

BASIC INFORMATION FOR NEW AND RETURNING GRADUATE STUDENTS

COMPARATIVE LITERATURE PROGRAM



UNIVERSITY OF CALIFORNIA
SANTA BARBARA



Welcome incoming graduate students!

Our office staff is ready to help you get started with your graduate studies and to make you feel at home in Phelps Hall. Our staff serves three departments and two programs, and comprises the Phelps Administrative Support Center, or PASC.

<http://www.hfa.ucsb.edu/pasc/people>

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Before you come in:

Please visit the following pages so you can be started on important steps:

<http://www.graddiv.ucsb.edu/admissions/admitted-applicants>

<http://www.graddiv.ucsb.edu/profdev/new-students>

The 2017-18 Calendar is on:

<http://registrar.sa.ucsb.edu/cal2018.aspx>

1. The Program Office

The Comparative Literature Program administrative office, located at 4212 Phelps Hall, is open Monday-Friday from 9:00am to 11:30 pm and 1:30pm to 4:00pm. Our mailing address is:

Comparative Literature Program
University of California
Santa Barbara, CA 93106-4130
Phone: (805) 893-2131
FAX: (805) 893-2374

1.1. 4th Floor Staff

Graduate Program Assistant: Briana Muñoz-Flores, e-mail: munoz-flores@hfa.ucsb.edu, tel (805) 893-2131.

Office: Phelps 4212.

Briana manages all aspects of the graduate program for Comparative Literature, Spanish and Portuguese, and the Latin American and Iberian Studies program. She advises students on academic standing and recommends actions, petitions and performs degree checks. She also coordinates graduate students' block grants, fellowships, and teaching assistantships. She prepares employment and payroll form for graduate students.

⇒ **Always start with Briana**, especially for any administrative matters pertaining to your graduate study. She can help you with questions about finance, Teaching Assistant and Reader appointments, enrollment in seminars, field exam procedures, directed reading and independent study credit, deadlines, and room scheduling for one-time events.

Undergraduate Advisor: Elizabeth Fair
efair@hfa.ucsb.edu, tel (805) 893-3111.
Office: Phelps 4206C.

The Undergraduate Advisor is responsible for coordinating all aspects of the undergraduate programs, such as tracking academic progress, academic advising, petitions for majors and minors, and recruiting more majors in our program. She is also responsible for the scheduling of classes and department rooms, publications, department curricula, grades, teaching evaluations¹, and a wide variety of support for students and faculty.

- ⇒ So contact Elizabeth to obtain desk copies when you are employed as a Teaching Assistant for Comparative Literature courses.
- ⇒ Elizabeth can also help with general Program inquiries or questions about undergraduate affairs.
- ⇒ Elizabeth will also direct you to the Office of Instructional Development where you can get a key to access technological devices in your classroom and open an account in order to use computers in classrooms (for displaying PowerPoint presentations and audiovisual tools).

Student Services Manager: Carol Flores, cflores@hfa.ucsb.edu, (805) 893-3112.
Office: Phelps 4206A.

Carol oversees all aspects of graduate and undergraduate student support services and supervises Briana, Graduate Program Assistant (also for Spanish and Portuguese, and Latin-American and Iberian Studies) and Elizabeth, the Undergraduate Advisor for French and Italian, Comparative Literature, Germanic and Slavic Studies. She supports the following departments or programs: Comparative Literature, French & Italian, Germanic and Slavic Studies, Latin American & Iberian Studies and Spanish & Portuguese. Carol's primary responsibilities

include: scheduling and maintaining the annual curriculum for each department, maintaining and submitting quarterly statistical data, supervising the Student Services Unit (staff and work study employees), oversight of policies, procedures, petitions and resolution of complex issues related to both graduate and undergraduate student matters.

Contact Carol if you needs assistance with the following:

- ⇒ Graduate student support services matters if Briana is not available;
- ⇒ Undergraduate student support services issues if Elizabeth is not available;
- ⇒ Academic services such as registration, deadlines, petitions, academic performance/progress and degree questions;
- ⇒ Financial support matters such as, residency, tuition/fees, fellowships, academic appointments (Teaching Assistant or Reader), employment policies and parenting accommodation policies.
- ⇒ See her if you need access to your quarterly course evaluations and Elizabeth is not available.

We are always happy to see our graduate students, so drop by any time!

1.2. Other Staff (5th floor)

Financial Coordinator: David Aleman, aleman@hfa.ucsb.edu, (805) 893-3751.
Office: Phelps 5206C.

You will need to coordinate with David in order to get reimbursed for authorized reimbursements of research travel expenses to conferences, or to get a cash advance for

¹ The Office of Instructional Development prepares what are called ESCI forms; Elizabeth only files the written evaluations of TAs and Associates.

your trip. David will help you with the following:

- ⇒ Check requests and collection of any checks that are not on automatic bank deposit;
- ⇒ Travel and entertainment reimbursements, with prior authorization from the Chair and proper documentation;
- ⇒ Purchasing and ordering of supplies.

The Financial & Academic Services

Manager: Ms. Teresa G. Salinas, Office: Phelps 5212. E-mail tgsalinas@hfa.ucsb.edu
Tel: (805) 893-2865

Director of the Phelps Administrative Support Center: Mary Gay, marygay@hfa.ucsb.edu, 893-3527. Office: Phelps 5206A.

Mary is responsible for all academic policies and procedures, academic appointments, advancement and recruitment, in addition to financial/budget management for all five academic departments housed in the PASC. See Mary for the following matters:

- ⇒ Graduate budget and financial issues if someone in Phelps 5206 or 5212 is not available;
- ⇒ Financial & Academic Personnel procedures and policies.

Also see Mary for the following:

- ⇒ Office and facilities needs or related issues;
- ⇒ Support in the absence of Chair or Carol Flores (Graduate and Undergraduate Student Services)

For the list of all duties and responsibilities of our staff, please see:

<http://www.hfa.ucsb.edu/pasc/people>

2. Chair, Vice Chair, DGS

Co-Director of Graduate Studies (DGS, also called Graduate Advisor): Catherine Nesci, cnesci@frit.ucsb.edu ; Office: Phelps 5218.

Prof. Nesci will meet with you at least once on a quarterly basis in order to discuss your progress toward your degree objective and advise you on enrollment, field examinations, professional development, and your graduate study timeline. Feel free to contact her throughout the quarter with questions about your studies.

Prof. Nesci will also work with the Graduate Committee to select candidates for continuing Fellowships, and will contact you for various fellowship announcements and opportunities that come through during the year.

She will also support your endeavors and activities for the program.

She will coordinate with you, Elizabeth, and Briana about teaching appointments.

She also coordinates events in support of the preparations for students who are ready to go on the job market and look for professional employments.

Catherine Nesci is also Department Chair: Occasionally you may have a petition that requires the Chair's signature. **Check first with Briana about all forms.**

Prof. Elisabeth Weber is the Vice Chair and co-Graduate Advisor for Comparative Literature in 2017-18.

Email: weber@gss.ucsb.edu. Office: Phelps 6212 in fall 2016.

Professor Weber will share the advising of graduate students with Professor Nesci and

will work with her on graduate admissions, on enhancing the graduate curriculum and professional training, and on helping graduate students achieve their scholarly and professional goals.

3. Phelps Hall, Home to the Comparative Literature Program

Graduate Student Lounge

Each graduate student will receive a key to the graduate student lounge located at 6207 Phelps Hall from the Graduate Program Assistant. The Graduate Student Lounge is a reading and work area for your use. It has all been repainted and redecorated. The room houses books and a computer for research and teaching purposes. Each student is responsible for keeping the lounge clean and in order and notifying Briana if any of the keys issued by the Program are lost. Please remember to lock the door to the Graduate Student Lounge when you leave.

Computer Lab and Lounge, Phelps 6206A

This room is now ready at this time and has been freshly painted. It is on the sixth floor, next to the Office of the Graduate Center for Literary Research, Phelps 6206C, which is also a seminar room and is all media-equipped with MAC. Your Computer Lab includes 3 PC computers for your use. Please feel free to use it as an alternative room for office hours.

The Mailroom

The faculty, staff and graduate student mailroom and copy/scanning room is located in **Phelps Hall room 5215**. Each graduate student is assigned a mailbox, so come and check **your mailbox regularly as important information** may be distributed via regular mail.

Campus Mail Services picks up and delivers mail in the morning every weekday. We have mail bins for campus, domestic and international mail, which are to be used for official Program business only. Please check with the office staff if you are unsure of whether or not your mail can be placed in the bins.

For personal mail, the university has a post office located at the bottom level of the University Center, (805) 893-8253.

Kitchen

The kitchen is located on the sixth floor of Phelps. You may store items in the refrigerator and use the microwave if you wish. Please check to make sure you do not leave items in the fridge at the end of each week, and remember to clean up when you are done using the kitchen area. There are sponges and dish soap for this purpose, as well as cleaner for the counters under the sink.

⇒ Please clean and put away everything that you use!

4. Preparing for the academic year and studying at UCSB

You will go through several orientations and workshops. We hope that these were helpful to you as you embark on your new path!

Registration

Please make an appointment to consult with Prof. Nesci about your schedule for next quarter as soon as Briana invites you to do so via email. You should always register for **at least 12 units** per quarter.

Teaching Assistants are required to enroll in Comp Lit 591: TA Practicum (4 units) in addition to their seminars (2), or in other Practicum classes according to the Department in which they teach (FR500,

German500). These units count as units, but not for seminar credits, except for some graduate optional emphases.

The Schedule of Classes and General Catalog will also come in handy. You can find both at <http://www.registrar.ucsb.edu/>

ACCESS Card

The Access card will serve as your University student ID card. You can use it as a library card, debit card, free MTD bus pass and recreation center membership card. It is good for as long as you are a student; just add the current quarter's sticker.

ACCESS cards can be obtained at the ACCESS Photo Center located in the University Center main level above the Hub. Their hours are Monday through Friday from 10:00 am to 4:00 pm, phone: 805-893-2464. Summer hours vary. Please bring proof of registration (perm number and unofficial printout of fall schedule), a photo ID, and \$20 for the one-time processing charge. You can also put money on the card at that point and use it for a debit card around campus. An alternative ID card with more limited uses is available at no charge. *It is good to get your Access card before the quarter starts and thousands of freshmen are trying to get theirs!* Once you register for classes, request the current quarter's registration sticker on GOLD and you will receive it in the mail at your local address.

Parking Permit

You can purchase a "C" (student) parking permit online from Parking Services: <http://www.tps.ucsb.edu/permStudent.aspx>. You will be asked to verify your local residential address ***because if you live within a 2-mile radius of campus, you are not eligible for a parking permit.*** Check the current rate. If you are employed on campus at 45% time or more, you may be eligible to

purchase a staff parking permit (same price). If you walk, bus, bike, carpool or use any alternative transportation and live outside the two-mile radius, check out TAP, the Transportation Alternative Program, for 57 hours of free parking for quarter <http://tap.ucsb.edu/default.aspx>. You can find links to all the details on the Transportation and Parking Services web page above.

Residency

Eligible non-California residents should, immediately upon arrival, take all of the necessary steps to establish California residency. This includes obtaining a California driver's license or ID card, establishing a local bank account, registering to vote, and designating California as your permanent address on all school and employment records. The Statement of Legal Residence that you received along with your admission letter explains residency requirements in detail. Please see <http://www.registrar.ucsb.edu/> for more information and direct specific questions regarding residency to the Residency Deputy at (805) 893-3033 or regresid@sa.ucsb.edu.

Email account

All graduate students at UCSB are assigned an email account and receive official messages from UCSB and the Comparative Literature Program at that address. To set up your account, please consult the Umail web page at <http://www.umail.ucsb.edu/> for detailed instructions. Be sure to have your perm number and PIN handy. Once you establish your Umail account, give Briana your new email address right away so she can add it to complitgrad, the Comparative Literature listserv for all graduate students.

Fee Information

Fees Payment and Financial Aid

Current Graduate Fees and Expenses are posted on the Office of the Registrar's web page. To check your fee payment status and pay fees/tuition, you may go to the Cashier's Office in 1212 SAASB. You may access this information and pay fees online via your BARC account at

<https://mybarc.ucsb.edu/SIWeb/login.do>. If you are employed as a Teaching Assistant and eligible for a partial fee remission, payments usually go through on the fee payment deadline or shortly before. For information about financial aid, visit <http://www.finaid.ucsb.edu/>. Log in to check your aid status.

Deferral of Fees

FEES ARE DUE SEPT 22 UNLESS YOU DEFER THEM

You can defer payment of your fees (for a \$25 fee) so that you pay them over the three months of the quarter, if you are employed on campus. Just ask the Graduate Program Assistant for a letter verifying employment, and take it to the Billing Office in SAASB before September 22. They can take it from there.

Each year in early March, all domestic students must submit the Free Application for Federal Student Aid (FAFSA) to apply for federal financial aid. This information will be used to generate your UCSB Financial Aid Award Letter. When this letter becomes available each June, provide the Graduate Program Assistant with a copy. You can obtain your letter here: <https://www.finaid.ucsb.edu/AidStatus/index.asp?Action=Login>. This information will be used by the Program for consideration of fee fellowships for the upcoming academic year.

Fellowships/scholarships

Students who receive Central Fellowships from the Graduate Division will have their tuition and health fees paid directly to their BARC accounts. Stipends are to be picked up from the Billing Office each quarter, at SAASB 1212. You will need to bring identification.

You can also sign up for Gaucho direct deposit at: <http://www.bfs.ucsb.edu/barc/e-refund-instructions>.

International graduate students who receive a fellowship stipend will be asked to fill out a tax- and visa-related form via Glacier: <http://accounting.ucsb.edu/Forms/formsinfo/ap-nonresident-alien-visitor-info-glacier/index.cfm>

For specific questions about your fellowship, please see the Graduate Program Assistant. For general information about centrally funded fellowships, please visit <http://www.graddiv.ucsb.edu/financial/>

Teaching Assistantships

Fee Remission

Teaching Assistantships of 25% time and greater currently cover partial remission of fees. This includes remission of the University Registration, Educational and health insurance fees. The remainder of quarterly fees consists of campus-based fees and Nonresident Supplemental Tuition (if applicable). In Comparative Literature, we usually cover your campus-based fees.

Office Space

You are entitled to shared office space during the quarters you are employed as a TA for the CLIT Program. See Briana for your office assignment and key.

Books

Please see Elizabeth to pick up desk copies of the books necessary for the course you

will be teaching. Please do not purchase course materials yourself as we can usually obtain complementary desk copies of the appropriate texts from the publisher. We have had more and more difficulty in obtaining these copies over the years, so we ask that you please return your desk copies to Elizabeth when the quarter is over so that we may re-use it in a future year.

Room Reservations

See Elizabeth if you need to schedule a room for a review session for your students, and Briana if you need to schedule a room for your own oral examination or defense of prospectus and dissertation. We have rooms available on the 6th floor of Phelps and can request a room from the Registrar if your event requires a larger venue and is associated with a course. Anything that is not associated with a course will require a fee, so make sure the expense is pre-authorized,

Evaluations

During the 9th week of classes, you will receive a packet of teaching evaluations which must be administered at or before the last section meeting. Allow 15 minutes out of your last sections for evaluations. You must leave the room while you are being evaluated. Ask a trusted student to bring the packet back to the department. The instructor/TA should not handle the evaluations once students have completed them. Evaluation results will be available to you after final grades have been submitted. Written comments are available any time after this and statistics are generally sent to the department in the third week of the following quarter.

Useful Contact Information

Comparative Literature Graduate List Service. To send a message out to all

comparative literature graduate students:
complitgrad@complit.ucsb.edu

Graduate Division; 3117 Cheadle Hall
<http://www.graddiv.ucsb.edu/>

Office of the Registrar
1105 Student Affairs/Admin Services
Building (SAASB) // 805-89-3592
<http://www.registrar.ucsb.edu/>

Billing-Accounts Receivable Office (BARC
Office) // 1212 SAASB// Student Account,
Statement Inquiries 805-893-3756
<http://www.busserv.ucsb.edu/barc/Billing/index.htm>

Office of International Students and
Scholars; 3130 Student Resource Building
(SRB); 805-893-2929
<http://www.oiss.ucsb.edu/index.aspx>

Student Health Service// Building 588
805-893-3371
<http://studenthealth.sa.ucsb.edu>

Office of Student Life
2260 SRB // 805-893-4569
<http://www.sa.ucsb.edu/osl/>

Housing and Residential Services
<http://www.housing.ucsb.edu/index.asp>

Umail Help Desk // 1517 Phelps Hall
805-893-5542
<http://www.umail.ucsb.edu/help/>

UPDATED, Catherine Nesci
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