



Graduate Student Handbook

Berkeley
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The Graduate Group in Endocrinology

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Introduction

The faculty associated with the Graduate Group in Endocrinology leading to the Master and the Ph.D degrees have diverse interests representing endocrinology in the broadest sense: chemical mediators in the living world directed by autocrine, paracrine, endocrine and ectohormonal factors. The main goal of our program is to engage students in the interdisciplinary aspects of the field of Endocrinology through seminars, courses and our diverse faculty research perspectives that range from structural, molecular and cellular endocrinology through organismal and comparative endocrinology to chemical ecology.

Our program faculty encompasses hormone-oriented research programs such as cancer biology, signal transduction, drug design, membrane biology, virology, metabolism, differentiation, morphogenesis, toxicology and gene transcription. Graduates from our Endocrinology program have transitioned into careers in a variety of fields including education, research in both academic and industry settings, government regulation, and private business.

The guidelines below present the program of the interdepartmental Graduate Group in Endocrinology. The Berkeley General Catalog contains additional scholastic requirements of the Graduate Division. These guidelines stem from our philosophy that Graduate Study serves to inspire independence and originality in the creation of new knowledge. Each graduate student achieves mastery of his/her field through advanced course work, independent study, and research.

Program of Study

Students who plan to work for higher degrees in endocrinology at Berkeley will be guided by the Endocrinology Head Graduate Advisor and by the professor who directs their research (mentor). The Head Graduate Advisor and your mentor will ascertain whether students have met the minimum requirements, will recommend to prospective candidates what additional courses to take, will decide with them the fields to be covered in the qualifying examinations, and will act generally in an advisory capacity. The candidates are expected to have completed an undergraduate major in some area of biology or chemistry leading to the B.A. or B.S. degree.

Research provides the major focus of graduate education. The faculty Mentor oversees the student's research program and overall education, assisted by Head Graduate Advisor and the Graduate Affairs Officer of the Graduate Group. Ph.D. students arrange for their Mentors prior to entering the program. The Mentor chairs the Dissertation or Thesis Committee. The program includes course work in Endocrinology with opportunities for elective classes in other areas of interest to the student, including physiology, metabolic biology, cell biology, cancer biology, neurosciences and chemistry.

Major elements of the program include research training, teaching experience as a Graduate Student Instructor (GSI), and opportunities for intellectual exchange and for presenting/defending original research results (for example in the Spring Endocrinology seminar series that all students attend each year in the program. Ph.D. students must pass a Qualifying Examination to reach Ph.D candidacy, the program culminates in acceptance of a dissertation.

Course Work

In addition to being part of a research group in a laboratory, entering students take core course work in Endocrinology and may elect to enroll in courses related to their interests, in consultation with their Mentors. Students must enroll in the 292 series units of the home department of their mentor (such as NST292, IB292, etc.) each semester and to receive credit for lab research students sign up for the 299 series units associated with the home department of their mentor. In addition, each Spring semester, all students are required to participate in and attend the Endocrinology Spring Seminars. Program students may take any elective relevant to their research and/or interests given by any of the chemistry or biology programs at UC Berkeley, such as Nutritional Sciences and Toxicology, Integrative Biology, Molecular and Cell Biology, and Chemistry.

Graduate students in Endocrinology must enroll in at least 12 units per semester, including enrollment in courses, seminars, and/or research units. Students must maintain a grade point average of at least 3.0 during their residency. The Graduate Affairs Officer and the Head Graduate Advisor monitor student progress during the first two years. Students who do not maintain a B average will be placed on probation and may be asked to withdraw from the program. The disposition of students who fail to meet expectations will be made on a case-by-case basis.

The following courses are required of all Endocrinology Graduate Students:

All students must matriculate in at least two courses in Molecular, Organismal and/or Comparative Endocrinology. These include: MCB135A Molecular Endocrinology, PSYCH C116 Hormones and Behavior, IB138 Comparative Endocrinology and NUSCTX 260 Metabolic Bases of Human Health and Diseases. Alternative Endocrinology-focused courses could be used to meet this requirement as approved by the Head Graduate Advisor. (Please check the online course catalog for the most up-to-date course listings: <http://classes.berkeley.edu>)

During their tenure in the Endocrinology Graduate Group, as an integral part of graduate training, all students must attend and formally present their research progress each year in the Spring semester Endocrinology graduate seminar series (Currently IB248, although the Departmental affiliation of the seminar class may change in a given year).

Overview of Ph.D. Degree:

The following minimum requirements give the background prerequisite to candidates for the Ph.D. degree in the field of Endocrinology.

- Completion of the course requirements listed above.
- Further course work selected in consultation with the mentor and head graduate advisor to allow emphasis in the area(s) of the student's research interest, such as biochemistry, cell biology, immunology, toxicology, molecular biology, anatomy, metabolic biology, morphology, physiology, psychobiology, cancer biology, etc.
- During their tenure in the Endocrinology Graduate Group, all students will formally present their research progress each year in the Spring semester Endocrinology graduate seminar series (Currently IB248, although the Departmental affiliation of the seminar class may change in a given year).
- It is recommended that students enroll in a teaching colloquium such as IB375.
- It is recommended that students serve as a graduate student instructor in one or more appropriate courses. Enforcement of this requirement will depend on the availability of funding.
- Write their Dissertation.

In addition, the student must pass a qualifying examination for Ph.D. degree candidacy (see following pages). This exam should be taken by the end of the fourth semester or early into their fifth semester in residence.

Qualifying Examination

Qualifying Examination Committee:

Chair

Academic Senate Representative

At least two Additional Members

The Qualifying Examination Committee consists of four faculty members approved by the Head Graduate Advisor. The student's Principal Investigator Mentor cannot serve on or attend the Qualifying exam. Students are invited to propose membership of their Qualifying Examination committees to the Head Graduate Advisor for approval. Students must submit their proposed qualifying exam committee approximately four months prior to the exam. The Head Graduate Advisor may elect to approve the proposed committee or may elect to change some or all of the committee members. One committee member must be a member of the Berkeley Academic Senate Faculty not affiliated with the Endocrinology program. Graduate Division has final approval of Qualifying Examination committee membership. Students are advised strongly to consult with their Mentors on choosing Qualifying Examination committee members and to select faculty who can contribute to the development of their proposals. Faculty guidance during proposal preparation is key to a successful Qualifying Examination.

The purpose of the Qualifying Exam is to evaluate the student's breadth and depth of knowledge, and ability to critically think about both theoretical and practical applications of questions related to their chosen area of research as well as that of four chosen areas approved by the Head Graduate Advisor. The Qualifying exam should also showcase the student's ability to understand general principles in broad areas, rather than only knowledge of narrow fields. The list of approved topics includes one or more Endocrinology related topics (such as Molecular Endocrinology, Comparative Endocrinology or Organismal Endocrinology). The other tested broad areas of biology (such as Physiology, Genetics, Toxicology, Cancer Biology, Biochemistry, Metabolic Biology, Molecular Biology, Neurobiology, Immunology, etc.) in the Qualifying exam should be approved by the Head Graduate Advisor in consultation with the student.

The Qualifying Examination will be taken during the fourth semester or, if approved by the Head Graduate Advisor, during the fifth semester. The Head Graduate Advisor and the Graduate Affairs Officer will confirm that the student has successfully completed the required core courses, and has initiated a robust research program. Failure of the student to proceed to the Qualifying Examination before their sixth semester will be grounds for dismissal or redirection to a Masters Degree. The Qualifying Examination may, with compelling justification and for extraordinary events, be postponed until a later date upon recommendation and approval of the Head Graduate Advisor.

Preparing and taking the Qualifying Examination:

The student will prepare a formal written proposal (maximum of 6 pages, not including the references) to describe his/her potential dissertation research in consultation with the Chair of his/her Qualifying Examination Committee. The Chair of the Qualifying Examination

Committee will decide when the student is ready for the verbal defense of the written proposal. The student must distribute a copy of the proposal to each member of the Qualifying Examination Committee at least one week before the exam. Students are encouraged to start early in their second spring semester choosing a committee and preparing their proposal. The Head Graduate Advisor will select a committee and set the test date for any student who has not met these two milestones by February 1 of their second spring semester.

During the qualifying exam, approximately one-hour of the exam will be devoted to the student's dissertation research project. The remaining time will be devoted to the four broad areas chosen by the student and approved by the Head Graduate Advisor. The expectation of breadth will include all the course work taken during the student's first and second years in the graduate program (including any prerequisite material). The Qualifying Examination committee will examine the student on the following:

General scientific knowledge

Background knowledge in the area of his/her dissertation research

Ability to formulate and defend a hypothesis

Ability to defend experiments and techniques to test hypotheses

Ability to postulate expected and alternative results

Interpretation of expected and alternative results

The Qualifying Examination Committee may recommend: 1) a pass; 2) a partial failure requiring additional course work and/or written reports and/or revision of research plans; 3) total failure. Total failure may result in re-direction to an M.S or separation from the program. Graduate Division policy establishes these categories, i.e. there is no such category as a qualified pass. A partial failure will require a new Oral defense. Upon successful completion of the Qualifying Examination, the student enters into candidacy and responsibility for his/her further development passes to the Mentor and the Dissertation Committee.

Dissertation

After Advancement to Candidacy and upon recommendation of the Head Graduate Advisor, the Dean of the Graduate Division appoints a committee of at least three faculty members to supervise the student's research and evaluate the merits of the dissertation. The Chair (or co-Chair) of the dissertation committee must be a member of the Graduate Group in Endocrinology and a member of the academic senate. Generally, the Principal Investigator Mentor guiding the student's research will act as chair of this committee. If the research mentor is not a member of the Academic Senate or a member of the Graduate Group in Endocrinology, a member of the Graduate Group who is also a member of the Academic Senate must serve as co-chair. All other members of the dissertation committee need to be members of the University of California, Berkeley Academic Senate. Students are expected to meet with their committee at least annually to keep the committee apprised of the progress of their research. The dissertation must be approved by the committee and the Graduate Division before the Ph.D. degree may be conferred.

Composition of the Dissertation Committee:

Chair or Co-Chairs

Additional members

- A Dissertation Committee requires a minimum of three members.
- Two Co-Chairs may replace one chair (If a student is working under a PI not associated with the Graduate Group in Endocrinology, one of the Co-Chairs needs to be a faculty member of the Graduate Group.
- The Dissertation Chair cannot be the same person that served as the student's Qualifying Examination Chair. The Qualifying Examination Chair may serve as a student's Dissertation Co-Chair or a member of the dissertation committee.

University guidelines state that the Doctor of Philosophy degree "is awarded in recognition of a student's knowledge of a broad field of learning and for distinguished accomplishment in that field through original contribution of significant knowledge and ideas." The student must demonstrate critical ability and powers of imagination and synthesis. To complete the dissertation satisfactorily, students must take the following steps:

- Develop a hypothesis; the topic may encompass a question of basic science in metabolic biology in the human or in experimental models.
- Design experiments to test the hypothesis
- Develop and/or apply appropriate techniques to generate data
- Interpret the data; discuss the data in context of the literature, evaluate the significance of the findings, and publish the results in a peer-reviewed journal

The dissertation must be read and approved by all members of the student's Dissertation Committee. Students should reference the Graduate Division website for the current guidelines for format and style. The dissertation is submitted in final form to the Graduate Division for approval. One copy of the dissertation must be submitted to the Department and one to the Mentor. Generally, copies (not necessarily bound in hard cover) are given to the other members of the Dissertation Committee.

All Ph.D. students are encouraged to present a formal seminar upon final approval of their dissertations. Students may present during the Spring Endocrinology Seminar Series.

Dissertation Committee

Dissertation Committees (Ph.D. program) provide intellectual as well as technical assistance to students throughout the research program. The Dissertation Committee (Ph.D. program) forms after the student has passed the Qualifying Examination for the Ph.D. degree.

The Head Graduate Advisor recommends appointments to the Graduate Dean. The student must complete an application for Advancement to Candidacy in CalCentral. The eform will be reviewed by the graduate student affairs officer before getting submitted to the Graduate Division. When the Graduate Division approves this form, it will send a formal notice of Advancement to Candidacy to the student. Requests for changes of the committee should be made through the Head Graduate Advisor to the Graduate Division; such changes are unusual and require strong justification.

The Dissertation Committee should meet as soon as possible after a student passes the Qualifying Exam and certainly no later than three months following the Qualifying Examination, at which time the student will present a detailed description of the proposed research; it then should meet at least once a year as is practical. The student must keep the committee members informed of the progress of the research so that he/she may ask for and receive advice from the committee.

Annual Thesis Committee Meetings (Annual Review)

Our program's policy is that all Endocrinology Graduate Students who have passed their qualifying exams need to establish a dissertation committee, advance to candidacy, and hold annual reviews (otherwise known as [Doctoral Candidacy Reviews](#)) with their dissertation committees for all years that they remain in the program. Each year, the thesis committee meeting needs to be held and all documentation for the meeting needs to be submitted (with mentor feedback) via the CalCentral DCR form for departmental review and approval by July 1.

Students must use the "Doctoral Candidacy Review" Form in CalCentral to submit their review information. Before doing that, they need to hold their thesis committee meeting (annual review), and assemble all associated meeting materials into a single PDF that can be uploaded into the system using the form. Students should, if possible, submit their forms by June 1 to allow their faculty mentors (the student's primary faculty mentor is the dissertation chair) time to review the

materials in the form and add their own notes. Final submission of student and mentor comments needs to be completed by July 1 of every year."

The Ph.D. diploma will be conferred with the designation "Doctor of Philosophy in Endocrinology."

Overview-Teaching

All graduate students in the program are required to obtain teaching experience as a Graduate Student Instructor (GSI). This assignment may involve lecturing, leading discussions, lab preparation, examination writing, and grading. Each Ph.D. student must serve as a GSI for at least one semester. The teaching experience is accompanied by enrollment in a teaching colloquium such as IB375 or NST375.

The Head Graduate Advisor and mentor will attempt to match students with appropriate courses considering the wishes and qualifications of the student and the teaching needs of the home Department in charge of the course. To be appointed as a GSI, a student must meet the GSI requirements and fulfill the GSI responsibilities outlined by the Graduate Council (available for review on gsi.berkeley.edu).

Overview-Advising

Students who plan to work for higher degrees in Endocrinology will be guided by the Head Graduate Advisor and the faculty Mentor (Principal Investigator) who directs their research. The faculty Mentor and Head Graduate Advisor will monitor the academic progress of their advisees and ascertain whether the minimum requirements as listed below have been met. They will recommend to the prospective candidate what additional courses to take, and they will decide with the student the fields to be covered in the qualifying examinations. Following passage of the qualifying examinations, most advising functions devolve to the student's faculty Mentor, although the Head Graduate Advisor remains available to deal with academic problems should they arise.

Most forms and petitions submitted to the Graduate Division, including applications for advancement to candidacy, qualifying examinations, and petitions, must be completed in CalCentral under the "eForms WorkCenter" section of the "Advising Resources" card on the dashboard.

Program Financial Support

The graduate students in the Endocrinology Graduate program will be working in the laboratories of faculty Mentors. The home academic units of each faculty Mentor of Graduate Group in Endocrinology students must be committed to providing the appropriate laboratory space and administrative staffing for the student's salary/stipends. The funding resources to support the research are provided by the faculty Mentor (generally through extramural grants) and administered by the home department. Salary (stipend) support for the graduate students is the responsibility of the faculty Mentor and could include appointment as a Graduate Student Researcher (GSR), Graduate Student Instructor (GSI) and/or extramural predoctoral grant support. If a student decides to leave or is forced to leave the laboratory, it is the responsibility of the faculty Mentor to fund the graduate student's salary until the end of the current semester or summer session, unless that student can find funding under the direction of a new Principal Investigator Mentor (see "the protocol of switching labs" section).

Students who receive financial support are expected to devote their full-time efforts to their graduate work. Arrangements for vacation or other leaves must be discussed with the faculty mentor. Graduate students are eligible for no more than four weeks of leave per year, including school breaks. Financial support may be suspended for students who are absent longer.

Protocol for switching labs

If students have issues in communicating with their mentors, the first step is to consult Head Graduate Advisor (HGA).

- 1) When students decide to switch the lab, students must contact the Head Graduate Advisor (HGA) and the program Equity Advisor as early as possible before they make arrangements to leave a thesis lab. This is to ensure the student understands the potential liabilities of the transition, including issues obtaining a degree, tuition support, stipends, health insurance and potentially visa status.
- 2) HGA should meet with students to remind the policy and answer any concerns from students. In addition, the HGA should consult with the program Equity Advisor. If a student in HGA's laboratory needs to switch the lab, the Chair or another member of the Executive Committee should serve the role of HGA to provide the consultations to student.
- 3) HGA (or Chair) should inform all executive committee members about student's status and provide the progress report regarding student's search of a new lab.
- 4) During student's search for a new mentor, it is the responsibility of student's original PI to fund the student's stipend and tuition until the end of the current semester or summer session.
- 5) Once a student finds and transitions to a new lab, both student and the new PI mentor will sign an agreement form in which the PI's responsibility, including student's funding, will be stated in detail. If the PI does not adhere to this policy, the PI will be suspended to accept new students from the Graduate Group for 3 years.
- 6) If the student requires more than one semester to find a new mentor, and a potentially new mentor requires the student to work in the lab on a trial basis before the decision to accept the student into the lab, the program will provide funding support.
- 7) If the student needs more than one semester (or summer session) to find a new lab, or if the student needs to work in a second laboratory on a trial basis, then the program executive committee will decide on funding from the program on a case-by-case basis. The committee will determine a plan that does not conflict with the student's original admission offer letter from the program and also follows campus policies and current union contracts.

Procedure for Resolving Conflicts

The following are the Graduate Group in Endocrinology's procedures and guidelines for resolving conflicts that may occasionally occur between students and faculty. The majority of such conflicts generally concern difficulties in the mentoring relationship, personalities, and scientific perspectives between a student and his or her faculty mentor. Although not explicitly stated, the procedures described below will also be followed if a potential conflict arises between a student and another faculty who is not the student's mentor.

- 1) If a student has a conflict with their faculty mentor (or if the faculty mentor has a conflict with a student), the first step is for the student and the faculty mentor to try to resolve their differences.
- 2) If a satisfactory resolution is not achieved, the student should contact the Head Graduate Advisor, the Program Chair and/or the Graduate Student Services Advisor. At this meeting, several potential approaches to resolving the conflict will be discussed, including having the Head Graduate Advisor and/or the Program Chair directly communicate with the student's faculty mentor. Each party should document when the meeting(s) occur and briefly summarize how attempt(s) to create a mutually satisfactory resolution were approached.
- 3) If a satisfactory resolution does not emerge from these interactions, then the Program Chair or the Head Graduate Advisor, and one of the Executive committee members serving as ombudspersons will work with the student to mitigate the conflict. The following pages provide specific guidance outlining the procedures. Based on our past experience, potential resolutions could range from directly consulting with the faculty mentor about changing his or her approach to mentoring students, to helping the student find another laboratory for his or her research, and/or working with offices on campus involved with student-faculty interactions, such as the Disabled Students' Office, etc. In all cases, local resolution should be attempted by the Endocrinology graduate program before the matter is escalated.
- 4) In rare cases, the student can bring the issue directly to the Graduate Division or other appropriate campus offices with an explanation of why local resolution is not possible. All written materials will be provided, including documentation of all prior attempts at conflict resolution.

The campus policies for filing complaints and grievances can be found in the following website: (<http://sa.berkeley.edu/grievance>).

Student Appeals Procedure

The following procedures have been established in accordance with the Graduate Division for students who encounter difficulties while enrolled in our graduate program:

Purpose and Scope:

The purpose of this procedure is to afford students in the Graduate Group in Endocrinology an opportunity of resolving complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

Informal Resolution Procedures:

A student may pursue informal resolution of a complaint by scheduling a meeting with his/her faculty mentor to discuss the complaint and explore possible avenues of resolution. If no solution is found, the student should then schedule a meeting of his/her Dissertation Committee. If informal resolution is pursued, it must be initiated, and should be completed, within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing and submitted to the Head Graduate Advisor and the Graduate Affairs Officer of the program.

Formal Resolution Procedures:

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability.
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress

The written complaint must be received by the Head Graduate Advisor within thirty days from the time the student knew, or could reasonably be expected to have known, of the action that is the subject of the complaint. The complaint will be presented to the Executive Committee of the program, which should complete its investigation and notify the student of the outcome of the complaint within sixty days of the date it was received.

The time frame for filing a written complaint may be extended by the Group if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty days of the time the student knew, or could reasonably be expected to have known, of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Head Graduate Advisor will assign a member of the Executive Committee to investigate the complaint and make a recommendation to the Head Graduate Advisor regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e. interviews or written statements or documents). The Head Graduate Advisor will notify the student, in writing, of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

Appeal to the Graduate Division

If the student is not satisfied with the outcome of the complaint under the Group's procedure, he or she may bring the complaint to the Formal Appeal stage of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division, 424 Sproul Hall, within fifteen days of the date of the written notification of the result of the unit level procedure. Copies of the Graduate Appeals Procedure may be obtained from the Office of the Dean of the Graduate Division.

Complaints Involving Discrimination:

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability; the Group should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers, and campus addresses of these individuals are listed in various campus publications and may be obtained from the Office of the Dean of the Graduate Division or the Academic Compliance Office.

Other Complaint Procedures:

Graduate students may contact the Office of the Ombudsperson for Students, the Title IX Compliance

Officer, or the 504/ADA Compliance Officer for assistance with complaint resolution. There also are other complaint procedures listed in the Graduate Appeals Procedure for use regarding complaints that do not fall under this procedure.

Administration & Safety

Who Handles What for the Endocrinology Graduate Group

The Endocrinology Graduate Group relies on its campus partnerships with our faculty and their home departments for much of the administrative support for our students. We recommend that your first step when looking for additional support is to first ask your faculty mentor about access and resources. Below are essential administrative resources needed by our students and who you can go to for them.

- **Building Access** – you will need to set up access to your building and lab when you join our program. Access is requested through your faculty mentor and may require follow up between you and the building manager. The campus does not hand out keys to buildings, everything is accessed through “key card access” using your Cal1 Student ID card. Please find a secure spot for your Cal1Card so that you have it on you at all on times while on campus. You will receive your Cal1Card either from the Cal1Card office in Sproul Hall or your Endocrinology Graduate Group Staff Advisor when you join the program. If you lose or damage your card, you must go to the Cal1Card Office on campus (<https://live-wp-sa-cal1card.pantheon.berkeley.edu/>).
- **Curriculum/Courses/Unit Enrollment** – contact the curriculum coordinator in the home department of the particular course. If you are signing up for research units with your faculty mentor, it’s their home department’s curriculum coordinator. If the issue with enrollment is in CalCentral and your enrollment is blocked or there’s some other issue where you are being charged a enrollment fee or a unit issue, contact the Endocrinology Graduate Group Staff Advisor for assistance.
- **Campus Mail** – if you have research materials/equipment mailed to campus and are trying to locate them, please contact the building manager for the building you had the materials mailed to. We do not recommend ever having materials mailed to campus *unless you have consulted with your faculty mentor about best practices for the particular building*. Unlike USPS, **campus mail is NOT guaranteed** and items can get lost and there is not much we can do once items are lost. Unless you are using the Amazon Hub Locker in the ASUC (<https://studentunion.berkeley.edu/retail/>) we do not recommend having personal items or smaller non-research related items ever mailed through campus mail.
- **CalCentral tasks/Program milestones (QE, Dissertation Committees)/processing DCRs for Annual Reviews** – contact the Endocrinology Graduate Group Staff Advisor to assist you with any issues related to CalCentral eForms or issues.
- **Endocrinology Graduate Group guaranteed funding (related to admission)** – contact the Endocrinology Graduate Group Staff Advisor to assist you with issues related to your guaranteed funding that was outlined in your initial admission offer letter. The staff advisor can help with any issues related to CalCentral awards that have been disbursed to you from the Endocrinology Graduate Group.
- **Issues with employment (GSI, GSR, or other employed positions)** – contact your

position supervisor, and if you still have employment questions, you need to contact the HR team in the hiring department. You may also contact payhelp@berkeley.edu with issues related to a particular paycheck. You may also submit a “help ticket” to the HR Service Hub: <https://berkeley.service-now.com/HRServiceHub>

- **Administration of fellowships and awards** – Most awards and fellowships are sent to students through the CalCentral funding system which results in mailed checks, or if students set up direct deposit in CalCentral, they will get funds directly deposited into their bank accounts. If you are hoping to be nominated for a campus award or fellowship, speak to your faculty mentor about this and then consult with the Endocrinology Faculty Head Graduate Advisor.
 - **Department Awards** – are administered by specific departments and units on campus. These can be things like Berkeley Connect Fellowships, or the Philomathia. This also includes NIH training grants (which are now GSR-Trainee positions).
 - **Campus Fellowships** – are administered by Graduate Division. This also includes things like the NSF GRFP (which are now GSR-Fellow positions). See Graduate Division’s Fellowships, Grants & Awards webpage for more information (<https://grad.berkeley.edu/financial/options-for-financial-support/fellowships/>).
 - **External Fellowships** – sometimes external fellowships can be sent directly to the student and do not go through campus, while other times, the award money may be distributed through CalCentral via Grad Div. In rare circumstances the award money may be distributed to the faculty mentor and then the faculty’s RA will help distribute the money (in partnership with their department GSAO) to the student via CalCentral as if it’s a department award.

- **Questions about Endocrinology Graduate Group Policies, By-Laws, or required program milestones** – if you are in need of an exception request or have other administrative issues related to a program requirement, you may discuss these with your Endo faculty mentor, and you may get additional questions answered by the Endocrinology Graduate Group Head Graduate Advisor (contact info listed on our website).

- **Updates for the Endocrinology Graduate Group website** – to make an update to our [graduate student listings](#) or other website issues, contact the Endocrinology Graduate Group Staff Advisor to assist you.

- **Updated for the Endocrinology Graduate Group listserv** -- to get added to the Endo student listserv, or be removed when you graduate, contact the Endocrinology Graduate Group Staff Advisor to assist you.

- **Accessing or updating your student records** -- contact the Endocrinology Graduate Group Staff Advisor if you have an update you’d like to be placed in your graduate group student file or if you need to refer back to an older record in your file. This is for materials that may be referred to later once you are graduated and need a letter of reference. It can be anything from fellowship applications, fellowship notification letters, outstanding GSI awards or other accolades or other things of that nature. the Endocrinology Graduate Group Staff Advisor can run past UC Berkeley employment reports for you as well, although you need to access your paystubs through UCPATH (<https://ucpath.berkeley.edu/>).

- **Health and Safety** –
 - **Health and Safety issues related to research** endeavors are managed by the campus

Office of Environment, Health & Safety (<https://ehs.berkeley.edu/>).

- For **graduate student wellness and mental health**, please see the broad range of support and services available on the Graduate Division's website (<https://grad.berkeley.edu/students/graduate-student-mental-health/>).
- For questions about the **student health insurance plan** that is included in tuition and fees, please see University Health Services (<https://uhs.berkeley.edu/ship>).
- **BearWalk night escort services** are provided to all students, staff, and faculty on campus from dusk until 2:30am every day. We highly recommend that you make use of these services after dark to ensure your safety, especially if you would otherwise be walking alone on campus. (<https://nightsafety.berkeley.edu/nightsafety/escort>).
- For concerns related to **harassment and discrimination**:
 - Office for the Prevention of Harassment & Discrimination (<https://ophd.berkeley.edu/>)
 - Path to Care Center, confidential support services for survivors (<https://care.berkeley.edu/>)
 - Ombuds Office for Student & Postdocs, counseling about issues without reporting (<https://studentaffairs.berkeley.edu/ombuds-office-for-students-postdoctoral-appointees/>)
 - Report an issue using the UC systemwide intolerance report form (https://ucsystems.ethicspointvp.com/custom/ucs_ccc/default.asp).

Other Resources (including housing, technology resources) – Please see the Graduate Division's "Resources & Services for Graduate Students" (<https://grad.berkeley.edu/students/>) for a full listing of other campus administrative support and services available to graduate students. Dr. Burcu Tung, the Graduate Division's Director of Graduate Academic Conduct and Climate (burcu@berkeley.edu), could be a valuable resource to students.

Accidents

All accidents must be reported to the office of the home department of the faculty mentor, and an accident form must be completed. Students should also be seen by their personal physicians or a physician at Student Health Services.

Laboratory Animals

All students who will be working with animals are required to have a current tetanus shot. These are obtainable from Student Health Services at no charge to the student. Students must also pass the OLAC exam concerning the care of animals and should discuss with their Mentor the procedures for ordering animals and use of the facilities.

Radioactive Chemicals

All students working with radioactive chemicals must be certified for such work by passing an Environmental Health and Safety (EH&S) examination and must discuss with their Mentor the procedures for ordering and use of such chemicals.

Campus Safety

Emergency phones are located throughout the campus and are easily identified by a blue light on top of the phone box. You can call the police, fire department, or an ambulance by dialing 911 or 9-911. The University Police are available 24 hours a day (1 Sproul Hall). The emergency phone number from a campus phone is 2-3333. Information about Night Escort Service can be found on-line on the campus web-site. Always keep the doors locked to offices, laboratories, and to the outside building entrances in the evenings and on weekends. Always carry your keys with you. Do not share your door codes/keys with anyone else. Do not leave purses or backpacks unattended. They are best stored in a drawer or cabinet.