CAMPUSWIDE TA ORIENTATION (MANDATORY)

TUESDAY, SEPTEMBER 20, 2016
9 A.M. TO 1 P.M.
CAMPBELL HALL

REGISTRATION

• Must be registered for 12 units
• May register for ECE 502 which counts towards the 12-unit quarter minimum requirement but doesn’t count towards graduate course requirements.
• Must take Linguistics classes as required by the result of the TA language evaluation
FEE PAYMENT

• Fee payment is linked to both employment record and registration.
• See Val in Trailer 697, Room 101 if you haven’t completed employment paperwork.
• On BARC account, you will see the following credits:
  Partial Fee Remission       $4098.00
  Grad Health Insurance       1050.00
  Fellowship                  318.27
  Fellowship                  4898.00 (if non-CA resident)
  Supplemental Tuition        136.00 (if non-CA resident)

SALARY

• First paycheck is on November 1st.
• If the first of the month falls on a holiday or a weekend, then pay is the day before holiday or Friday before the holiday.
• If this is your first time employment on campus, then you may apply for a TA loan (salary advance).
TA LOAN

• To obtain one, go to the Office of Financial Aid
• One may borrow up to the first month’s salary and it would paid over the next three months.
• You must see Val to obtain a letter stating that you are a first time TA and what your salary is.

TEXTBOOKS

• To obtain one for the course to which you are assigned, see the ECE Graduate Admissions Coordinator (David Vasquez) at Trailer 380, Room 101
• You must return the book by the end of the term or we will charge your BARC account for the cost to replace the textbook.
OFFICE HOURS

• Office hours are held in the TA Office located at Trailer 699, Room 103.
• Please get a key for the office from the ECE Shop at 1160 Harold Frank Hall (HFH)
• You will be sharing this office with other TAs
• Please do not hold office hours at your research labs so as not to disturb your colleagues.

GauchoSpace

• GauchoSpace will be the department method for managing course webpages and other course-related items.
• Please check with the instructor of the course you’re assigned to if you will be using GauchoSpace.
EVALUATIONS

• You may review your evaluations after grades have been submitted for the quarter in which you are a TA.
• Contact the Undergraduate Staff Advisor (Beth English) for details on how to access the evaluations.

NO TIMECARDS ARE REQUIRED FOR TAS TO GET PAID.