

# UCI Department of Informatics

Donald Bren School of Information & Computer Sciences

## Department of Informatics Graduate Student Handbook

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## Statement of collegial and professional conduct

We are a community that respects the needs of its members. A place where individuals and groups learn with and from each other. We aim to foster a sense of shared experience and common purpose, along with a collective responsibility for each other's well-being, and for the well-being of the University as a whole. Although we acknowledge the difficulties inherent in creating a community of individuals who are different from each other, we remain unwavering in our commitment to equity, justice, and mutual respect in a context of academic excellence.

Every individual that studies or works within the department has the right to be treated equally and respectfully. We reject all forms of racism, discrimination, or harassment towards any individual within the departmental community. We seek to establish a positive and anti-racist culture, enabling all members of this community to pursue their educational, scholarly, and career interests in an environment that recognizes the distinctiveness of each person's experience and permits us to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here.

In all activities each graduate student is expected to be respectful of the rights and interests of others in the community to be personally honest. All students are expected to conduct themselves in a manner compatible with the University's function as an educational institution; all students have the right to attend, make use of, and enjoy the facilities and benefits of the University without undue interruption or disruption. With their professional conduct, graduate students are expected to contribute to a School climate in which all community members feel personally safe, listened to, valued, and treated equally, fairly, and with respect.

The key principles of professional conduct include:

1. *Professional Competence and Responsibility*: As scholars, we strive to maintain the highest level of integrity in our work. Members of the UCI academic community are committed to engage in teaching, learning, research, and community service and to assist one another in the creation and maintenance of an environment that fosters a professional atmosphere. This includes communicating in a manner that is respectful and in no way discriminates against or harasses others, and treats the ideas, scholarship, and interests of others with respect.
2. *Integrity*: UCI is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, students are responsible for maintaining this environment, and subscribe to the practice of academic integrity and accept individual responsibility for their work and actions. Violations of academic integrity are unacceptable and will not be tolerated, because they devalue the teaching and learning experience for the entire community.

Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.

3. *Respect for People's Rights and Dignity*: Respect for the rights, privileges, and sensibilities of each member are essential to maintain the spirit of our academic community. Actions that make the atmosphere intimidating, threatening or hostile to individuals are therefore regarded as serious offenses and will be escalated through the proper university channels. Free speech and peaceful assembly are basic requirements of the University as a center of free inquiry and the search of knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.
4. *Respect for Diversity*: UCI seeks to promote an environment where its diverse community can thrive. Diversity -- on the basis of race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, veteran status, marital or domestic partnership status, affectional or sexual orientation, socio-economic background, and other protected characteristics -- is a source of strength for the Department and is essential toward maintaining UCI's reputation as an internationally renowned research university. We do not tolerate any racist, discriminatory and/or harassing behavior based on protected characteristics, and will take immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of campus community.
5. *Appropriate Sexual Conduct*: UCI does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. All employees must undergo mandatory sexual harassment compliance training.
6. *Appropriate Use of Electronic Media*: When acting as representatives of the Department or interacting on official UCI platforms, students must be responsible in their use of social media and should not violate our professional and academic standards in their social media activities.

## Accountability

Allegations of improper behavior will be treated seriously and promptly. The Department follows the procedures laid out by the Office of Academic Integrity & Student Conduct. All members of the community are entitled to know what is expected of them, and to a timely, fair, and meaningful evaluation of their contributions.

## Observance of University Policies

No set of rules can possibly address all situations that may arise. The Department reserves the right to find that conduct not specified in this statement or UCI policies constitutes violation of good academic or professional standing. If situations arise that seem ambiguous, please consult the “Where to turn with an issue or problem” section of this handbook.

The UCI Student Code of Conduct defines behavior expected of all UCI students. It is each student’s responsibility to know and comply with the university’s Student Code of Conduct. In addition, the violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual or recognized organization to disciplinary action.

## School and Department Resources

Here is a list of people you should know and meet. All of them have been tasked with supporting graduate students.

### Department of Informatics Faculty

Melissa Mazmanian

Chair, Department of Informatics

[m.mazmanian@uci.edu](mailto:m.mazmanian@uci.edu)

DBH 5038

*Contact Melissa for questions about advisors, fellowship applications, challenges with the program.*

Katie Salen Tekinbaş

Vice Chair of Graduate Affairs, Informatics

[ksalen@uci.edu](mailto:ksalen@uci.edu)

DBH 5056

*Contact Katie for issues related to academic progress, fellowships, coursework, advancement, communication and interpersonal dynamics with advisors and peers.*

Aaron Trammell

DECADE Mentor, Informatics

[trammell@uci.edu](mailto:trammell@uci.edu)

DBH 5048

*Contact Aaron for issues related to department or lab culture, and diversity and inclusion.*

### Informatics Community Care Committee (CCC)

Kylie Peppler: [kpeppler@uci.edu](mailto:kpeppler@uci.edu)

Aaron Trammell: [trammell@uci.edu](mailto:trammell@uci.edu)

*Contact CCC for issues related to departmental climate and culture.*

### Department of Informatics Administrators

Marty Beach

Department Manager

[mbeach@uci.edu](mailto:mbeach@uci.edu)

DBH 5042

*Contact Marty for questions about employment and keys.*

Adriana Avina

MHCID/Graduate Student Coordinator

[atavina@uci.edu](mailto:atavina@uci.edu)

DBH 5074

*Adriana provides all around support for graduate students.*

Laura Jones

Department Assistant

[ldonalds@uci.edu](mailto:ldonalds@uci.edu)

DBH 5028

*Laura handles travel, purchasing, and meeting rooms.*

Jonathan H Kim

Department Assistant

[jonahk10@uci.edu](mailto:jonahk10@uci.edu)

DBH 5026

*Jonathan handles travel, purchasing, and meeting rooms.*

Alicia Rios

Department Assistant, Program Administrator: Connected Learning Lab

[alicir2@uci.edu](mailto:alicir2@uci.edu)

*Alicia handles travel, purchasing, and meeting rooms.*

ICS Student Affairs

[gcounsel@ics.uci.edu](mailto:gcounsel@ics.uci.edu)

(949) 824-5156

ICS 352

*Contact Student Affairs for questions about courses, forms, petitions, and all school and university policies.*

Kris D. Bolcer, Director

[kris@ics.uci.edu](mailto:kris@ics.uci.edu)

Majde Al Salibi, Graduate Counselor

[malsalib@uci.edu](mailto:malsalib@uci.edu)

Leslie Escalante, Graduate Counselor and Fellowships

[lescala1@uci.edu](mailto:lescala1@uci.edu)

Graduate Division

Phong Luong

Graduate Division Counselor

[pbluong@uci.edu](mailto:pbluong@uci.edu)

**UCI** Department of Informatics  
Donald Bren School of Information & Computer Sciences

Aldrich Hall 120

*Contact Phong for any challenges you might be having, health, wellness, time management, academics, etc. Phong is a great resource for multiple questions and is someone you can turn to outside the department. He also is the one who can write referrals to campus and community resources.*

Jaymi Smith

Associate Dean for Student Success

[jaymis@uci.edu](mailto:jaymis@uci.edu)

Rodrigo Lazo

Associate Dean for Diversity, Equity, and Inclusion

[rlazo@uci.edu](mailto:rlazo@uci.edu)



## General resources and information

UCI course catalog (<http://catalogue.uci.edu/welcome>)

Program Requirements and Curriculum ([add url](#)): This site outlines the requirements and advancement process for all Informatics degrees. It is maintained by the Vice Chair of Grad Affairs. This site should be accurate but is NOT the « information of record ». Please contact the Vice Chair or Student affairs for ANY questions.

[Informatics Graduate Student Association](#) (IGSA): IGSA plans social events, regular coffee hours, and informal resources for students. IGSA also hosts a collection of [virtual resources](#) that go over everything they could think about to help you understand UCI, the department, and living in Irvine (everything from department policy to where to go shopping and have dinner). We highly encourage you to get involved!

## How to get around the department

### Printing and Xeroxing

You will get a copy code for all TA work. Please print/copy from the mailroom for any course related work using that code. You can also ask your advisor for a copy code to print in the mailroom. In addition, most labs have printers. This is where we encourage you to do the bulk of your printing. For large scale printing or posters you can use the biosci copy center (image works). You will need approval from your advisor and a recharge number to use this service (<http://imageworks.bio.uci.edu>)

### Meeting rooms

Contact [Laura](#) or [Jonathan](#) to schedule.

### Keys and issues with the building

Contact [Marty](#)

### Purchases (food, supplies, technology, travel)

Talk to your advisor before making any purchases you would like to be reimbursed for. The department does not reimburse for purchases – individual faculty members can choose to reimburse you if they have research funds available. Please do not make any purchases on your own. Contact Laura or Jonathan once you have permission and a recharge number from a faculty member who is willing to cover the purchase.

ICS Computing support  
[helpdesk@ics.uci.edu](mailto:helpdesk@ics.uci.edu)

School and department forms for graduate students

Please contact [Student Affairs](#) for all forms related to your advancement through the program.

Graduate Student Policies

Policies related to being a student in the Department of Information and Computer science can be found here: <https://www.ics.uci.edu/grad/policies/index>

## Departmental resources for grad students

### Fellowships

We expect you to apply for all fellowships you are eligible for (even if you already have secure funding). Getting a fellowship helps both you and your colleagues (it frees up money for your peers and is amazing for your CV). We will help you be aware of various fellowship opportunities, deadlines, writing help, and mentorship opportunities.

### Affinity Groups

We maintain an open call for informatics students to develop affinity groups (Black, LGBTQ, Latinx, First Gen, International students, etc. etc. etc.).

- We commit to giving each affinity group a \$1.5k budget and opportunity to have coffee with faculty and/or department leadership once a quarter. \*Note UCI policy does not allow us to reimburse for food or beverage for individuals or groups off campus or any social gatherings.
- To create an affinity group send the Vice Chair [Katie Salen Tekinbas](#) a list of the founding members of the group and a brief overview of some of your initial ideas for group activities (social events, networking, etc.).
- The Vice Chair works with affinity groups to schedule coffee, brainstorm who on the faculty they would like time with, and invite these people to attend.

### Travel Resources

You should always start by asking your advisor for help funding travel related to research or conference attendance/presentation of papers. However, advisors may or may not have the funds to support your travel. In order to provide equity in travel opportunities for PhD students the Department of Informatics has its own travel fund.

We take requests on a first come first serve basis and award money based on the following criteria:

- Alignment between travel opportunity and your career
- Willingness to look for outside resources (see below)
- Advisor unable to fund travel

The travel fund application is at the end of this handbook. Please fill out and send to the Vice Chair of Graduate Affairs ([ksalen@uci.edu](mailto:ksalen@uci.edu)) and the Department Chair ([ichair@ics.uci.edu](mailto:ichair@ics.uci.edu)) at least one month prior to the proposed trip.

*\*You can also use the travel fund to attend virtual conferences.*

We also recommend investigating all of the travel resources available. Here are a few.

- [DECADE Student Travel Awards](#) of up to \$1000 once a year (students who participate in DECADE activities will be privileged in these awards).
- Associated Graduate Students provide small grants for academic travel (presenting a paper or giving a talk). Applications are due once a quarter. [Information can be found here.](#)

## Dependent Care Funding

We recognize that the financial strain on PhD students who are over 50% financially responsible for a dependent is substantial. Thus, the department offers PhD students who apply and qualify, a flat \$1500 per quarter to help with dependent care.

The dependent care request form is at the end of this handbook. Please fill out and send to the Vice Chair of Graduate Affairs ([ksalen@uci.edu](mailto:ksalen@uci.edu)) and the Department Chair ([m.mazmanian@uci.edu](mailto:m.mazmanian@uci.edu)).

You will need to re-apply every quarter for dependent care funds. The deadline is the Friday of week 4 of the quarter.

*\*Please note: any additional funds received will change your financial status in regards to taxes and possible qualifications for financial aid. It is your responsibility to speak to the financial aid office to see if you will be affected before accepting the funds.*

## Emergency Funding

We recognize that life is filled with unexpected challenges and that being a PhD student can be precarious. The department has put aside a sum of money to act as an emergency/hardship fund for PhD students. These funds are meant to help PhD students deal with urgent, one-time, pressing needs that could not necessarily be foreseen. We welcome you to call on the funds in emergency situations.

Any money distributed to PhD students will be in the form of a departmental fellowship and NOT considered a loan. These resources are coming out of the Department of Informatics budget and are explicitly reserved for PhD students in the department.

The emergency funds request form is at the end of this handbook. Please fill it out and send to the Vice Chair of Graduate Affairs ([ksalen@uci.edu](mailto:ksalen@uci.edu)) and the Department Chair ([m.mazmanian@uci.edu](mailto:m.mazmanian@uci.edu)) OR make an appointment to come speak with one of us in person or via zoom (whichever is more comfortable for you).

*\*Please note: any additional funds received will change your financial status in regards to taxes and possible qualifications for financial aid. It is your responsibility to speak to the financial aid office to see if you will be affected before accepting the funds.*

We are the first department on campus to create an emergency fund. Since we did so the university has created a similar fund. We encourage you to apply for these funds. Click here to apply for the [UCI Basic Needs Economic Crisis Response Grants](#).

## Departmental policies

### Working space

If you do not have a conducive working space in the department please see your advisor or the Vice Chair of Graduate Affairs.

### Advisor

All incoming PhD students are assigned an Interim Advisor. It is your responsibility to find a permanent advisor by the end of your first year. Your interim and permanent advisor may or may not be the same person. Once you have established a permanent advisor you are expected to email the Vice Chair of Graduate Affairs.

If you have not found a permanent advisor by the beginning of Spring quarter of your first year you are required to come speak with the Vice Chair of Graduate Affairs. It is possible to switch advisors after your first year. Please speak to the Vice Chair if you are planning to do so.

In order to maintain satisfactory progress in the department you need to affiliate with a primary research advisor by the end of the first year and remain affiliated with an advisor throughout your tenure as a student. Although PhD students may change advisors, and may take a single quarter without an advisor to test alternatives and make that transition, PhD students cannot go without a primary advisor for more than one quarter. Failure to secure an advisor on the PhD student's part will result automatically in cautionary status and may also result in a recommendation for dismissal from the program. It is the student's responsibility to secure an advisor; not the university nor department.

### Individual Development Plan

You will be sent an Individual Development Plan form at the beginning of each Fall quarter. You are expected to fill it out and, with the form in hand, discuss your responses with your advisor by the end of week 5 and modify the form given your advisor's input. Once you have had this discussion, we expect you to send an email to the Vice Chair of Grad Affairs with a copy of the IDP form. The form is meant to engender a productive conversation with your advisor about

your plans and expectations for the upcoming year. *You will not be reviewed based on whether or not you have kept to the plan.* Please keep a copy of the form (and give one to your advisor) in your private records in case any issues arise and as a resource for the following year's discussion.

## Annual Student Reviews

We conduct annual reviews of every PhD student with the full faculty. In the fall we review all students 2<sup>nd</sup> year and beyond. You will be asked to fill out a review document and submit it prior to the review.

The entire faculty will then discuss your progress and you will receive a letter from the Vice Chair that reflects the faculty conversation. The letter will state whether the faculty assesses your progress as satisfactory, cautionary, or unsatisfactory. The letter will also specify any expectations for the upcoming year. *You will be reviewed on whether or not you are able to meet these expectations.*

If you are given a cautionary assessment you will be re-reviewed in our spring review meeting. During the spring meeting we review any student that was on leave in the Fall and all first year students.

- Two cautionary reviews in a row becomes an unsatisfactory review and is considered grounds to ask you to leave the program.
- Unsatisfactory status is considered grounds to ask you to leave the program.

These discussions are for your benefit – they ensure that no student falls through the cracks and any potential issues are addressed early and with care.

## Financial information to keep in mind

### Summer support is not guaranteed

There are a variety of fellowships, teaching opportunities, industry internships, and research positions with individual faculty members. It is up to you to talk to your advisor and plan ahead to figure out the best summer opportunity for you.

### Employment and taxes are complicated at UCI

Here is some information to help you wade through the differences in when you are paid and what kinds of positions automatically withhold taxes and which do not.

### Rule of thumb information on payment and taxes:

- All university "employment" positions automatically withhold taxes.
- It is a good guess that any large chunk of money given to you (stipend, university fellowships that do not include employment, external fellowship (GAANN, NSF), incentives) do not have taxes withheld.
- TA positions are paid at the end of month (first check, Oct 31)
- RA/GSR positions are paid at the end of the month (first check, Oct 31)
  - The relocation incentive paid to incoming graduate students (\$2500) is meant to offset the delay in your initial paycheck.
- Reader positions are paid biweekly and require timesheets (first check, Oct 15ish). The bi-weekly schedule can be found here <https://accounting.uci.edu/payroll/calendar.html>.
- Most fellowships (NSF, GANN, Block fellowships) are paid at the beginning of the month (Oct 1)
- The UCI Graduate Division is the place to go with questions about taxes (<https://grad.uci.edu/funding/tax-information.php>)

We do not want to leave you in a tight spot financially. Please ask questions and take it upon yourself to understand how you are being paid. Marty is the person to direct all of these questions.

## University resources for graduate students

### Institutional Review Board

You are expected to apply for approval from the Institutional Review Board for all research involving humans or identifiable data. [Here is an overview of Human Protections and IRB at UCI](#). The research in Informatics generally falls under the IRB "C" (social/behavioral) category. Oftentimes the research conducted in Informatics falls under the "self-exempt" category. Such research still needs to go through the online process of being declared self-exempt. Below are the current IRB C analysts and administrators.

Melissa Camarena  
IRB "C" Sr. Analyst  
160 Aldrich Hall  
(949) 824-4779  
[mccamare@uci.edu](mailto:mccamare@uci.edu)

Yolitzma Gonzalez  
IRB "C" Analyst  
160 Aldrich Hall  
(949) 824-8945  
[yolitzmg@uci.edu](mailto:yolitzmg@uci.edu)

William Kettler  
IRB "C" Sr. Analyst  
160 Aldrich Hall  
(949) 824-7114  
[wkettler@uci.edu](mailto:wkettler@uci.edu)

Audrye Covarrubias-Aguilera  
IRB "C" Analyst  
160 Aldrich Hall  
(949) 824-6662  
[acovarr3@uci.edu](mailto:acovarr3@uci.edu)

### UCI Resources for Families, Childbirth, and Childcare

[Childbirth Accommodations](#): The university maintains a central childbirth accommodation fund. TAs and GSRs appointed at 25% appointment or more up to 6 week paid leave for childbirth.

[Childcare Reimbursement](#): GSRs, Readers, TAs at a 25% appointment or more can get reimbursed for up to \$1100 per quarter (including summer session) for eligible child care expenses.

Both the Childbirth Accommodation Fund and the Childcare Reimbursement Fund are administered by the Graduate Division. For complete eligibility information and procedures, please see [ASE/GSR Childbirth Accommodation and Childcare Reimbursement Program Procedures](#).

[UCI Families](#): UCI Resources for students with dependent care responsibilities



## UCI International Center

[UCI International Center](#): International graduate students should go to the international center for questions about visas, travel, U.S. taxes, social security cards, and information about the UC Glacier program.

[UCI Accounting and Fiscal Services](#): Glacier is an online nonresident tax compliance system that allows UCI to properly determine the appropriate withholding on income paid to non-residents and comply with tax laws.

## UCI Graduate Resource Center (GRC)

The [Graduate Resource Center](#) is the place to go for writing support, health and wellness, and career development.

The GRC offers [workshops](#) and programs designed to support [professional development](#); [communication](#); [preparation of grant and fellowship funding applications](#); [wellness and work-life balance](#); [mentoring](#) and much more!

They also provide individual consultation for [career planning](#), [funding opportunities](#), [public speaking coaching](#) and [graduate preparation](#).

The GRC also has a number of resources to help you enhance [health and wellness](#).

GRC also provides numerous opportunities for [writing support](#) – a service that many students have found to be very helpful.

## Graduate Student Teaching Support Services

Division of Teaching Excellence and Innovation

[Graduate teaching development program](#). This program provides online resources, one-on-one teaching consultations, and workshops for graduate students to discuss best teaching practices.

They are also the office that runs the pedagogical fellowship program. Information can be found here: <http://dtei.uci.edu/the-pedagogical-fellowship/>

[Diverse Educational Community and Doctoral Experience \(DECADE\) office](#)

DECADE has numerous resources dedicated to promoting an inclusive doctoral community and positive culture of all graduate students.

## UCI Student Disability Services

[UCI Disability Services](#) are there to help students get needed accommodations. According to their website: "Disabilities include, but are not limited to, orthopedic, visual, hearing, learning, chronic health and psychological disabilities. ... DSC provides services to students with documented permanent and temporary disabilities. Services include reasonable accommodations, auxiliary aids, and individualized support services based on your disability documentation, functional limitations, and a collaborative assessment of needs."

## UCI Graduate Health / Wellness Services

[UCI Counseling Center](#): The counseling center provides short term therapy, urgent psychiatric services and group services. Students looking for longer term psychiatry and mental health services should go to the [Student Health Center](#).

[UCI Student Affairs BE WELL initiative](#): Tool for searching all UCI wellness programs (emotional, physical, academic, social, cultural, career, financial, sexual, environmental, spiritual).

[UCI Center for Student Wellness and Health](#): A wonderful resource that includes in person workshops, pet therapy, a drop in space to decompress, free condoms and lube, and still having one-on-one consultations. They also provide private consultations on the following topics: drugs and alcohol, sexual health, nutrition, mental health awareness, wellness. Consultations consist of a 30-60 minute one-on-one confidential appointment with a health educator. Call 949-824-9355 to make an appointment.

[Student Health & Dental Services](#): See the website for information on holiday closures and extended academic hours. Hours of operation: M-F 8am-5pm.

Student Health Services  
(Bldg 5 on the [campus map](#))  
501 Student Health  
Tel: (949) 824-5301

Dental Clinic / Student Health II  
Bldg 6 on the [campus map](#))  
500 East Peltason Drive  
Tel: (949) 824-5307/949-824-2574

## Other UCI Services

[UCI Food Pantry](#): provides emergency food and toiletries to UCI students.

4079 Mesa Rd.

Irvine, CA 92617

Hours: Monday - Friday from 10AM-5PM

[UCI Veterans Services Center](#): A welcoming environment for veterans, reservists, and their dependents. This office can help you get educational benefits and will submit entitlement requests. Open Monday - Friday, 9:00am - 5:00pm.

Veteran Services Center

G306 UCI Student Center

Irvine, CA 92697-5125

(949) 824-3500

[veteran@uci.edu](mailto:veteran@uci.edu)

[UCI Campus Organizations](#): Get involved and learn about the over 600 campus clubs and organizations dedicated to fun, career opportunities, athletic pursuits, wellness, religion, multicultural, etc. etc. etc.

[UCI LGBT Resource Center](#): The LGBTRC provides support, education, and advocacy from an intersectional perspective regarding sexual orientation/attraction and gender identity for the UC Irvine Campus Community.

[UCI National Society of Black Engineers](#): NSBE's national mission is "to increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community."

[Women in Information and Computer Sciences](#): WICS is a social and professional non-profit organization at UCI established to help and encourage women to pursue a college degree and a successful career in the computer science field.

[Latin American Student Organization at UCI](#): LASO is an inclusive organization that welcomes everyone open to socializing and/or expanding their knowledge about Latin America. The goal of the organization is to establish social, cultural, and academic connections to provide students with a space on campus to interact with others who share similar interests and backgrounds. LASO aspires to be a "home away from home."

## Where to turn with an issue or problem

You can always turn to:

- Katie Salen Tekinbaş as Vice Chair ([ksalen@uci.edu](mailto:ksalen@uci.edu))
- Melissa Mazmanian as Department Chair ([m.mazmanian@uci.edu](mailto:m.mazmanian@uci.edu))
- Phong Luong as Graduate Counselor ([pbluong@uci.edu](mailto:pbluong@uci.edu))
- Kris Bolcer, Director of Student Affairs ([kbolcer.uci.edu](mailto:kbolcer.uci.edu))
- Marios Papaefthymiou as Dean of ICS ([marios@ics.uci.edu](mailto:marios@ics.uci.edu))
- Gillian Hayes as Vice Provost for Graduate Education at UCI ([gillian.hayes@uci.edu](mailto:gillian.hayes@uci.edu)).

In addition, the following offices exist to support the university community and we encourage you to call on them.

[Office of Inclusive Excellence](#): Douglas Haynes, Vice Chancellor for Equity, Diversity, and Inclusion is committed to creating a culture of diversity, equity and inclusion across the university. They are a receptive office and an excellent resource.

[Office of equal opportunity and diversity](#) (OEOD): The OEOD works to promote and integrate the principles of equal opportunity, affirmative action, nondiscrimination, and inclusive excellence at UCI. This office is the place to report acts of intolerance, discrimination or sexual harassment. Staff in this office are good resources for both taking steps toward reporting and mediating a specific incident OR simply being an understanding sounding board and mediator.

[UCI Office of the Ombudsman](#): This office aims to “Provide all members of the UCI community a safe place to talk about concerns, explore options, and make informed decisions.” They are an “alternate channel for confidential, neutral and informal dispute resolution services for the UC Irvine campus and medical center” and can act as mediators for any number of issues you might be having with student peers and/or faculty. Unlike the OEOD (who officially don't recommend disciplinary action), the ombuds is tasked with confidential dispute resolution - to mediate issues, talk about concerns, and come up with a course of action. They are trained mediators and are here to help all members of the UCI community - so you can go to them for roommate disputes, issues with faculty/advisors/administrators, labmates, etc.

[UCI Academic Integrity](#): This office is in charge of all reports of violations of academic integrity. Their website provides the policy, procedures, and flowchart of the process for resolving violations.

[UC Student Workers Union](#): When you are employed as a TA or Reader you automatically become part of the student workers union.

## REQUEST FOR HARDSHIP/EMERGENCY SUPPORT

Your name:

Student ID:

E-mail:

Please describe your hardship/emergency (feel free to use as few or as many details as you are comfortable with).

Please provide an estimate of the financial need associated with the hardship/emergency.

Please send this form via private email to the Chair (Melissa Mazmanian, [mmazmani@uci.edu](mailto:mmazmani@uci.edu)) and Vice Chair for Graduate Affairs (Katie Salen Tekinbaş, [ksalen@uci.edu](mailto:ksalen@uci.edu)).

*Please note: any additional funds received will change your financial status in regards to taxes and possible qualifications for financial aid. It is your responsibility to speak to the financial aid office to see if you will be affected before accepting the funds.*

## REQUEST FOR DEPENDENT CARE FUNDING

*For Ph.D. Students with primary responsibility for dependent care and who have financial need.*

The department of Informatics recognizes the burdens that the responsibilities of childcare can put on our students. To assist in reducing such burdens, we need a written acknowledgement of the financial need so that we can release support funds.

Your name:

Student ID:

E-mail:

Please describe your situation (feel free to use as few or as many details as you are comfortable with; this part documents background information but will not be used as the basis for determining eligibility).

- By checking this box I certify that I have primary responsibilities for dependent care and have significant financial need as a result.

Please send this form via private email to the Chair (Melissa Mazmanian, mmazmani@uci.edu) and Vice Chair for Graduate Affairs (Katie Salen Tekinbaş, ksalen@uci.edu). The form is due Friday EOD of Week 4: Fall, Winter, or Spring quarters.

*Please note: any additional funds received will change your financial status in regards to taxes and possible qualifications for financial aid. It is your responsibility to speak to the financial aid office to see if you will be affected before accepting the funds.*

## REQUEST FOR GRADUATE STUDENT TRAVEL SUPPORT

Your name:

Student ID:

E-mail:

Travel dates:

Travel location:

How will this trip advance your research and/or career?

Please provide a brief budget documenting the approximate cost of travel.

What other sources of travel funding have you explored? If successful, how much of the total cost of the trip might these sources cover?

Please ask your (interim or permanent) advisor to send a private email to both the Chair (Melissa Mazmanian, [mmazmani@uci.edu](mailto:mmazmani@uci.edu)) and Vice Chair for Graduate Affairs (Katie Salen Tekinbaş, [ksalen@uci.edu](mailto:ksalen@uci.edu)) with a brief explanation for why they cannot fund your travel at least 4 weeks prior to proposed trip.