SNS Dean's Office Quick Reference Guide for Grad Students
School of Natural Sciences, SE 370, (209) 228-4309
5200 N. Lake Road, Merced, CA 95343

Academic Dean: Marjorie Zatz, Vice Provost and Dean of Graduate Education

Hiring Dean: Juan Meza Ph.D., Dean of the School of Natural Sciences
Angie Salinas, Assistant Dean for Student Support

Academic Advising: Faculty Advisor and/or Graduate Group Chair

Graduate Student Support:
- Amanda Sargent, Graduate Student Coordinator (asargent@ucmerced.edu)
  - **Applied Math and Physics** academics, TA assignments
  - Recruitment, admissions, Graduate and Research Orientation Week planning
- Joy Sanchez-Bell, Graduate Student Coordinator (jsanchez-bell@ucmerced.edu)
  - **QSB and Chemistry** academics, TA assignments
  - Recruitment, admissions, Graduate Visitation Weekend planning
- Paul Roberts, Graduate Student Programs Director (proberts@ucmerced.edu)
  - Management of Graduate Programs, non-routine issues
- Rita Guel, Graduate Student Programs Assistant (rguel@ucmerced.edu) (SE1 274)
  - Graduate employment and funding; any questions or assistance needed
- Brandi Lambert, Administrative Assistant (blambert3@ucmerced.edu) (SE1 274)
  - Graduate employment and funding, administrative assistance; any questions or assistance needed

TA Support:
- Instructor of Record
- Melissa Gil, Curriculum & Instructional Support Assistant (mgil@ucmerced.edu)
- Shannon Adamson, Curriculum Manager (sadamson@ucmerced.edu)
- Jim Whalen – Instructional Lab Coordinator, Life Sciences (jwhalen2@ucmerced.edu)
- Donna Jaramillo-Fellin – Instructional Lab Coordinator, Physical Sciences (djaramillo-fellin@ucmerced.edu)
- CatCourse access and help - The 'Help' feature at the top right hand corner of every Cat Course web page is the primary tech support resource including access to a 24/7 support hotline or contact the IT Help Desk.

SNS Front Desk: (209) 228-4309 or naturalsciences@ucmerced.edu
* Printing posters   * Paychecks
* Reserving rooms in SE1   * Keys and mailboxes
* Printer/Copier Access   * Pens, markers, whiteboard erasers, binder clips, Scantrons, etc.

Events and Publicity (Seminars, Retreats, Oral Defenses, Etc.): Hannah Ewing (hewing@ucmerced.edu)

Reimbursement /ordering:

- Orders: Use the on-line system through Granada
- Travel: Sofia Mortera (smortera@ucmerced.edu) or Tom Martinez (tmartinez@ucmerced.edu)
- Pre-authorization for other reimbursements: Karina Villegas (kvillegas@ucmerced.edu) or Mireille Smith (msmith29@ucmerced.edu)

Computing and IT Help: helpdesk@ucmerced.edu, (209) 228-HELP

Parking Permits, Bus, and Transportation (TAPS):   taps.ucmerced.edu

Important Websites:
- Naturalsciencesgrads.ucmerced.edu
- Gradlife.ucmerced.edu
- Graduatedivision.ucmerced.edu
- Registrar.ucmerced.edu
- Directory.ucmerced.edu
- health.ucmerced.edu/insurance
- Registrar.ucmerced.edu/services/room-reservations

Grad Student Representative: http://gradlife.ucmerced.edu/grad-student-association

<u>Graduate Students</u>

Building Access
During the semester AOA and COB will remain unlocked from 7am to 11pm and outside of these hours you will need to have cat card access to enter. Contact Bobbi Ventura (bventura2@ucmerced.edu) to arrange for cat card access to the building in which his / her office resides.

In general, if you need cat card access to any other building after hours, or if you need cat card access to a specific room in a building, such as the SAR in COB or the Xerox printer room in COB, you can contact Bobbi about this. If you do, please explain exactly what you need and why you need it.

Printer/Copier codes and printers
There are Xerox printer / copier / fax machines in AOA and SE1. To use any of them, you will need a 4-digit "copy code" (which you will also need for printing). TAs can contact Melissa Gil (mgil@ucmerced.edu) to receive their copy codes. These printers are connected to the UCM network and you can send online jobs to them. Your computer will need the printer's IP address, though it might be easier to ask one of the more experienced TAs how they do it if not the IT Help Desk (helpdesk@ucmerced.edu).

TAs can access the Xerox printers in the 2nd and 3rd floor mailroom (SE1 247, 347) and in AOA (stationed in hallway nook).

Infrastructure
If there is a technical problem in your office or in a classroom, such as lighting, electrical sockets and cords, air conditioning, you can contact the Facilities and Management department at fmhelp@ucmerced.edu, explain the problem and how you would like it to be fixed.