

**INFORMATION FOR NEW GRADUATE STUDENTS
COMPARATIVE LITERATURE PROGRAM**

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.

The Program Office

The Comparative Literature Program administrative office, located at 6206 Phelps Hall, is open Monday-Friday from 8 a.m. to 12 p.m. and 1p.m. to 5p.m. Our mailing address is:

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

Staff

Graduate Program Assistant: Sierra Gray, sierra@gss.ucsb.edu, 893-2131

Contact Sierra for any administrative matters pertaining to your graduate study. She can help you with questions about finance, TA/Reader appointments, enrollment, field exam procedures, directed reading/independent study credit, deadlines, and room scheduling for one time events. She will also issue you keys and a photocopier code.

Undergraduate Adviser: Ashley Bradbury, ashley@gss.ucsb.edu, 893-2131

Contact Ashley to obtain desk copies when you are TAing for Comparative Literature courses. She can help with general Program inquiries or questions about undergraduate affairs. Ashley also does course scheduling and organizes many of the Program's talks and events.

Business Officer: Tilly Govender, tilly@gss.ucsb.edu, 893-3527

Contact Tilly for assistance with business and payroll matters within the program.

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

Faculty

Graduate Adviser: Sara Lindheim, lindheim@classics.ucsb.edu, 893-7897, Phelps 6220

Professor Lindheim will meet with you on a quarterly basis to discuss your progress 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.

**Note: Prof. Lindheim's phone is disconnected for the summer months, so please contact her via email.

Chair: Elisabeth Weber, weber@gss.ucsb.edu, 893-2295, Phelps 6206A

Occasionally you may have a petition that requires the Chair's signature. Sierra can help you with this.

Orientations

The Comparative Literature TA Training is mandatory for all grads who will be Comp Lit TAs during 2009-10. It will be held Monday, September 21st from 10:00 am to 4:45 pm on the 6th floor of Phelps (room TBA—6207 or 6320 Phelps)

The campus-wide TA Orientation, mandatory for all new Teaching Assistants and Readers, will be held Tuesday, September 22nd from 9:00 am-1:00 pm in Campbell Hall. If it is possible you will hold a TA or Readership at any time during the 2009-10 academic year, you must attend this training. For the schedule of events see <http://www.oic.id.ucsb.edu/ta/>.

The New Graduate Student Orientation will take place Wednesday, September 23rd from 9:00 am to 12:30 pm in Campbell Hall. More information on this event will be posted here <http://www.graddiv.ucsb.edu/newstudents/NewGraduateStudentOrientation.htm> later in the summer. We also anticipate you should receive a formal invitation from Graduate Division some time in August.

The Comparative Literature Program new graduate student orientation will be held 1:30-3:30 on Wednesday, September 23rd. This informal session will refresh your familiarity with Phelps Hall and include an overview of degree requirements. Sierra, Sara and Elisabeth will be on hand to answer any questions you have and make sure you are ready for the first day of instruction, which is Thursday, September 24th.

For International Students:

The International Students Fall 2009 Orientation will be held September 17th-19th. This session will inform you how to be successful in the UCSB academic environment, introduce you to key people on the campus who will be of assistance, and give you a chance to meet other international students. Orientation is both informational and social! Not only will you obtain important information about how to maintain lawful immigration status as well as regulations governing permission to work, but you will also have fun meeting new people and making friends. More information will be posted here <http://www.oiss.ucsb.edu/Students/Orientation.aspx> as it becomes available.

The English Language Placement Examination (ELPE) will be administered Friday, September 18, 2009 from 8:00-10:00 a.m. in Lotte Lehman Concert Hall (Music lecture hall). Appointments for the oral section of the exam will be made at the end of the written section. The oral section is approximately 10 minutes. All non-native speakers of English must meet proficiency requirements in both spoken and written English before they can be awarded a graduate degree at UCSB. As stated in the General Catalog (pg. 43), "Such requirements are met through successful performance on the English Language Placement Examination (ELPE) and, if necessary, ESL classes." Both international and students that are permanent residents, including students that received their undergrad degrees from an U.S. institution, are required to take the written and oral portions of the ELPE. For more information, contact the English as a Second Language Program, mlee@linguistics.ucsb.edu, 893-7258.

If you will be employed by the University as a Teaching Assistant, you may obtain a Social Security number. Social Security numbers are only issued to F1 international students who can verify they have a job. You will have to be registered full time for classes and wait 2 weeks after entering the county before applying for a Social Security number and card. You will need to obtain a verification form letter from the Office of

International Students and Scholars (Student Resource Building, room 3130) and then bring it to Sierra to be signed. A representative from the Social Security Office will be at the International Studies Office during Fall quarter to accept applications for Social Security.

You must be registered for a minimum of 8 units by the end of the 3rd week of classes each quarter. Failing to do so will result in you falling out of legal immigration status.

Phelps Hall, home to Comparative Literature

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. The room houses books and a computer for research purposes. Books can be checked out of the Graduate Student Lounge by entering the pertinent information in the check-out log. Each student is responsible for keeping the lounge in order and notifying Sierra 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.

The Mailroom

The faculty, staff and graduate student mailroom is located in Phelps Hall room 6211. Campus Mail Services picks up and delivers mail at approximately 1:00 p.m. 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 UCen, (805) 893-8253.

Kitchen

You may store items in the refrigerator and use the microwave if you wish. Please check to make sure you don't 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!!

Preparing for the academic year and studying at UCSB

Registration (*See the current Schedule of Classes and material mailed to you by the Office of the Registrar*)

Please make an appointment to consult with Professor Lindheim about your Fall schedule as soon as possible. You may email her to set up an appointment when you know about your arrival schedule. You should register for 12 units per quarter. New students register using Gaucho On-Line Data (GOLD) usually between September 1 and the first day of classes. The registration process is easy to complete. The main thing to remember is to have your schedule written out before you log on. You will be asked for your seven-digit PERM number, which you will find in your admission letter (available online), and a PIN number, which will be mailed to you along with your registration materials. Teaching Assistants are required to enroll in Comp Lit 591: TA Practicum (4 units) in addition to their seminars. Be sure to consult the Comparative Literature Graduate Course Descriptions found online at <http://www.complit.ucsb.edu/02fall2009/>. The Schedule of Classes and General Catalog will also come in handy. You can find both at <http://www.registrar.ucsb.edu/>.

ACCESS Card (*Schedule of Classes, Page 15*)

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's 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 UCen 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.

Its good 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 Permits (*Schedule of Classes, Page 24*)

You can purchase a "C" (student/visitor) parking permit online from Parking Services at <http://www.tps.ucsb.edu/>. 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*. Parking fees are currently \$432/year, \$324 for academic year only and \$113 for summer only. If you are employed on campus at 45% time or more, you may be eligible to purchase a staff parking permit (same price). You are entitled to a free Night & Weekend parking permit. 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 Sierra 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 for 2008-2009 are posted on the Office of the Registrar's web page. Fees will likely increase for 2009-10 and should be posted during the summer. To check your fee payment status and pay fees/tuition, you may go to the Cashier's Office in 1212 SAASB. You may also 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 fee remission, it usually goes 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--FEES ARE DUE SEPT 24 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 24. 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, please 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. Alternatively, you can sign up for Gaucho direct deposit at <http://www.barc.ucsb.edu/refunds.htm>. 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/>

Phone/Copier/Printer/Fax Charges

You will be charged for all personal long distance phone calls, faxing and copying that you do. There are logs beside each area for you to record your name and the number you called, or number of copies made. You will be billed for these costs quarterly. It's a good idea to pay promptly, as the charges are forwarded each month and you may accumulate a very large bill. There is no charge for photocopying done for courses you are TAing.

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 Tuition (if applicable).

Office Space

You are entitled to shared office space during the quarters you TA for the Comparative Literature Program. See Sierra for your office assignment and key.

Books

Please see Ashley to pick up desk copies of the books necessary for the course you are TAing. 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 copy to Ashley when the quarter is over so that we may re-use it in a future year.

Room Reservations

See Sierra or Ashley if you need to schedule a room for a review session or exam. We have three 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.

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.

If you have questions, just drop by!

Useful Contact Information

Comparative Literature Graduate List Service—to send a message out to all comparative literature graduate students: complitgrad@mail.lsit.ucsb.edu

Graduate Division
3117 Cheadle Hall
805-893-2277
<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/>