




**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 be 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.**