Masters in Conservation & Restoration Science
University of California - Irvine

Welcome Class of 2023

MCRS New Student Orientation Packet and Handbook

Congratulations and welcome UC Irvine! We are delighted that you will be joining our MCRS family and hope that your academic career at UC Irvine will prove to be rewarding and challenging. Please take a moment to review the enclosed information, it will help you set out on your path to success!
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MCRS Staff & Faculty

**Courtney Hunt**  
*MCRS and R2R Program Coordinator*

**Student support:** General questions regarding coursework, fieldwork, scheduling & course planning, reimbursement & purchase requests, internships, capstone projects, networking opportunities, all logistical questions

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Email: cchunt@uci.edu

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**Sarah Kimball**  
*Associate Adjunct Professor and Assistant Director, Center for Environmental Biology*

**Instructor:** Ecology, Restoration Ecology, Capstone Project  
CEB research projects  
Program design

Email: skimball@uci.edu

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**Jennifer Long**  
*Director, MCRS  
Education and Outreach Coordinator, Center for Environmental Biology*

**Instructor:** Project Management, Professional Workshop, Capstone Project  
Fieldwork scheduling Program design & evaluation

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Megan Lulow  
Operating Director, UCI-NATURE  
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UCI-NATURE research projects Program design  
Email: mlulow@uci.edu

Jessica Pratt  
Assistant Professor of Teaching, Ecology and Evolutionary Biology & UCI Minor in Global Sustainability  
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Program design  
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Amy Henry  
Adjunct Lecturer, MCRS  
Assistant Project Scientist, Ecology and Evolutionary Biology  
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Barry Nerhus  
Adjunct Lecturer, MCRS  
Assistant Project Scientist, Ecology and Evolutionary Biology  
Instructor: Wildlife Ecology and Sampling  
Email: bnerhus@uci.edu
Ecology and Evolutionary Biology (EEB) Staff

**Meranda Aguilar**  
*Administrative Analyst and Graduate Affairs Coordinator*

All department graduate affairs including scheduling courses, supporting research and instruction, TA appointments, and academic planning

Office: Steinhaus Hall 321A  
Email: merandaa@uci.edu

**Irma Rodriguez**  
*Senior Financial Analyst*

All department financial policies, processes, and purchases, including reimbursements for travel, event, and supply expenses

Office: 309 Steinhaus Hall  
Email: mprodrig@uci.edu

**Rodrigo Aguayo**  
*Purchasing Services*

All department purchases for research, field, and lab equipment

Office: 315 Steinhaus Hall  
Email: rjaguayo@uci.edu

**Jennifer Strei**  
*Department Coordinator*

All department support including reservations for department field vehicles and meeting spaces

Office: 321 Steinhaus Hall  
Email: jstrei@uci.edu
Masters in Conservation and Restoration Science Program

MISSION

The mission of the MCRS Program is to prepare leaders in the fields of environmental science, conservation, restoration, and sustainability by engaging them in active adaptive management experiences.

Active adaptive management refers to the process of managing natural resources by (1) collaboratively developing a model for how the system works; (2) developing trials with replication and controls to experimentally evaluate multiple management actions; and (3) modifying future management activities based on results.

Core Competencies

By the time you graduate, you are expected to be able to:

1. Apply concepts of ecological systems under stress to conservation and restoration actions with the goal of solving complex problems.
2. Develop an active adaptive management plan through site assessment, trials evaluating management actions, monitoring, and collaborations with multiple stakeholders.
3. Apply project management theories and frameworks to the design and implementation of a conservation or restoration project.
4. Adhere to social dimensions of conservation and restoration, including socioeconomic values such as cultural features, social uses and perceptions, and environmental ethics.
5. Analyze and interpret conservation or restoration literature or data to apply evidence-based research to new management situations.
6. Communicate conservation/restoration information through oral, written, digital, and visual presentations.
7. Explain how policy impacts ecosystem health.
8. Engage with knowledge networks with diverse stakeholders.
9. Describe the historical context of the modern environmental movement and its influence on current environmental laws and regulations.
10. Assemble a team to design and implement conservation and restoration projects.
11. Understand aspects of conservation and restoration careers and the associated job market.
# MCRS Degree Roadmap

## Proposed MCRS Course Sequence

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Units</th>
<th>Winter</th>
<th>Units</th>
<th>Spring</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EE203B – Tutorial</td>
<td>2</td>
<td>EE264 – Conservation Biology</td>
<td>4</td>
<td>EE265 – Restoration Ecology OR</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EE205 – Ecology</td>
<td>4</td>
<td>EE270 – GIS</td>
<td>4</td>
<td>EE271 – Marine Conservation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EE207 – Quantitative Methods</td>
<td>4</td>
<td>Elective #1</td>
<td>4</td>
<td>EE266 – Restoration Techniques OR</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EE268 – Technical Writing</td>
<td>2</td>
<td></td>
<td></td>
<td>EEXXX – Marine Techniques</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EE269 – Project Management</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EE262 – Professional Workshop #1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EE286 – MCRS Capstone</td>
<td>2</td>
<td>EE286 – MCRS Capstone</td>
<td>4</td>
<td>EE286 – MCRS Capstone</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>EE262 – Professional Workshop #2</td>
<td>2</td>
<td>EE267 – Science Communication</td>
<td>2</td>
<td>EEXXX – Human Dimensions OR</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective #2</td>
<td>4</td>
<td>EE262 – Professional Workshop #3</td>
<td>2</td>
<td>ESS264 – Ecosystem Ecology</td>
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</tr>
<tr>
<td></td>
<td>Elective #3</td>
<td>4</td>
<td>Elective #4</td>
<td>4</td>
<td>EE262 – Professional Workshop #4</td>
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Course Descriptions

CORE CONTENT COURSES

EE203B. Conservation & Restoration Science Tutorial
This course introduces the practice of conservation and restoration science by providing fieldwork opportunities. Through this course, students are exposed to important aspects of active adaptive management, including field-based research and monitoring, to help develop skills in the application of theory to practical work situations.

EE205. Ecology
This course focuses on the principles of ecology to support the practice of implementing ecological research within an adaptive management framework. This framework is used to explore the complexities of ecological systems, including working with multiple stakeholders, incorporating changing weather and climate conditions, and using experiments to compare conservation and restoration techniques.

EE264. Conservation Biology
This course focuses on the causes and consequences of changes in biological diversity and the concepts and theories in ecology that have the greatest potential for conserving biological diversity. The recurrent question will be: how can we apply ecology to improve conservation of species and ecosystems and maintain the services they provide? In this class, students explore the scientific evidence showing how and why Earth’s biological resources are being altered and focus on identifying creative applications of ecology and areas of research that will mitigate human impacts on biodiversity.

EE265. Restoration Ecology
This course focuses on the principles of restoration ecology to support the practice of implementing restoration within an adaptive management framework. Students learn about the science of designing and implementing restoration and how restoration can inform basic ecological concepts. The primary goals are to help students understand restoration as a scientific process and to develop the practical means of executing an ecological restoration project using an adaptive management approach.

EE271. Marine Conservation Ecology
This theory-based seminar and discussion course will tackle pressing and timely issues in marine ecology, environmental science, and conservation and restoration. The course will cover the science of marine environments, drivers of change in marine ecosystems, and policy mechanisms and tools for their conservation and management. We will examine and discuss the socioeconomic and policy dimensions of ocean management through an ecosystem-based management framework by going in depth on case studies. Students will develop critical thinking and independent research skills by presenting on topics and writing a grant proposal.
EEXXX. Human Dimensions in Conservation and Restoration through a Justice Lens
In a world denominated by people and their needs, there is a growing threat to biodiversity and a growing need to protect biodiversity from the most intensive uses and restore damaged and degraded ecosystems. However, the people who consume the planet’s resources are often not those who suffer the most when protected areas are created and restored. This theory-based seminar and discussion course will tackle pressing and timely issues in human dimensions in conservation and restoration. It will prepare students to address these concerns with responsibility and justice by better designing, managing, and restoring protected areas.

ESS264. Ecosystem Ecology
This course explores concepts in ecology with potential for conserving biological diversity and identifies creative applications of ecological research that mitigate impacts of rapid human population growth and habitat destruction on biodiversity. Course topics include ecosystem development, element cycling, and interactions with plants and microbes.

TECHNICAL SKILLS COURSES

EE207. Quantitative Methods
This course is designed to train students in quantitative methods and experimental design. Students learn how to craft well-designed hypotheses, design questions in tandem with analyses, principles of designing experiments and analyzing long-term data sets. These skills are highly applicable to emerging questions of management and used in professional settings.

EE268. Technical Writing
This course focuses on the skills and practices needed to effectively write technical communications in the modern era. The course relies heavily on developing habits of good writing, effective use of style, narrative, and illustration, and appropriate leverage of technology and multi-media platforms. These elements will be applied to specific technical document examples contributing to additional components of the Masters in Conservation and Restoration Science program.

EE270. GIS for Environmental Research & Conservation
This course is an introduction to Geographic Information Systems (GIS) for ecologists, with an emphasis on specific applications for the conservation and restoration science. Course topics include fundamentals of cartography, creating/editing GIS data, linking spatial and tabular data, georeferencing, map projections, geospatial analysis, spatial statistics, and the development of GIS models. Course examples are drawn from hydrology, ecology, and geology.

EE266. Restoration Techniques
This course provides an overview of methodologies used when planning for and implementing ecological restoration. Because methodologies are context dependent, the course emphasizes sourcing and acquiring reference materials applicable to a variety of restoration contexts and then explores these approaches in more depth with specific examples and case studies.
EEXXX. Marine Research and Conservation Methods
This field-based course is designed to complement students’ experience in Marine Conservation Ecology with hands-on experience with restoration and research methods in marine systems. Students will learn a range of methods for collecting data in marine systems, and procedural methods for the design and implementation of monitoring programs and field experiments. We will put these skills to practice in: a whole class project exploring a coastal ecosystem, diverse field experiences and training in data collection and restoration techniques, and practice with data analysis and interfacing with community partners.

PROFESSIONAL SKILLS COURSES

EE262. Professional Workshop
This course focuses on the knowledge, skills, certifications, and licenses needed by professionals in the field of conservation and restoration. The primary goal is to provide students with opportunities to explore educational opportunities related to professional and/or technical skills in more depth.

EE269. Project Management
Discover the planning, design, implementation, and aftercare phases of managing a conservation or restoration project. Students will project cost, manage risk, analyze sites, evaluate and review projects, and become familiar with common permitting and consultation requirements.

EE267 Science Communication
This course focuses on the skills and practices needed to convey information related to conservation and restoration in a way that has broad appeal and/or effective messaging for non-scientific audiences by assessing the audience, developing effective storytelling, and deploying a persuasive information campaign.

INTEGRATED KNOWLEDGE COURSE

EE286. MCRS Capstone
The capstone project is designed to prepare students to produce meaningful solutions to today’s environmental problems. Over the course of the year, student teams complete a project in collaboration with a local partner/stakeholder to address a current management need and/or solve a real environmental problem. To complete the project, students apply the knowledge and skills learned in this program to a practical professional setting, working directly with practitioners to plan, implement, and evaluate the project. All projects must be solution-oriented and nested within an active adaptive management framework. (Students take 2 units in the Fall quarter, 4 units in the Winter quarter, and 6 units in the Spring quarter.)
ELECTIVES

Students are required to take 4 electives (16 elective units). One elective must come from each category. The Academic Coordinator will send out an email asking you to rank your elective preferences by a given deadline. **If you do not respond to the email by the deadline then the Academic Coordinator will choose your elective rankings for you.**

One course from Category A – Environmental Regulation & Policy
- UPPP 205. Environmental Economics & Policy
- UPPP 224. Environmental Politics & Policy
- UPPP 244. Land Use Policy
- UPPP 252. Environmental Law & Policy
- UPPP 270. Environmental Ethics
- UPPP 275. Special Topics (Rotating)
- Bio Sci E189. Environmental Ethics

One course from Category B – Organismal Biology and Diversity
- EEB 275. Wildlife Ecology and Sampling
- Bio Sci E160. and E160L. Biology of Birds
- Bio Sci E184. Ecology and Diversity of Insects

One course from Category C – Earth & Environmental Science
- Eco Evo 227. Plant Physiological Ecology
- ESS 222. Global Climate Change & Impacts
- ESS 238. Satellite Remote Sensing for Earth System Science
- ESS 266. Global Biogeochemical Cycles

The fourth elective course may be taken in any of the above categories or from the following:
- UPPP 235. GIS Problem Solving in Planning

Please note that each elective course is not offered every quarter or every year, and substitutions are not allowed. The MCRS Academic Coordinator works with students to identify and plan their elective courses.

REGISTRATION

You can register for classes at UCI via WebReg or StudentAccess on the Registrar’s Office website. To register for classes, log into WebReg with your UCInetID and password (that you created) from any computer with internet and web browser access. For important dates and deadlines, please refer to page 12 of this guide or visit: [http://reg.uci.edu/navigation/calendars.html](http://reg.uci.edu/navigation/calendars.html). For more information on registration, deadlines, tuition, and fees, visit the registrar at: [http://reg.uci.edu](http://reg.uci.edu).
## Academic Calendar – Important Dates

### ENROLLMENT

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule of Classes available</strong></td>
<td>May 1</td>
<td>Oct 30</td>
<td>Feb 5</td>
</tr>
<tr>
<td><strong>View date and time of enrollment window</strong></td>
<td>May 10</td>
<td>Nov 8</td>
<td>Feb 14</td>
</tr>
<tr>
<td><strong>Enrollment by window</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7 a.m. start date–7 p.m. end date)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>new graduate</td>
<td>Jun 7</td>
<td>Nov 15–Dec 1</td>
<td>Feb 21–Mar 9</td>
</tr>
<tr>
<td>new transfer †</td>
<td>Jun 7</td>
<td>Nov 15–Dec 1</td>
<td>Feb 21–Mar 9</td>
</tr>
<tr>
<td>new freshmen ‡</td>
<td>Aug 13</td>
<td>Nov 15–Dec 1</td>
<td>Feb 21–Mar 9</td>
</tr>
<tr>
<td><strong>Open Enrollment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>continuing</td>
<td>Jun 2–Sep 15</td>
<td>Dec 1–Dec 15</td>
<td>Mar 9–Mar 15</td>
</tr>
<tr>
<td>new graduate</td>
<td>Sep 20–Oct 8</td>
<td>Dec 20–Jan 14</td>
<td>Mar 18–Apr 8</td>
</tr>
<tr>
<td>new transfer</td>
<td>Jun 7–Sep 15</td>
<td>Dec 1–Dec 15</td>
<td>Mar 9–Mar 15</td>
</tr>
<tr>
<td>new freshmen</td>
<td>Sep 20–Oct 8</td>
<td>Dec 20–Jan 14</td>
<td>Mar 18–Apr 8</td>
</tr>
<tr>
<td><strong>Waitlist release</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5 p.m.–8 p.m.)</td>
<td>Sep 17</td>
<td>Dec 17</td>
<td>Mar 17</td>
</tr>
<tr>
<td><strong>18-unit enrollment limit (undergrad)</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>lifted</td>
<td>Sep 1</td>
<td>Dec 20</td>
<td>Mar 18</td>
</tr>
<tr>
<td><strong>Last day to:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll in units to have fees paid by financial or graduate aid without $50 late payment charge. (5:00 p.m.)</td>
<td>Sep 15</td>
<td>Dec 15</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Enroll in units without a $50 late enrollment charge. (5:00 p.m.)</td>
<td>Oct 8</td>
<td>Jan 14</td>
<td>Apr 8</td>
</tr>
<tr>
<td>Enroll in units to avoid loss of student status. (5:00 p.m.)</td>
<td>Oct 15</td>
<td>Jan 21</td>
<td>Apr 15</td>
</tr>
</tbody>
</table>

† May be earlier based on advising with academic counselor.
‡ May be earlier if attending Orientation
### FEE PAYMENT

<table>
<thead>
<tr>
<th></th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View ZOTBill</strong></td>
<td>TBA</td>
<td>Nov 20</td>
<td>Feb 20</td>
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<tr>
<td><strong>Last day to:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit UCSHIP waiver to avoid $50 late waiver fee</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Pay fees without $50 late payment charge and classes being dropped. (Fee Payment Deadline)*</td>
<td>Sep 15</td>
<td>Dec 15</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Pay fees to avoid loss of student status.*</td>
<td>Oct 15</td>
<td>Jan 21</td>
<td>Apr 15</td>
</tr>
</tbody>
</table>

* Must be completed prior to close of business day. If paying at Central Cashier: 4:00 p.m. PT. If paying online: 5:00 p.m. PT.

### QUARTER ACTIVITY

<table>
<thead>
<tr>
<th></th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter begins</strong></td>
<td>Sep 20</td>
<td>Jan 3</td>
<td>Mar 23</td>
</tr>
<tr>
<td><strong>Instruction begins</strong></td>
<td>Sep 23</td>
<td>Jan 3</td>
<td>Mar 28</td>
</tr>
<tr>
<td><strong>$50 late enrollment charge applies if enrolled in 0 units after this date (5:00 p.m.)</strong></td>
<td>Oct 8</td>
<td>Jan 14</td>
<td>Apr 8</td>
</tr>
<tr>
<td><strong>Waitlists deactivated. (5:00 p.m.)</strong></td>
<td>Oct 8</td>
<td>Jan 14</td>
<td>Apr 8</td>
</tr>
<tr>
<td><strong>Last day to:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a course without deans' approval and without $3 service charge. (5:00 p.m.)</td>
<td>Oct 8</td>
<td>Jan 14</td>
<td>Apr 8</td>
</tr>
<tr>
<td>Drop a course without deans' approval and without $3 service charge. (5:00 p.m.)</td>
<td>Oct 8</td>
<td>Jan 14</td>
<td>Apr 8</td>
</tr>
<tr>
<td>Change the grading option or variable units of a course without dean's approval and without $3 service charge. (5:00 p.m.)</td>
<td>Oct 8</td>
<td>Jan 14</td>
<td>Apr 8</td>
</tr>
<tr>
<td>Submit part-time fees petition to Graduate Division for graduate students. (12:00 noon)</td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Pay fees late and/or enroll late. (4:00 p.m.)</td>
<td>Oct 15</td>
<td>Jan 21</td>
<td>Apr 15</td>
</tr>
<tr>
<td>Submit part-time fees petition to Registrar for undergraduate students. (5:00 p.m.)</td>
<td>Oct 15</td>
<td>Jan 21</td>
<td>Apr 15</td>
</tr>
<tr>
<td>Drop a course without receiving a W grade; both deans’ approval and $3 service charge required. (5:00 p.m.)</td>
<td>Nov 5</td>
<td>Feb 11</td>
<td>May 6</td>
</tr>
<tr>
<td>Event</td>
<td>Fall 2021</td>
<td>Winter 2022</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>--------------------------------------</td>
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</tr>
<tr>
<td>Change the grading option or variable units of a course; both dean's approval and $3 service charge required. (5:00 p.m.)</td>
<td>Nov 5</td>
<td>Feb 11</td>
<td>May 6</td>
</tr>
<tr>
<td>Withdraw from a course; W grade assigned; both deans' approval and $3 service charge required. (5:00 p.m.)</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
</tr>
<tr>
<td>Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
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<tr>
<td>Final examinations*</td>
<td>Dec 4–10</td>
<td>Mar 12–18</td>
<td>Jun 4–9</td>
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<tr>
<td>Quarter Ends</td>
<td>Dec 10</td>
<td>Mar 18</td>
<td>Jun 10</td>
</tr>
<tr>
<td>Deadline to submit final grades (5:00 p.m.)</td>
<td>Dec 16</td>
<td>Mar 24</td>
<td>Jun 16</td>
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<tr>
<td>Grades available in StudentAccess (8:00 p.m.)</td>
<td>Dec 17</td>
<td>Mar 25</td>
<td>Jun 17</td>
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<tr>
<td>Official transcripts available</td>
<td>Dec 20</td>
<td>Mar 28</td>
<td>Jun 20</td>
</tr>
<tr>
<td>Degrees post to transcripts **</td>
<td>Feb 4, 2022</td>
<td>Apr 29, 2022</td>
<td>Jul 22, 2022</td>
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* See information regarding Religious Accommodation and Religious Observance.

** Official transcripts with degrees available the following Monday.

**HOLIDAYS**, RECESSES, BREAKS, AND SPECIAL CEREMONIES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td><strong>Academic and Administrative Holidays</strong></td>
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<tr>
<td>Veteran's Day</td>
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<tr>
<td>Thanksgiving</td>
<td>Nov 11</td>
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<td></td>
<td>Nov 25–26</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
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<td>Jan 17</td>
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<tr>
<td>Presidents' Day</td>
<td></td>
<td>Feb 21</td>
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<tr>
<td>Cesar Chavez Day Memorial Day</td>
<td></td>
<td>Mar 25</td>
<td>May 30</td>
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<tr>
<td><strong>Winter Break</strong></td>
<td>Dec 13–31</td>
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<tr>
<td><strong>Winter Administrative Recess</strong></td>
<td>Dec 23–31</td>
<td></td>
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<tr>
<td>campus offices closed</td>
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<tr>
<td><strong>Spring Break</strong></td>
<td></td>
<td>Mar 21–25</td>
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<tr>
<td><strong>Commencement</strong></td>
<td></td>
<td>Jun 10–13</td>
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<tr>
<td><strong>Graduate Hooding</strong></td>
<td></td>
<td>Jun 11</td>
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</tbody>
</table>

** Additional information regarding holidays can be found on our webpage on Religious Accommodation and Religious Observance.
Getting Started as a Student

STUDENT PRE-ARRIVAL CHECKLIST

May
1. Activate UCnetID (ASAP!)
2. Look into housing options
3. Apply for financial aid
4. International Students – Forms and documents

June
5. Activate UCI email (after assessment)
6. Request official transcript
7. Gather/update immunization records
8. Register for classes

August
9. Decide on health insurance

September
10. Pay tuition and fees
11. Obtain a UCI Parking Permit (off-campus residents)
12. Pick up UCI Student ID Card
13. Attend campus wide Graduate Student Welcome and Orientation (OPTIONAL)
14. Attend your School/Department New Graduate Student Orientation (REQUIRED)
15. Apply for a California Driver’s License
16. International Students – Check in with International Center
**MAY**

1. **Activate UCInetID and Check Your Email**

   Activate your [UCInetID](https://example.uc.edu) for class registration, payment of bills, and much more! Many online services, including [UCI Google (Gmail)](https://example.uc.edu/google), [EEE](https://example.uc.edu/EEE), [WebReg](https://example.uc.edu/webreg), [ZotPortal](https://example.uc.edu/zotportal) and numerous others, require you to use your UCInetID and password in order to log in.

   Your UCInetID will be available after admission, once you have filed the SIR. You will need to enter your student ID number, date of birth, and social security number. Please note that you also need an activated UCInetID to establish your email account; however, your email cannot be established until after the first week in June. Review the Office of Information Technology's [Getting Started with Email for Students](https://example.uc.edu/email-getting-started).

   Activate your UCInetID as soon as possible.

2. **Look into Housing Options** listed on page 26 of this packet. We will host a Zoom call so that students can meet each other and perhaps find a roommate.

3. **Apply for Financial Support**

   Complete and submit the Free Application for Federal Student Aid ([FAFSA](https://www.fafsa.ed.gov)) to ensure that any fellowship, grant or loan monies will be awarded on time.

   **FEDERAL STUDENT AID**

   Financial aid to graduate students is available from the federal government in two forms. The first is grants and fellowships, and the second is student loans. For both types, domestic students need to file a FAFSA (Free Application for Federal Student Aid). If you applied for federal financial aid as an undergraduate, you are probably already familiar with the procedures. You can submit the FAFSA on-line at [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). The instructions are fairly straightforward. This should be done each year that you are in the graduate program whether or not you are looking for financial aid. If funds become available through department fellowships, it is usually required and it saves some time to have filled this out already.

   The Financial Aid Office is in 102 Aldrich Hall. Be aware that this office handles a lot of traffic and consequently lines can be long. You should educate yourself about the system as much as possible and ask questions as needed. You can call the Financial Aid Office at x4-8262 and may also access their web page at [http://www.ofas.uci.edu/content/](http://www.ofas.uci.edu/content/).

   **EXTERNAL FUNDING**

   You can apply for external fellowships and scholarships. Some external scholarships are listed here: [http://www.ofas.uci.edu/content/outsidescholarships.aspx](http://www.ofas.uci.edu/content/outsidescholarships.aspx)

   **If you receive external funding, please let the Academic Coordinator know as soon as possible so that the fees can be paid.**
4. For International Students:

- Become Familiar with the UCI International Center Services and Programs.
- Review the services and programs on the International Center website.
- Complete the I-20/DS-2019 Request for New Graduate Students Form.
- After receiving admission to UCI, your department will give you information about the process for completing and submitting the New Graduate Student Request Form to begin your request for visa documentation (I-20/DS-2019) from UC Irvine.
- Contact your department if you have questions about getting the I-20 or DS-2019.
- Pay the SEVIS fee after you receive I-20 or DS-2019.
- The SEVIS fee is paid by F-1/J-1 students and scholars to cover the cost of operation of SEVIS and is paid directly to the U.S. government.
- Schedule Your Visa Interview and Apply for a Visa.
- Start the process as early as possible after receiving the I-20/DS-2019.
- The timeline for issuance of the I-20 or DS-2019 will vary depending on receipt of complete documentation.
- Note: You should not make your travel reservations until you have received your U.S. visa.
- You are not allowed to enter the United States earlier than 30 days prior to the beginning date on your I-20 or DS-2019.
- Complete as soon as possible after being admitted and submitting a positive SIR.

JUNE

5. Activate Your Email Account in Mid-June, After You Have Been Assessed

Each student has an e-mail account based on his/her UCInetID. Please use this address for official communication with the University. This is the email that will be used for all departmental messages. To access your free e-mail account, you will need to activate it. There are easy instructions for doing this on the Office of Information Technology (OIT) web page at http://www.oit.uci.edu/ucinetid/; Click on Activate your UCInetID. Be sure to have your student ID number and Social Security number available.

6. Request Official Transcript with Bachelor’s Degree Posted to Clear Provisional Admission

You will need to request an official transcript with your undergraduate degree posted on it from your school to clear your provisional admission as soon as it is available. The transcript should be sent to:
Electronic transcripts may also be sent directly by the Registrar of your school to Gradtranscripts@uci.edu.

NOTE: Do not send your official transcript to UCI until it is requested.

7. Immunization Requirements

For updated immunization requirements please go to: https://shc.uci.edu/new-student-information/immunization-requirements.

8. Register for Classes

Use WebReg to enroll in classes. Graduate students are required to be enrolled full-time in at least 12 units. Incoming students may begin enrolling in classes in mid-June. Please note that you must activate your UCInetID and file an SLR prior to enrolling in classes.

Register for classes no later than September 15, 2021.

AUGUST

9. Decide on Health Insurance.

You are not automatically enrolled in the University of California Student Health Insurance Plan (UCSHIP), so you do not need to submit a UCHSP waiver. Health insurance is not included in your tuition and fees. You can choose to enroll in UCHSP for Graduates or you can keep the insurance that you may already have. Please see page 25 of this packet for more details.

SEPTEMBER

10. Pay Your Tuition & Fees

There are many ways to pay your fees.

- **Online:** Use ZotPay, a feature within ZotAccount. This debits your bank account.
- **In person:** Central Cashier’s Office 228 Aldrich Hall (UCI map #111)
- **Mail:** Make check payable to UC Regents and include your student ID number. Mail to:
  
  Cashiers Office  
  228 Aldrich Hall  
  Irvine, CA 92697-1975

Please note that UC Irvine only accepts credit payment online.
Pay tuition and fees before September 15, 2021. Fees MUST BE PAID on or before the established fee payment deadline. If your fees are not paid by the deadline, you will be dropped from all of your classes.

11. Obtain a UCI Parking Permit (off-campus residents)

A valid parking permit is required at all times when parking on campus. The campus will no longer be issuing physical permits for faculty, staff, and students - your license plate will serve as your virtual parking permit. When you purchase your permit, you'll be asked to register the vehicle you will be parking on campus. Your vehicle must be registered successfully prior to parking.

Student permits are available online at myCommute by logging in with your UCInetID. All available zones and permit options will appear and may be purchased on a first-come-first-serve basis. You may change your zone based on availability. In order to renew your current zone, simply purchase your new permit when your current permit is still valid. Student permits may be purchased using any major credit card Visa, MasterCard, American Express and Discover.

To purchase a medical or motorcycle permit, email parking@uci.edu
Permit Types

“S” Zone Commuter: Undergraduate and graduate commuters are eligible for this permit. This permit is only valid in all unmarked stalls located in the “S” parking areas. This permit is NOT valid in residential stalls, service stalls, disabled or medical stalls, overnight parking, pay by space or metered stalls, and in any specially marked stalls.

“P” Preferred Zone Commuter (AR): Undergraduate and graduate commuters are eligible for this permit. This permit is only valid in all unmarked stalls and “AR” stalls available in all “S” parking areas. This permit is NOT valid in residential stalls, service stalls, disabled or medical stalls, overnight parking, pay by space or metered stalls, and in any specially marked stalls.

“MX” Motorcycle: Undergraduate and graduate commuters are eligible for this permit. Valid in motorcycle stalls on-campus. For motorcycle parking locations, visit UCI Transportation Distribution Services.

Sustainable Parking Passes

The goal of Sustainable Transportation (ST) is to reduce vehicle trips and commute emissions. To encourage graduate students to give ST a try, UCI offers incentives in the form of rebates on train tickets, discount on University Pass membership, campus shuttle service, occasional parking permits, and guaranteed rides home.

For more information on sustainable transportation permits, visit: [https://www.parking.uci.edu/at/incentives/graduate.cfm](https://www.parking.uci.edu/at/incentives/graduate.cfm)

To locate zone permit parking lots, structures, and permit kiosks, visit: [www.parking.uci.edu/maps](http://www.parking.uci.edu/maps)

12. Obtain Your UCI Student ID Card

You will need to obtain your UCI photo ID card. To get your photo ID card, go to [https://studentaffairs.uci.edu/photo-id-help/](https://studentaffairs.uci.edu/photo-id-help/)

You student ID card has several uses:

- Holds Zotbucks, a currency that can be used at many campus vendors like Pippin Commons, Mesa Common, the UCI Bookstore, etc. The card can act as a prepaid debit card.
- Admission into the ARC (Anteater Recreation Center).
- Library card, must be used in conjunction with a PIN, activated at the front desk.
- Print card, to be used for printing files from PC accessible in the Science Library, Gateway Study Commons, and Langson Library.
• Student discounts at places like Chipotle, Carl’s Jr., Disneyland, Great Clips, and more.
• Athletic games.

*Don't forget to bring your UCI student ID card to Campus Wide Graduate Student Welcome and Orientation*

13. Attend Campus Wide Graduate Student Welcome and Orientation (OPTIONAL)
   This event will allow you to meet campus leaders and your fellow new graduate students. You will also learn about expectations, policies, and campus resources.

14. Attend Your School or Department New Graduate Student Orientation (REQUIRED)
   This will take place **Tuesday September 21 at 9:00am PST**

15. Apply for a California Driver’s License
   If you are from out of state and you plan on driving while you are at UC Irvine, you must get a California drivers license within 10 days of your arrival in California. To start the application and make an appointment visit the DMV website. The closest DMV offices to Irvine are located in Laguna Hills and Costa Mesa.

16. For International Students
   • Check in with the International Center
   • Must be completed within 3 days after your arrival to the U.S.
MCRS/Campus Resources

AFTER YOU ARRIVE

All graduate students are mandated to complete online Cyber Security Awareness Training, before the end of their first month on campus. The training can be accessed through UC Learning Center online. You will receive an email notification with a link.

In the Event of an Emergency

When using a campus telephone extension or any payphone located on campus, Dial 911.

1. Inside an elevator - All UCI campus elevators are equipped with emergency call boxes. Each box has a push button that connects directly to the UCI Police Department UCIPD 911 via speaker phone.
2. If you are outside a building, look for an emergency phone. These yellow emergency phones with blue lights on top are located on the campus ring mall and in many campus parking lots. Each box has a push button that connects directly to the UCIPD 911 via speakerphone.
3. From a cellular telephone: Dial 911. If you are on campus it is routed to a UC Irvine Police dispatcher.

If you have any questions about the features available on the campus phones and how to use them, the campus telephone directory will guide you. A summary of services is available at the Office of Information Technology (OIT), http://www.oit.uci.edu/telephone/.

zotALERT System

One of several modes of emergency communication used at UCI, zotALERT is an emergency alert system that uses cell phone text messaging to quickly notify the UCI community of emergency and safety related information. The system will not be used for routine announcements. ZotALERT messages will be sent periodically to test the system and to promote emergency preparedness.

The ZotALERT text message system is complemented by the ZotMail email system. This will provide an additional notification mechanism to text messaging. It will also help get the word out to those who do not have cell phones or find notification through text messaging ineffective. Redundancy is an important component of emergency communication strategy.

Students are strongly encouraged to sign up for zotALERT messages.

a. Login to StudentAccess
b. Click Contact Information
c. Update your Mobile Phone and provide your cell phone number.
MCRS STUDENT MAIL

Incoming mail is delivered to our mailbox in SH 322, across the hall from the Department Office. For faster delivery, have your senders include the Department suffix (Zot Code: 2525) after the ZIP code.

You Name
University of California, Irvine
MCRS
Dept. of Ecology and Evolutionary Biology
321 Steinhaus Hall
Irvine, CA 92697-2525

Zot codes are used by UCI Distribution Services to reduce errors and maximize efficiency when delivering mail. Please make sure you are using the correct ZotCode when addressing mail for all campus departments, both on-campus and off-campus. Omitting a ZotCode may result in failure to deliver mail, even if the remainder of the address is accurate. The mail could be sent back to Distribution Services and re-routed, adding time to the delivery process. You can find a list of ZotCodes on the Transportation and Distribution website or visit: http://distribution.oit.uci.edu/ZotCodeList.aspx.

Outgoing mail (US & Campus) can be placed in the mail boxes at the bottom of the stairs outside of McGaugh Hall (across, facing Steinhaus Hall).

Mail will be delivered daily, so please be sure to check your mailbox often. If you have a package that needs to be sent Via FedEx, please see the MCRS Program Coordinator for instructions. You can also talk to one of the Finance Analysts for instructions.

MCRS OFFICE SPACE

The MCRS dedicated office space is located in Steinhaus Hall room 347. This space serves multiple purposes, such as a student lounge area, group/stakeholder meetings, and a work/study space. The MCRS Program Coordinator will supply keys for the office space. If a key is lost or stolen, please see the program coordinator for information on a replacement key.

GETTING CONNECTED: WIFI

To connect your device and get internet access from anywhere on campus, you will first need to register the hardware (MAC) address of either your mobile device (smartphone, laptop, or tablet) or Ethernet card (wired connection in some computers). You can register your device automatically by using the Express Registration Tool, or you can register your device manually. To register the MAC address, you must have a valid UCInetID. If you do not have a UCInetID, you can use the Guest Registration system. Details on how to register can be found on the Office of Information Technology website: www.oit.uci.edu/mobile/registration.
UCI OFFICE OF TECHNOLOGY (OIT)

OIT is available for troubleshooting technical issues that cannot be resolved by the help desk. In the event an issue requires specialized expertise, the help desk will generate a support ticket and you will be contacted by a Desktop Support Analyst by phone or email. Services include: computer, device, and software support, email setup and calendars, collaboration and file sharing, accounts and access, network and WiFi, and much more. As a student, you are also eligible for free software, including Microsoft Office 365 ProPlus. For more information, visit: [www.oit.uci.edu](http://www.oit.uci.edu).

SCHOOL OF BIOLOGICAL SCIENCES COMPUTING SERVICES

Help with some technical issues can also be found locally through our school/department help desk. Contact BioSci Computing Services for setting up computers, devices, equipment, and email. For more information, visit: [http://comp.bio.uci.edu](http://comp.bio.uci.edu).

GRADUATE STUDENT RESOURCES

Graduate student Resource Center (GRC) offers workshops and programs that are designed to support and help graduate students succeed. GRC resources include writing services, outreach services, and room reservations.

The GRC provides various writing services, these include writing consultants, boot camps, workshops, dedicated writing space, writing groups, and much more. Information on how to utilize this resource can be found at: [https://www.grad.uci.edu/services/grc/writing-support.php](https://www.grad.uci.edu/services/grc/writing-support.php).

Outreach services at the GRC are to help new graduate students integrate into UCI and have a successful graduate life. Here you will find graduate preparation, advising, communication consultants, career advising, and information on fellowship applications. More information can be found at: [https://www.grad.uci.edu/services/grc/outreach-services.php](https://www.grad.uci.edu/services/grc/outreach-services.php).

The GRC also provides space and resources for graduate students. There are a variety of rooms that can be reserved, these include lounge spaces, study rooms, seminar rooms, conference rooms, and much more. For any of these or other graduate student resources, visit or contact the GRC Center at:

GRC Center
3100 C Student Center
(949) 824-3849
GRC@uci.edu
STUDENT HEALTH
The UC Irvine Student Health Center is a comprehensive outpatient clinic staffed with licensed primary care physicians, dentists, a physician assistant, registered nurse practitioners, and registered nurses. This also includes mental health and wellness services to all registered UC Irvine students regardless of insurance coverage. These services include comprehensive emotional, behavioral and mental health treatment. For more information on the student health center, services provided, and acceptable insurance, visit: https://shc.uci.edu.

VOLUNTARY HEALTH INSURANCE
University of California Student Health Insurance Plan for Graduates (UC SHIP for Graduates) is the health insurance program for graduate students. UC SHIP is a comprehensive health plan that provides medical, mental health care, pharmacy, vision and dental coverage.

Voluntary enrollment for Graduate Students in UC SHIP is managed by Academic Health Plans (AHP). In addition, the cost of insurance premiums for voluntary enrollment is paid directly to AHP. Graduate students on voluntary SHIP are not required to utilize the Student Health Center as their primary care provider. However, a referral from SHC is required if you seek medical services from community providers. Contact the SHC Insurance Services department to obtain a referral: shc-insurance@uci.edu or 949-824-2388.

For more information, please go to: https://shc.uci.edu/insurance/uc-ship-benefits-and-information/voluntary-enrollment

ANTEATER RECREATION CENTER
The Anteater Recreational Center (ARC) is a sports and fitness facility that offers several recreational opportunities. ARC is equipped with two different gymnasiums, an elevated running track, a rock-climbing wall, a fitness lab, several activity rooms, 10,000 square foot weight and cardio room, volleyball, racquetball courts, and much more. The Aquatic Plaza contains a 25 meter by 25 meter heated lap pool. ARC also offers several services, which include fitness classes, sport leagues, sailing, massage, cooking classes, and outdoor activities, like surfing, scuba, or kayaking. UCI undergraduate and graduate students are eligible to use UC Irvine’s Recreation facilities, ARC, and Crawford Pool, by presenting their UCI Student ID card.

Tours are available by appointment. If you’re interested in taking a tour, membership options, or would like more information, visit: http://www.campusrec.uci.edu/.

Anteater Recreation Center
680 California Ave
Irvine, CA 92697
(949) 824-3738
HOUSING

UCI Housing Administrative Services (HAS) can help with information about off-campus housing options.

**UCI Housing Services**
G458 Student Center
(949) 824-6811
[https://housing.uci.edu/och/](https://housing.uci.edu/och/)

The Anteater Housing Network (AHN) provides off-campus housing and roommate listings for UCI students. This site allows you to post ads for housing, roommates or create a roommate profile on the AHN website. AHN provides easy access to off-campus housing listings, finding a roommate, items for sale, and filters to narrow your housing search. For more information, visit: [offcampus.housing.uci.edu](https://offcampus.housing.uci.edu).

You can also visit Uloop for UC Irvine. Uloop connects students with housing, roommates, jobs, internships, items for sale, scholarships, UC Irvine events, and much more. More information can be found at: [uci.uloop.com/housing](https://uci.uloop.com/housing).

Other housing websites include:
- [https://www.facebook.com/groups/UCIrvineHousing/about/](https://www.facebook.com/groups/UCIrvineHousing/about/)
- [https://orangecounty.craigslist.org/search/roo?query=uc+irvine](https://orangecounty.craigslist.org/search/roo?query=uc+irvine)

Housing on the higher end:
- [https://www.forrentuniversity.com/University-of-California-Irvine](https://www.forrentuniversity.com/University-of-California-Irvine)
- [https://www.zumahousingirvine.com/](https://www.zumahousingirvine.com/)

INTERNATIONAL STUDENTS

Upon arrival visit the International Center (IC). You will need to complete the IC Visa Check-in Process – iNavigateUCI. iNavigateUCI is the IC electronic visa check-in process. After completing iNavigateUCI, you will not need to submit any documents for check-in to the IC, unless you receive a request from the IC office. iNavigateUCI must be completed within **3 days** after your arrival to the U.S.

For more information on the international center, iNavigateUCI, and next steps, visit: [https://ic.uci.edu/students/newStudents.php](https://ic.uci.edu/students/newStudents.php).

EEB SEMINARS

Every week, EEB hosts graduate seminars in fall and spring quarters. This is a great opportunity to listen and learn from leading thinkers in industry and from other universities on a variety of important topics. Although participation is not required, we do recommend attending at least some seminars as a way to communicate and engage with people in areas of research that interest you.

More information on EEB Seminars can be found at: [http://ecoewo.sites.bio.uci.edu/events/](http://ecoewo.sites.bio.uci.edu/events/).
NETWORKING OPPORTUNITIES

- Association of Environmental Professional (OCAEP): [https://www.califaep.org/](https://www.califaep.org/)

EQUIPMENT NEEDED

Personal Equipment:
- Full rain gear (Gore-tex is great for warmer weather outings)
- Knee-high rubber boots (Muck-type boots)
- Hiking boots with ankle support (You need good hiking boots)
- Hip waders (If you plan to do aquatic work)
- Field pants
- Socks (High quality socks are important)
- Gaiters (work well to keep weed seeds out of socks)
- Sunscreen
- Hat
- Sunglasses
- Face Mask
- Work Gloves

General supplies:
- Day pack
- A field notebook (ex. Rite-in-the-Rain type of notebook)
- Pen & pencil
- Water bottle
- Small knife/multi-tool (Leatherman-type)
- Watch
- Flashlight/headlamp
- Binoculars (8x40 are preferred for wildlife observations)
- Sighting compass with declination adjustment
- Camera (the one on your phone works)
- Sharpies
- Bandanas
- Personal first aid kit
- Duct tape
- Field guides
School of Biological Sciences Statement of Professional Conduct

Revised July 2, 2018

This document is intended to outline the standards of professional conduct expected of all students, staff, and faculty in the School of Biological Sciences at UC Irvine. Adherence to these principles of conduct—together with good academic standing—maintains a student’s “good standing” status in the School.

As a community, we respect the dignity, individuality, and freedom of each member. At the same time, we strive to be a place where individuals and groups learn with and from each other. 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 both diversity and community in a context of academic excellence. We seek to enable all members of our community to pursue their educational, scholarly, and career interests in an environment that recognizes both the distinctiveness of each person’s experience and the common humanity that unites us all, in order to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here.

In all activities, members of the School are expected to be respectful of the rights and interests of the community and of the others in the community and to be personally honest. We are expected to conduct ourselves in a manner compatible with the University’s function as an educational institution, and with the rights of all members of the University community to attend, make use of, and enjoy the facilities and benefits of the University without undue interruption or disruption. With their professional conduct, all members of the School are expected to contribute to a School climate in which all community members feel personally safe, listened to, valued, and treated 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 competence in our work. Members of the UCI academic community are committed to engage in teaching, learning, research, and community service. This includes communicating in a manner that is respectful and that does not discriminate against or harass others, and treats the ideas, scholarship, and interests of others with respect.

2. Integrity: UCI is an institution of learning, research, and scholarship. As members of the academic community, we are responsible for maintaining academic integrity and must accept individual responsibility for their work and actions. Violations of academic integrity
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 our academic community. Actions that make the atmosphere intimidating, threatening or hostile to individuals are regarded as serious offenses. 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 full inclusion of all members and groups in every aspect of University life. 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, affective or sexual orientation, socio-economic background, and other protected characteristics—is a source of strength for UCI. All participants, visitors, staff, students, faculty, and vendors are to be treated with respect and consideration, valuing a diversity of views and opinions. We do not tolerate any discriminatory and/or harassing behavior based on protected characteristics, and will take immediate action to end and remedy the effects of any hostile environment on affected members of campus community. Unacceptable behavior includes verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.

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 UCI graduate students, staff, and faculty must undergo mandatory sexual harassment compliance training. Sexual harassment training is mandatory for graduate students, and must be completed within six weeks of enrollment with annual ongoing education and training.

6. **Appropriate Use of Electronic Media**: When acting as representatives of the School 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**

The School will maintain and publicize a clear structure to address complaints involving professional conduct of graduate students, staff or faculty. Allegations of improper behavior will be treated seriously and promptly. 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. Proper training and orientation will be available to all members of the community.
**Observance of University Policies**

No set of rules can possibly address all situations that may arise. The School reserves the right to find that other conduct not specified in this Code or UCI policies constitutes a violation of good academic or professional standing. If situations arise that seem ambiguous, please consult with departmental graduate advisors, chairs, the Graduate Office, or the Associate Dean.

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 to disciplinary action.

**Responsible Conduct of Research.**

The School of Biological Sciences requires that all doctoral and Master’s students complete training in the Responsible Conduct of Research. Students in gateway programs (CMB, INP, MCB) are required to take MMG 250 Conduct of Research, which prepares scientists for biomedical research and is compliant with the NIH requirements. In addition, any student that is directly admitted into Developmental and Cell Biology, Molecular Biology and Biochemistry or Neurobiology and Behavior must complete MMG 250.

The Office of Research Administration offers a Responsible Conduct of Research training module through the UC Learning Center website (http://www.uclc.uci.edu). The IRC-RA-RCR-2011 module is NSF compliant and is required for NSF GRFP pre-doctoral fellows and graduate students and post-docs conducting research on NSF grants. This training is suitable for graduate students that are not funded by the NIH.

In order to ensure compliance with federal and campus training requirement for the Responsible Conduct of Research, the School will adopt the following policies for graduate student training.

1. All doctoral students entering gateway graduate programs (CMB, INP, MCB) or departments (DCB, MBB, and NBB) will take MMG 250 during the first year of graduate study. In addition, MMG 250 will be required of any EEB student funded by a NIH research grant (RO1) or appointed to an NIH Training Grant (T-32).

2. All doctoral students in EEB will complete the NSF online RCR training, or take MMG 250 as needed.

3. All MS students in the MS Biotechnology and MS Biotechnology Management will take the UC Learning Center module in the Responsible Conduct of Research during the first year of graduate study.

4. All other MS students enrolled in departmental programs must complete the UC Learning Center training module, or MMG 250 (contingent on instructor’s approval).
Certification:

I, [signature], have read and understand the Statement of Professional Conduct, which outlines the standards of professional conduct expected of graduate students in the School of Biological Sciences at UCI.

[signature] [date]

Useful Contacts:

Bio Sci Sexual Harassment Advisor: Kathleen Treseder, (949) 824-7634, treseder@uci.edu
Bio Sci Equity Advisor: Aimee Edinger, (949) 824-1921, aedinger@uci.edu
UCI Office of Equal Opportunity and Diversity: (949) 824-5594, oeod@uci.edu
Associate Dean for Graduate Studies: R. Michael Mulligan, (949) 824-8433, rmmullig@uci.edu
UCI Graduate Division: (949) 824-4611
UCI Office of the Ombudsman: (949) 824-7256
UC Learning Center: http://www.uclc.uci.edu; for Responsible Conduct of Research training navigate to: https://uc.sumtotal.host/Core/search
MISSION

To link academic research with ecosystem management and stewardship of natural resources, and to educate the next generation of environmental biologists and stewards.

The Center for Environmental Biology (CEB) is housed in the school of Biological Sciences and was established to facilitate research, education, and outreach in the biological science to help develop new solutions to environmental problems. CEB provides (1) a forum for information exchange among members of campus community; (2) a recognized core of expertise visible through conferences, workshops, websites, and publications; (3) coordinated research facilities and infrastructure that serves a community of researchers, educators, and decision makers; and (4) linkages between UCI and external agencies and organizations that have an immediate need for research and students trained in environmental biology.

In addition to the above features, CEB provides exceptional individual research opportunities for students in restoration and conservation. CEB has developed robust relationships with community partners and stakeholders that provides significant graduate student research opportunities. The summer internships and capstone experience are focused on the stakeholder-engaged science coordinated through CEB with community partners, where students will be embedded in real-world conservation and restoration settings. CEB provides that connection between university research with community needs through strategic community-university partnerships that highlight the relevance and societal importance of science and learning.
UCI-Nature

Founded in 1965, the UC Natural Reserve System (NRS) is a collection of 39 protected natural ecosystems throughout California. The reserve system spans all UC campuses and is the largest network of university-administered reserve system in the world.

MISSION

The mission of the Natural Reserve System is to contribute to the understanding and wise stewardship of the Earth and its natural systems by supporting university-level teaching, research, and public service at protected natural areas throughout California.

UCI-Nature provides an undisturbed natural environment in a variety of California settings for research, education, and public service. Faculty and students are provided the opportunities to bring their research, training, academics, teaching, and developing careers into the diverse, natural environments of California.

UC Irvine oversees four protected areas that span from ocean to desert environments. UCI-Nature functions as the management, operations, and the leveraging of these natural assets. UCI-Nature assets include: Crystal Cove State Park Research Cottage, Campus Ecological Preserve, San Joaquin Marsh Reserve, Burns-Piñon Ridge Reserve, and Steele Burnand Anza Borrego Desert Research Center.
Crystal Cove State Park Research Cottage is located within Crystal Cove State Park in Newport Beach, California. Situated on the beach and in agreement with CA State Parks and Crystal Cove Conservancy, this provides the opportunity for a meeting/lecture space, a wet and dry lab, and an area for outreach.

Walking distance from campus, The Campus Ecological Preserve is on the southern edge of UC Irvine campus and consists of 62 acres of coastal sage scrub and grassland within an urban-wildland environment. This preserve is enrolled in the Nature Reserve in Orange County, which is a 38,000-acre Habitat Conservation Plan that provides protection for species and habitat impacted by development.

The San Joaquin Marsh Reserve is 202 acres of coastal freshwater marshes and experimental ponds. This riparian and upland environment is critical habitat for migratory birds and the Pacific pond turtle and is within walking distance from campus. The reserve protects some of the last remnants of wetlands that once covered Orange County’s flood plain and serves as a natural restoration laboratory.
The Burns-Piñon Ridge Reserve is 306 acres in the high desert. The reserve represents an ecotone between mountainous and desert biota, which include mixtures of Joshua tree, montane chaparral, desert wash, freshwater seep, piñon pine, and juniper woodland. There are also roughly 153 vertebrate species that include horned lizards, woodrats, quail, and three rare bat species.

The Steele Burnand Anza Borrego Desert Research Center is 78 acres located in Borrego Springs and serves as a research center for faculty and students adjacent to the Anza-Borrego Desert State Park. This is one of the largest protected areas in the west and includes low desert wildflower fields, piñon pine-juniper forests, and endangered bighorn sheep.

Community Partners

Coordinated through CEB, community partners include the following:
UCI Student Resources

I. INFORMATION FOR THE MCRS STUDENT HANDBOOK

LAND ACKNOWLEDGEMENT
University of California, Irvine is located on the ancestral and unceded shared territory of the Acjachemen and Tongva peoples, which extends from the Santa Ana River to Aliso Creek and beyond. We are grateful to these original stewards of the land where we live, work, and study, who despite the history of violence and racism, forced displacement, land theft, and colonialism still hold strong cultural, spiritual, and physical ties to this region.

I encourage you to find out on whose land you live (https://native-land.ca/)

CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>If you...</th>
<th>Go to...</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>...want services and programs for the lesbian, gay, bisexual, transgender community</td>
<td>LGBT Resource Center</td>
<td>(949) 824-3277</td>
<td>G302 Student Center</td>
</tr>
<tr>
<td>...are feeling anxious, depressed, stressed</td>
<td>Counseling Center</td>
<td>(949) 824-6457</td>
<td>Student Services I, Room 203</td>
</tr>
<tr>
<td>...need confidential advice /counseling for sexual assault</td>
<td>Campus Assault Resources and Education (CARE)</td>
<td>(949) 824-7273</td>
<td>G320A Student Center</td>
</tr>
<tr>
<td>...have a disability &amp; need an accommodation.</td>
<td>Disability Services Center</td>
<td>(949) 824-7494</td>
<td>100 Disability Services Center, Bldg. #313</td>
</tr>
<tr>
<td>...need help with study habits/ tutoring</td>
<td>Learning and Academic Resource Center (LARC)</td>
<td>(949) 824-6451</td>
<td>Rowland Hall 284</td>
</tr>
<tr>
<td>...need help with writing</td>
<td>Center for Excellence in Writing and Communication</td>
<td>(949) 824-8949</td>
<td>193 Science Library</td>
</tr>
<tr>
<td>...need help with English (ESL) writing or speaking</td>
<td>Program in Academic English/ESL</td>
<td>(949) 824-6781</td>
<td>335 Humanities Instructional Bldg.</td>
</tr>
<tr>
<td>...advice or support related to undocumented status</td>
<td>UCI Dream Center</td>
<td>(949) 824-6390</td>
<td>Anteater Community Resource Center 4079 Mesa Rd. (Parking Lot #5)</td>
</tr>
</tbody>
</table>
The following is a list of UCI resources for students on campus and at the medical center. Please let an OEOD investigator know if you have questions about any of these offices or need assistance with a referral. Additional local and national community-based resources are also provided below.

Office of Equal Opportunity and Diversity (OEOD) is the neutral office on UCI’s campus and medical center responsible for responding to questions, concerns, or complaints from students, staff, faculty, and members of the community related to discrimination, sexual harassment, and sexual offenses (including relationship violence, stalking, and sexual assault) and ensuring compliance with state and federal law and university policy.

OEOD can provide guidance and consultation and resolve complaints informally, through an alternative resolution, or formally through an administrative investigation. The OEOD investigation is not a criminal procedure. If applicable, investigations at UCIPD and OEOD can be coordinated. Regardless of whether a formal complaint is filed, OEOD is able to assist with supportive and remedial measures such as changes to housing, changes to classes or work schedules, academic assistance, leaves of absence, withdrawals and extensions, financial aid assistance, Visa assistance, workplace accommodations, and providing information on University no contact orders and stay away orders.

OEOD’s website lists all University policies and procedures related to discrimination and sex offenses. OEOD also maintains a website [website](http://www.oeod.uci.edu/parenting/) with information for students, staff, and faculty on parenting and pregnancy rights including policies on leave and accommodations, location of lactation stations, ring road rides, childcare services and other resources. OEOD is available to discuss all of the rights, options, and resources provided by the University, explain University policies and procedures, and provide education and training on relevant issues.

Reports to OEOD can be filed online through OEOD’s website. OEOD is available Monday through Friday, 8am to 5pm. Campus Address: 103 MSTB, Irvine, CA 92697 Phone: (949) 824-5594. Medical Center Address: City Tower 333 City Blvd West; Suite 200 Orange, CA 92868 Phone: (714) 456-7469.
[http://www.oeod.uci.edu/](http://www.oeod.uci.edu/)

Counseling Center offers free and confidential short-term and crisis counseling by licensed mental health providers to all students on an urgent basis, or by appointment. The Counseling Center also offers certain free and confidential psychiatric services. Referrals to off-campus psychotherapeutic and psychiatric providers are also available through the Counseling Center. The Counseling Center is available Monday through Friday, 8am to 5pm. Address: 203 Student Services 1, Irvine, CA, 92697 Phone: (949) 824-6457.
[http://www.counseling.uci.edu/](http://www.counseling.uci.edu/)

The Student Health Center can provide on campus medical attention to students. It is important to note that any health center or physician treating the victim of a violent crime is obligated by law to report the crime to the police. The Student Health Center can see staff and faculty for urgent medical services and for pre-arranged occupational services with pre-authorized campus recharge. The student health center also operates a dental clinic. Hours: Monday – Friday 8:00am-5:00pm. Extended hours fluctuate, check the website for more information. Address: 501 Student Health Center Irvine, CA 92697. Phone: (949) 824-5301.
[http://www.shs.uci.edu](http://www.shs.uci.edu)

Campus Social Worker is responsible for providing private support for individual students, staff, or faculty during a medical, physical, familial and/or emotional crisis. The Campus Social Worker can help develop
an action plan to coordinate and monitor the delivery of services to help students meet their goals. The Campus Social Worker can mobilize necessary campus and community resources to maximize the person’s physical, social, and/or emotional well-being. The Campus Social Worker also helps students navigate their relationships and responsibilities with UCI academic and administrative departments. Meetings are by appointment only. Phone: (949) 824-1418. [http://www.whcs.uci.edu/csw/](http://www.whcs.uci.edu/csw/)

Disability Services Center (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. Address: 100 Disability Services Center, Building #313. Irvine, CA 92697-5250, Phone: (949) 824-7494. [http://disability.uci.edu/](http://disability.uci.edu/)

If you are participating in a process, or program with a campus office or center (CARE, OEOD, UCIPD, OAISC, RSC, CSW, LGBTRC, Veteran’s Center etc.), and have disability-related needs and wish to request reasonable accommodations to ensure your full participation in a program, activity, or process, please let the office staff know that you have accommodations on file with DSC. DSC is able to engage in an interactive process with you and work with the office staff to figure out how your academic accommodations may apply to another program, activity, or process on campus or at the medical center. For new accommodation requests, please let the office staff know and they will connect you to DSC. The university will consider all requests for reasonable accommodations and engage in the interactive process to ensure meaningful participation for all.

UC Irvine Police provides a timely response for students, staff, faculty, and members of the community experiencing crimes, including hate crimes and sex offenses. For sex crimes, the police can arrange for medical evidentiary examinations in order to provide admissible evidence when the person reporting the sex offense desires prosecution through the criminal justice system. The UC Irvine Police Department encourages the University community, including students, to immediately contact them by dialing 911 or (949) 824-5223 to report crimes. UCIPD investigations into hate incidents and sex offenses can be coordinated with an OEOD investigation. Please note that UCIPD can assist in referrals to other police departments in Orange County and can take courtesy reports for other police stations. The UC Irvine Police Department is available twenty-four hours a day, seven days a week Address: 410 E. Peltason Dr. Irvine, CA 92697 Phone: (949) 824-5223 or 911. [http://www.police.uci.edu/](http://www.police.uci.edu/)

Campus Assault Resources and Education (CARE) is a primary, confidential source for information, crisis intervention and follow-up support regarding sexual harassment, sexual assault, relationship violence and stalking for students, staff, and faculty. CARE can assist with accommodations to housing, academic accommodations, financial aid, VISA status, workplace accommodations, and information on No Contact Orders and Stay Away Orders. CARE, in collaboration with an in-office Waymakers Victim Advocate, coordinates accompaniment services for survivors to the police, evidentiary exams and the court system. In addition, individual and group counseling is available. CARE can also provide accompaniment and support to complainants going through an OEOD investigation or adjudication process. CARE is available Monday through Friday, 8am to 5pm. Address: G320 Student Center, Irvine, CA 92697 Phone: (949)-824-7273. [http://www.care.uci.edu/](http://www.care.uci.edu/)

Respondent Services Coordinator (RSC) is the designated individual on campus who can help student, staff, and faculty respondents understand their rights if they have been accused of sexual harassment or sexual violence, including sexual assault, relationship violence or stalking. The Respondent Services Coordinator can explain and help navigate the investigation and adjudication processes, including accompanying respondents to meetings with the investigator, formal hearings, assist with securing interpreter/translation services, make referrals to campus and community resources, such as for
psychological counseling, legal services (including help understanding and complying with protection orders), alternate housing, academic changes and other needs. Meetings are by appointment only. Phone: (949) 824-5208. [http://chs.uci.edu/rs/](http://chs.uci.edu/rs/)

The Office of Academic Integrity and Student Conduct (OAISC) is responsible for UCI’s campus-wide academic integrity and non-academic student conduct process and manages the adjudication of discrimination, sexual harassment, and sex offense student respondent cases. OAISC also manages the formal hearing and appeals process for sex offense cases. OAISC is available Monday through Friday, 9am to 5pm. Address: 800 W. Peltason Dr., Irvine, CA 92617 Phone: (949) 824-1479. [https://aisc.uci.edu/index](https://aisc.uci.edu/index)

The Office of the Ombudsman provides a safe and comfortable environment to discuss complaints, concerns or problems confidentially. The Ombudsman acts as an independent and impartial resource. The Office of the Ombudsman does not serve as an office of notice or record for the university. The Office does not conduct formal investigations, nor does it maintain or keep records. If the ombudsman deems it proper, he or she will refer visitors to the office most appropriate to his/her concern or complaint. The Office of the Ombudsman serves all students, faculty, staff and administrators of the UCI community – both on the main campus and at the UCI Medical Center. The Office of the Ombudsman is available Monday through Friday, 8am to 5pm. Address: 205 MSTB, Irvine, CA 92697 Phone: (949) 824-7256. [http://ombuds.uci.edu/](http://ombuds.uci.edu/)

The Dream Center is dedicated to serving the AB540 and undocumented student population through advocacy, guidance, and support. The programs and services are designed for students to achieve academic, personal, and professional excellence. The resource office provides guidance on financial aid, legal support and referrals, academic consultations, student wellness support and emotional support, housing relocation, and general consultation. For Appointments visit 4079 Mesa Road. Phone: (949) 824-6390. [http://dream.uci.edu](http://dream.uci.edu)

The Lesbian Gay Bisexual Transgender Resource Center (LGBTRC) provides support, education, and advocacy from an intersectional perspective regarding sexual orientation/attraction and gender identity for the UC Irvine Campus Community including all lesbian, gay, bisexual, intersex, transgender, queer, asexual, ally, and questioning students, faculty, staff, and the larger campus community. LGBTRC offers a safe space for all identities, educational, social justice and social programs. LGBTRC houses the David Bohnett Cyber Center computer lab and an extensive library and resource wall. The center hosts workshops, trainings, leadership and ally development, and provides information on SB179 and help with changing one’s name in California and at UCI, and a list of on-campus gender inclusive bathrooms. Address: G301 Student Center Irvine, CA 92697. Phone: (949) 824-3277 [https://lgbtrc.uci.edu/index.php](https://lgbtrc.uci.edu/index.php)

Veteran Services Center is dedicated to providing a welcoming environment for student veterans, reservists, and their dependents on campus. Veteran’s Services provides assistance in obtaining the educational benefits to which veterans are entitled. The center is responsible for submitting entitlement requests for new and continuing students to the V.A., answering any questions veteran students or dependents may have concerning their educational benefits, and providing resources and programs to assist veterans in navigating their transition to civilian and student life. Address: G306 Student Center, Irvine, CA 92697. Hours: 9:00am-5:00pm. Phone (949) 824-3500. [https://veteran.uci.edu/](https://veteran.uci.edu/)

FRESH Basic Needs Hub provides services, resources and support to help students thrive on campus. The pantry at the Hub provides emergency food and toiletries to students. Students can access the pantry using their UCI student net ID. All information is kept confidential. The Smart ’Eaters Life Skills Series gives students the education and skills they need to eat healthy on a budget and to learn how to cook
affordable, nutrient-dense food for themselves. Phone: (949) 824-0607. 4079 Mesa Rd fresh@uci.edu http://www.basicneeds.uci.edu/

Womxn’s Hub the Mission of the Womxn's Hub at the University of California, Irvine (UCI) aims to advance equality and access to resources for all women, across lines of ethnicity, gender identity, religion, orientation and social class. We want to accomplish this by promoting community consciousness, social justice initiatives and individual growth for all women at UCI. Address: Cross-Cultural Center, Main Floor. Phone: (949) 824-8861. womenshub@uci.edu https://womenshub.uci.edu/

Center for Black Cultures, Resources, & Research (CBCRR) provides a just, safe, vibrant, inclusive, culturally supportive, and socio-economically sustainable space for Black students to thrive. The Center’s focus is on health, wellness, vitality and academic success. CBCRR provides information on and assistance with career development, entrepreneurship, professional development, research development, scholarships, student organization advisement and support, talent development, tutorial assistance, academic advising, campus resource liaison, community outreach, community support, financial aid assistance, health and wellness, housing assistance, meal support, and psychological support services. Address: UCI Student Center Annex Phone: (949) 824-2000. https://blackcultures.uci.edu/

Center for Student Wellness & Health Promotion provides workshops, consultations, a lactation station, wellness room, massage chairs, and wellness walks for students. They also have educational programming on topics such as alcohol, drugs, sexual and relationship health, wellness, nutrition, and emotional-wellbeing. The Center empowers students to make informed decisions to support individual health and a healthy campus environment by providing comprehensive programs and coordinated services. Address: G319 Student Center Irvine, CA 92697. Phone: (949)-UCI-WELL (824-9355). https://studentwellness.uci.edu/

Off-Campus Resources:

211 OC is a central point for public information in Orange County. Find information and resources for domestic violence, housing, financial stability, post-incarceration, military and veteran services, groceries, substance abuse, health care, transportation, crisis services, legal assistance, mental health, and other ways to get help by dialing 2-1-1 to get connected to an information and referral specialist. 211 provides information in over 150 languages and is confidential. Monday-Friday 8:00am-7:00pm you can text your zip code to 898211 to be connected with a live person to help you find information and referrals to free and low-cost services.

Waymakers is an Orange County community resource that provides certified sexual assault counselors twenty-four hours a day, seven days a week via a rape crisis hotline, and to police departments and hospitals, and through two rape crisis centers. Comprehensive and confidential services are provided to victims of rape and other sexual assaults, sexually abused children, and their family members. Waymakers programs are also available to help provide victims of dating and domestic violence apply for a temporary restraining order, explore options for safe housing, assist in accessing counseling services for themselves and their children, and to provide support during criminal justice system proceedings. Address: 1221 East Dyer Rd. Suite 120, Santa Ana, CA 92705. Phone: (949) 831-9110 (949) 250-0488. https://waymakersoc.org/

Human Options is an Orange County community resource that provides assistance to victims of domestic and dating violence and their families. Human Options provides emergency shelter and long term
assistance for women and children who are in a dangerous situation due to an abusive relationship. Human Options Services provides emergency shelter and transitional living programs, including: safe housing, counseling, legal advocacy, case management and job readiness training for abused women and their children. Human Options provides long-term support to help rebuild lives through the Children and Families Counseling Center. They additionally provide a domestic violence hotline at 1-877-854-3594. http://humanoptions.org/contact/

Laura’s House is an Orange County community resource that provides emergency shelter to women and children leaving domestic violence situations. They also provide counseling and legal support to the whole family, batterers intervention program (52 week, court mandated), outreach and education to the community on the effects and prevention of domestic violence. They have a crisis hotline support, legal services, and transitional housing. They also provide support for survivors of stalking and information on technology abuse. Hotline: (866) 498-1511. On-line chat: Text “HEART” to (949) 484-8440 to chat with an advocate online. https://www.laurashouse.org/

WLTC Orange County is a community resource dedicated to helping individuals and families escape domestic violence, human trafficking, and exploitation. WLTC provides immediate shelters and transitional housing, supportive services including clinical individual, family and group counseling for children and adults, educational and skill building classes on parenting, financial literacy, and personal empowerment, family engagement, advocacy, legal services, peer support groups and other resources. Phone: 24/7 bilingual helpline: (877) 531-5522. info@wtlc.org. For non-urgent help or questions about domestic violence, send a confidential email or text to love@wtlc.org. https://wtlc.org/programs-services/

Interval House provides programs and services to ensure safety for people who are battered, abused, or at risk. Interval House provides programs and services in over 70 different languages for both youth and adult survivors of domestic violence. Interval House provides 24 hour crisis hotlines, transitional and permanent housing, community service centers, counseling, legal aid, health and wellness programs, and programs for LGBTQ, interfaith, and multicultural programming. Hotlines: (562) 594-4555 and (714) 891-8121. http://www.intervalhouse.org/index.asp

Legal Aid Society of Orange County is dedicated to meeting the legal needs of low-income people throughout Orange and Southeast Los Angeles Counties. Legal Aid provides evaluation, advice, and counsel, clinics, free workshops and self-help centers, direct representation and lawyer referral services, and policy advocacy. Legal Aid provides legal assistance in the following practice areas: family and children, housing, health, safety and protection, immigration, economic opportunity, domestic violence, and elder abuse. Phone: (800) 834-5001 https://www.communitylegalsocal.org/

Orange County Human Relations Commission The Orange County Human Relations Council (more commonly known as OC Human Relations) is a private, non-profit 501(c)3 organization founded in 1991 for the purpose of developing and implementing proactive human relations programs in partnership with schools, corporations, cities, foundations and individuals. OC Human Relations provides an award-winning inter-group and violence prevention program in the schools, and conflict resolution programs and inter-group relations initiatives in the communities all over Orange County. OC Human Relations offers mediation services for conflicts and concerns related to landlord/tenant, neighbor/neighbor, consumer/merchant, and employee/employer. OC Human Relations also collects, tracks, responds to reports of hate crimes in Orange County. http://www.ochumanrelations.org/

LGBT Center OC serves all members and allies of the Lesbian, Gay, Bisexual, and Transgender community of Orange County through education, resources, programming and advocacy. Services are provided in
English and Spanish and include HIV testing and prevention, transgender health and wellness, mental health services, arts, culture and educational programs, health, and immigration resources. The LGBT Center OC specifically has an immigration clinic which provides services to immigrants and their families including undocumented immigrants/migrants and refugees and help with accessing services and legal support for obtaining lawful immigration or citizenship status in Orange County. Address: 1605 N. Surgeon Street Santa Ana, CA 92701 Hours: Monday-Friday 10am-9:00pm; Saturday and Sunday by appointment. Phone: (714) 953-LGBT (5428). https://www.lgbtqcenteroc.org/

Los Angeles LGBT Center is the nation’s largest community-based provider of LGBT-related legal services and offers programs, services, and global advocacy in health, social services and housing, culture and education, and leadership and advocacy. The Center services are provided in English and Spanish. The legal clinic provides confidential consultations for a $10 processing fee with attorneys on a range of legal issues including civil rights, family, and immigration.

The Anti-Violence Project provides comprehensive and affirming services to survivors of violence, including anti-LGBT hate crimes, harassment, police misconduct, and discrimination. They provide safety planning and crisis intervention, advocacy with police, service providers, and in the legal system, court accompaniment, assistance in preparing legal documents and applying for victim’s compensation, and referrals to staff in the Center who can provide counseling and other social services. There are many service locations throughout Los Angeles, see: https://lalgbtcenter.org/

FORGE is a national transgender anti-violence organization that provides direct services to transgender, gender non-conforming and gender non-binary survivors of sexual assault, dating and domestic violence, and/or stalking. https://forge-forward.org/

National Suicide Prevention Lifeline provides immediate crisis lines, counselors, and intervention programs for those in emotional crisis and suicidal. Hotline: (800) 273-8255. This is a free 24-hour hotline. Press 1 for a dedicated line for Veterans and their families. Press 2 for Spanish. When you call, you will hear a brief message that you have reached the National Suicide Prevention Lifeline and music while your call is directed to the nearest crisis center near you. A local crisis center counselor will answer your call and help you. For more information on state and local resources see: https://www.suicideispreventable.org/ For crisis intervention and suicide prevention for LGBTQ call the Trevor Project Hotline at 866-488-7386 or text “EMM” to 741741 to text confidentially with a trained crisis counselor for free 24/7.

National Domestic Violence Hotline:
1-800-799-SAFE (7233)
TTY: 1-800-787-3224
chat feature available 24/7 at: https://www.thehotline.org/

RAINN:
RAINN (Rape, Abuse & Incest National Network) is the nation’s largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.
1-800-656-HOPE (4673)
chat feature available 24/7 at: https://www.rainn.org/
NOTICE

Face covering required.

All persons, regardless of vaccination status, must wear a face covering indoors.

Do you need a face cover?  
m.uci.edu/face-cover

m.uci.edu/covid-info

UCI University of California, Irvine
WHAT TO DO WHEN A COVID-19 CASE OCCURS
CALL EXT 49918 (949.824.9918)

WHAT IS THE CRITERIA FOR REPORTING?
• A pending symptomatic test result.
• A lab-confirmed symptomatic positive test result.
• Experiencing COVID-like symptoms.
• Close contact with a confirmed COVID-19 positive individual (≥ 15 minutes cumulatively over a 24-hour period & within 6 feet).

1 REPORT THE CASE
Students/Student Workers Visit the Student Patient Portal and complete the "COVID-19 Yes Responder Screening Request," or contact UCI’s Student Health Center (SHC) at 949-824-3870 to report a case.

Staff and Faculty/Academics Visit the COVID-19 Case Reporting Website to report a case.

Remote Workers Do not need to report a case. Visit COVID Reporting Resources Website for guidance.

Need Help?
Contact the UCI Coronavirus Response Center (CRC) at covid19@uci.edu or call 949-824-9918 from M-F from 7am to 7pm and weekends from 8am to 1pm. After-hours instructions are provided to callers.

2 IF YOU ARE THE CONFIRMED, SUSPECTED OR EXPOSURE CASE
a. Do not go to work, class or anywhere else on campus. If you are a student on-site, stay in your living unit.
b. Immediately inform your supervisor, department chair or most accessible university official (e.g., Resident Advisor, PI).
c. Seek medical advice through your primary care provider, COEH or SHC.
d. Take the Call. If you are a confirmed case, or a close-contact, UCI COVID-19 Contact Tracing Program (CT) will be calling you to interview you and provide guidance on isolation or quarantine. When you see 949-824-2300 on your caller ID, take the call.

3 IF YOU ARE A SUPERVISOR, DEPARTMENT CHAIR OR OTHER UNIVERSITY OFFICIAL INFORMED OF A CONFIRMED, SUSPECTED OR EXPOSURE CASE
a. Contact EH&S at 949-824-6200 or safety@uci.edu for a decontamination strategy and post-decontamination occupancy approval.
b. Unless directed by EH&S as part of their decontamination strategy, do not close the workspace or send other people home. UCI’s Contact Tracing team will call the confirmed case and their close contacts and provide them with isolation/quarantine instructions if applicable.
c. Contact your departmental/unit HR or a responsible university official to inform them of the current circumstances. Do not share the COVID-19 Positive individual’s name with anyone other than Human Resources, Contact Tracing, SHC, or COEH. The individual’s illness is individually identifiable health information.
d. For case guidance involving a student/staff worker, please contact the Student Health Center at 949-824-5304.

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Health Guidelines for Inclusion in Syllabi for In-Person and Hybrid Courses

When physically present in a classroom, other instructional space, or any other space owned or controlled by UCI, all students and all employees (faculty and staff) must comply with COVID-19 related UCI executive directives and guidance. This guidance takes into account federal, state, and local guidelines and is available at https://uci.edu/coronavirus/. The following provides an outline of the basic requirements and includes links to other sites for more information.

**Reasonable Accommodations**
If you would like to request a reasonable accommodation related to the coronavirus or for any other reason to facilitate your participation in this course, please contact the UCI Disability Services Center (DSC).
How to Contact DSC: 949-824-7974 or dsc@uci.edu.
How to Request a Reasonable Accommodation: Students who want to request reasonable accommodations must register with DSC at the DSC Student Registration Page.

**Cleaning and Sanitizing of Classrooms and other Learning Spaces**
UCI will clean and sanitize classrooms and other learning spaces according to standards established by the campus and articulated under the heading “Classroom Planning” at: https://uci.edu/coronavirus/building-etiquette/index.php. If you find something of concern in this regard, please report it to the instructor and to safety@uci.edu and covid19@uci.edu.

**Required Actions and Behaviors for In-Person Participation in Classrooms or Other Learning Spaces**

- Complete the Return to Campus Training (required for all students and employees (faculty and staff))
  - All students are required to take the Anteater Pledge and Healthy Practices Training. These are both one-time only requirements.
  - All employees (faculty and staff) are required to complete the “Returning to Campus” training module.
  - Please read the Executive Directive specifying UCI Return to Campus Training requirement for additional details.

- Completing a Daily Symptom Check (required for all students and employees (faculty and staff) regardless of vaccination status
  - For more information about the daily symptom check requirement, see: https://students.uci.edu/LWinstructions.pdf.
  - Please read the Executive Directive specifying daily symptom check requirements for additional details.
  - If you have symptoms, do not report in-person to your classroom, lab or other learning space and follow the instructions on the app.
Follow all Guidelines Posted Inside & Outside of Buildings, Classrooms, Restrooms and Elevators

- UCI has posted signage inside and outside of buildings, classrooms, restrooms and elevators with instructions for you to follow to reduce the risk of disease transmission.
- All individuals within these spaces must follow the instructions on the signage.

When in a Classroom or Other Learning Space

- **Face Covering Requirement**
  o All individuals in any indoor space owned or controlled by UCI are required to comply with UCI’s Executive Directive on face coverings, which requires individuals to wear a face covering when indoors regardless of vaccination status except in certain very limited situations.
  o Face coverings reduce the risk of disease transmission and protect both the person wearing the face covering and other people.
  o For more information, please see Chancellor Gillman’s Executive Directive that specifies UCI face covering requirements.
  o Only people who have received UCI approved prior authorization are exempted from the face covering requirement. In order to request a prior authorization, contact the Disability Services Center (contact information above under “Reasonable Accommodations”).
  o In the event that a student in a classroom or other learning space fails to wear a face covering per campus executive directive or follow other safety protocols without UCI approved authorization, the instructor (faculty or teaching assistant) will ask them to put on a mask. If they do not comply, they will immediately dismiss the student from the classroom or other learning space. The instructor has the responsibility to report anyone who is unauthorized and not following the campus face-covering executive directive to Office of Academic Integrity and Student Conduct (OAISC). Students do not need to report each other, and if the instructor has not removed a student not wearing a face covering, other students should assume that person has prior authorization.
  o Instructors may not disclose any information about students who have been authorized to, e.g., not wear a face covering in the classroom.

COVID-19 Case Identified in Classroom or Other Learning Space

- If a student or employee (faculty or staff) tests positive for COVID-19, or thinks they may have COVID-19, the case and identified close contacts must cooperate with the Contact Tracing and Vaccine Navigation Services (CTVNS) personnel assigned to conduct the case investigation. Cooperation with CTVNS personnel is required by the Chancellor’s Executive Directive on Contact Tracing.
- A student who tests positive for COVID-19 must report this diagnosis to the COVID-19 hotline at 949.824.9918 or covid19@uci.edu
- CTVNS will conduct a case investigation to identify close contacts and determine who needs to quarantine as a result of close contact with a case. In most classroom settings, very few individuals are likely to be identified as close contacts and therefore it is unlikely that an entire class would need to quarantine. Additionally, per current public health
orders, close contacts to a COVID-19 case who are fully vaccinated and asymptomatic are not required to quarantine.

**In Case of Worsening COVID-19 Situation**
- UCI leadership is actively monitoring campus and community COVID-19 case rates and is in regular consultation with local public health authorities. Should conditions worsen or if new state or local public health orders are issued, UCI may move courses from in-person or hybrid to fully remote.

**Failure to Follow Safety Protocols**
- Any student or employee (faculty or staff) who violates these policies may be referred to the Office of Academic Integrity and Student Conduct, Academic Personnel, OEOD, or other bodies as appropriate.