services**  
[Student Health and Wellness Center](#) (on La Rue  
Road)  
530-752-6055  
<http://shcs.ucdavis.edu/insurance/index.html>

**Ombuds Office**  
207 3rd St., Suite 220  
Davis, CA 95616  
530-754-7233 (SAFE)  
<https://ombuds.ucdavis.edu>