

# Graduate Student Guidelines



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**UCR M.F.A. Visual Art**  
**Graduate Student Guidelines**

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## **VISUAL ART GRADUATE STUDENT GUIDELINES**

The Guidelines cover the Department's program and policies, providing the Visual Art graduate student with a detailed supplement to the General Catalog. The Graduate Coordinator and Graduate Advisor are also available to students, but it is the student's responsibility to make themselves aware of the program's requirements and any changes that might be implemented.

### **OVERVIEW OF THE GRADUATE PROGRAM**

The program's primary goal is to provide a context for research and production of contemporary art at the highest level. The M.F.A. in Visual Art is interdisciplinary, and students can draw on the resources of other departments on campus, including the UCR/California Museum of Photography. The program emphasizes digital imaging, photography, and video, but students are free to work in any medium. The core of the program is independent creative work done in consultation with faculty. Creative work can be digital imaging, film or video works, installations, painting, performances, photography, sculpture, or any visual medium. M.F.A. students receive a degree in Visual Art. The course of field study is not characterized by medium.

Students participate in yearly reviews during the Winter quarters of their first and second year. The thesis requirement is met by the student's M.F.A. thesis exhibition, accompanied by a written thesis on the work exhibited. A graduate thesis committee reviews the thesis. The committee is composed of four faculty members, at least three from the Department of Art. The fourth faculty member may be from another department at any UC Campus. Persons who are not UC Senate members may be appointed only with the approval of the Graduate Dean. Nominations that require this approval should be forwarded to the Graduate Division by the end of the student's second year.

### **DEPARTMENTAL ORGANIZATION**

#### The Graduate Advisor

The Graduate Advisor is available for consultation and advice to all graduate students in the program on an ongoing basis. The Graduate Advisor is available to meet with students to discuss progress toward degree requirements and overall program plans. Students may contact the Graduate Advisor to set a meeting prior to registration for each term to discuss course plans as desired. The Graduate Advisor must sign petitions to the Graduate Division, and problems related to the graduate program are initially handled through the Graduate Advisor.

Separate meetings will be set by the Graduate Advisor to discuss program-specific events and requirements.

Complementing the general guidance of the Graduate Advisor, a Thesis Advisor will be chosen by each graduate student as they prepare to write their thesis. See below under Thesis Guidelines for more information.

#### The Graduate Coordinator

The Graduate Coordinator has full responsibility for handling the administrative details of the graduate program, maintaining graduate student files, and providing students with any information they may need regarding departmental and Graduate Division requirements and procedures (this includes all relevant forms to be submitted throughout the student's course of study).

### **REQUIREMENTS FOR MASTER'S DEGREE**

#### Degree Requirements

The M.F.A. is a Plan I (thesis) master's degree program, requiring 72 units in graduate or approved upper-division undergraduate courses that must be completed with at least a letter grade of "B" or "Satisfactory."

The normative time to complete the M.F.A. degree is 3 years, a total of 9 quarters.

Students can petition in the Spring quarter of their first year to complete the program in 2 years. This petition must be approved by the Art Departments Graduate Advisor, department Chair, and the student's thesis advisor.

Required courses include 48 units of graduate courses in theory and criticism, as well as individual projects and tutorials:

- Three courses (12 units) of Art 285, Peer Critique
- Art 230, Contemporary Critical Issues (offered one time per year in the winter quarter)
- Art 240, Current Topics in Critical Theory (offered one time per year in the winter quarter)
- Art 299, Research for Thesis (to be taken in the fall of the third year in the program)
- One Art History Graduate Seminar
- 20 units of Art 293, Directed Individual Studio Production

*Although not required, ART 160 is a good course for students to take during their time at UCR.*

Of the remaining 24 units in elective courses, at least one additional course must be in Art History or Media and Culture Studies, and at least two additional courses must be taken from a department other than art. These courses may be graduate or undergraduate courses.

M.F.A. students will receive a degree in Visual Art. The course of study is not characterized by medium.

Students participate in yearly reviews during the winter quarters of their first and second year.

The thesis requirement is met by the student's M.F.A. thesis exhibition, accompanied by a written thesis on the work exhibited. A graduate thesis committee reviews the thesis. The committee is composed of four faculty members, at least three from the Department of Art. The fourth faculty member may be from another department at any UC campus. Persons who are not UC Senate members may be appointed only with the approval of the Graduate Dean. Nominations that require this approval should be forwarded to the Graduate Division by the end of the student's second year.

#### Advancement to Candidacy

After all required courses have been completed, students are eligible to be advanced to candidacy. In order to do this, they must file an application for Advancement to Candidacy no later than the first week of the quarter in which their degree is expected to be awarded. The Advancement to Candidacy petition is available on R'Grad and petition deadlines are available on the Graduate Division website.

#### Grades and Grading

The Graduate Division requires that all graduate students maintain a GPA of at least 3.00 in all upper-division and graduate course work undertaken. A student whose GPA drops below 3.00 is subject to dismissal.

#### Satisfactory/No Credit (S/NC) Grading

Graduate students may take course work on an S/NC basis only when the course description indicates that this is an option. Graduate students may not use undergraduate or graduate courses taken on an S/NC basis to complete their master's or PhD degree requirements, unless the course is only offered on an S/NC basis. Exceptions must be approved by the Dean of the Graduate Division.

All graduate students must be graded on an S/NC basis for any Physical Education activity course (PE1) in which they enroll.

For graduate students, a grade of S is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of NC is assigned.

### **THESIS GUIDELINES**

The M.F.A. thesis consists of a body of work produced and exhibited at the UCR ARTS venue in downtown Riverside, as well as a written thesis. Students will normally nominate a 4-member committee, selecting their Thesis Advisor who will act as their Committee Chair in the spring of the second year in the program. The remaining three members of the committee will be selected by the end of the fall quarter of the third year. The committee is formally nominated and approved by the Graduate Division when the Advancement to Candidacy form is submitted (see Advancement to Candidacy above). Students will install their exhibition and must provide a copy of their written thesis statement to all members of the thesis review committee before the M.F.A. thesis review meeting. The thesis exhibition and review meeting will take place in the Spring quarter of the third year.

Students are advised to pay close attention to filing dates for each quarter. The Graduate Coordinator should be consulted early in the thesis project regarding the completion and submission of the appropriate University forms and documents to smooth the way for thesis completion.

For questions regarding the physical format of the thesis or logistical issues regarding the actual filing of the thesis, students should contact the Student Affairs Office of the Graduate Division. **The thesis must be formatted so that it can be uploaded as a letter size PDF file. The form, content, and length of the thesis document will be determined between each student and their Thesis Advisor. Exceptions to a standard academic format document should be approved by Graduate Division Academic Affairs in the early draft stages to ensure that the final version will be accepted as submitted.**

Upon completion, the student must submit the thesis electronically, in the correct format, to the Graduate Division. The student will also provide the Art department with a PDF copy. The Thesis Advisor and committee members may also request an unbound copy of the final thesis.

## **REGISTRATION, REQUIRED COURSES, AND PROGRAM EXPECTATIONS**

### Registration Process (How to enroll in courses)

The Schedule of Classes is available online at <http://www.classes.ucr.edu/>. Registration opens for continuing students around week 6 of each quarter. Students must be enrolled in at least 12 units to maintain full-time status. Students use R'Web self-service to enroll in classes, except for ART 293 and ART 299. See the Graduate Coordinator to enroll in those courses.

### Directed Individual Studio Production (ART 293 course)

The M.F.A. degree requires a minimum of 20 units of ART 293. Directed Individual Studio Production is an individual study/meeting with an instructor that usually takes place in the graduate studios. Generally, each meeting is about an hour long. Students may take this course up to 4 units per quarter for each instructor. Each unit represents one meeting. A student who enrolls in a 3-unit ART 293 course with Professor X will meet with that instructor 3 times during the course of the quarter.

This is an opportunity for students to work closely with faculty members and is the foundation of the UCR M.F.A. experience. Moreover, this context will provide a continuity of working relationship with faculty for the duration of the program. In addition to the core faculty we are excited to welcome our VAPs (Visiting Assistant Professor) with whom you can work with in the capacity of 293.

To enroll in ART 293, contact the faculty or VAP by email, ask for their availability to do a 293, specify the number of units (1-4 units, each unit representing one individual meeting), and specify the quarter in which the meetings will take place. If all parties agree, forward the email to the Graduate Coordinator in order to be enrolled in the units. This is the only way this course will get recorded. Once agreed, it is the student's responsibility to follow up with the instructor and schedule the meetings.

### Directed Studies (290 courses)

Directed Studies courses require a petition to be submitted to Graduate Division and approved before enrolling. The petition is available on R'Grad. Use 290 to enroll in an independent study project with a

non-Art faculty member. 290 is available for individual study in Art History, Dance, Media and Cultural Studies, and other departments.

#### Peer Critique (ART 285)

Students are required to enroll in a minimum of three instances of ART 285 Peer Critique during the program. The expectation, except in exceptional circumstances, is that students participate in all peer critiques offered during their program.

#### Research for Thesis (ART 299)

Students will enroll in 4 units of Art 299 with their Thesis Advisor in the fall of their third year to prepare for the written portion of their thesis.

#### Annual Faculty Evaluation of Graduate Student Progress

An overall written evaluation of each student's academic progress must be done by the program graduate advisor at least once each academic year. This should include a brief review of the student's work to date, with particular attention to the period since the last report. This report should address academic objectives for the next period. The Graduate Division and the student should receive copies of this report.

A review is held for each continuing student during the first and second year of their program. Students are evaluated by a committee of four faculty at a meeting in their studio for which they are present. Students will be asked to provide a formal artist statement prior to the review meeting. The committee discusses with each student the work, or work in progress, submitted for review. A formal letter is compiled and edited from the faculty comments and review notes and provided to the student after the reviews take place. The review letter provides students with feedback and advice for further development of their practice.

#### M.F.A. Open Studios

Students will coordinate and host two open studio events per year, generally once in the fall and once in the spring.

#### Visiting Artist Lecture Series

Each winter and spring quarter the department hosts nine visiting artists. Students are expected to attend all visiting artist lectures and will have the opportunity to meet with 4-5 visiting artists per quarter.

### **GRADUATE DIVISION REGULATIONS REGARDING ENROLLMENT**

#### Leave of Absence

A Leave of Absence is intended to allow the temporary interruption of a student's academic program and is granted for the following reasons:

- A Serious illness or other temporary disability.
- The need to concentrate on a job or occupation not directly related to the degree program.
- Family responsibility.

*A Leave of Absence cannot be approved for reasons of financial hardship.*

To be eligible for a Leave of Absence, students must:

- Have the approval of their Graduate Advisor.
- Have been enrolled for at least one quarter.
- Be in good standing (3.0 or better overall GPA).
- Be less than 1 year beyond normative time to degree.

*All leaves require a justification from the Graduate Advisor of the student's department.*

- Graduate Students on Leave forfeit the use of University facilities and faculty time.
- Graduate Students on Leave cannot work in a job or occupation related to their degree, nor can they work on any UC campus.
- Graduate Students on Leave may not take qualifying examinations nor may they receive credit for academic work done while on Leave.
- Leaves are not granted for more than three quarters with the exception of childbearing cases. In such cases, students may be considered for additional quarters of Leave.
- Students on Leave are not automatically enrolled in the University's Graduate Student Health Insurance Program (GSHIP).
  - If the student was enrolled in GSHIP the previous quarter, they are eligible to enroll in GSHIP on a voluntary basis.
  - Students applying for three consecutive quarters of leave are eligible to enroll in the GSHIP on a voluntary basis for a maximum of two consecutive quarters.

For more information or assistance, please contact the Student Health Insurance Office at 951-827-5683 or <https://studenthealth.ucr.edu/student-health-insurance-plan-ship>.

Financial Impact of a Leave of Absence:

Students who request a Leave of Absence after instruction has begun are held to the refund schedule at <https://registrar.ucr.edu/tuition-fees/refunds>. The refund amount is determined by the date in which a Leave form is filed with the Graduate Division.

- Fellowships, Employment and other types of Financial Aid play a complex role in the refund you might receive if you are approved for a Leave of Absence.
- For information about how a fellowship or employment is impacted by a Leave of Absence, consult with your department Graduate Program Coordinator.
- Those with student loans should contact the Financial Aid Office for questions regarding how a Leave of Absence will impact the student loan.
  
- The Petition for Leave of Absence can be found on [R'Grad](#).
- Once submitted by the student, the petition will go through an electronic routing process.
- The student will receive an email once a decision is made.



### Extension of Leave, Withdrawal

The same form is used for Leaves of Absence, Extension of Leave, and Withdrawal. It is only in the latter case, however, that formal re-admission is necessary should the student wish to return to the University. A student who withdraws also runs the risk that the department may not accept a later application for re-admission. Re-admission is not automatic.

- The percentage of fees reversed is determined by the date on which a withdrawal petition is received by the Graduate Division.
- Students who withdraw during the first five weeks of the quarter are entitled to a partial reversal of fees.
- The amount of the reversal is determined by the number of calendar days elapsed between the first day of instruction and the date on which a withdrawal petition is received by the Graduate Division. The Refund Table can be found on the Registrar's Office website.
- Reversal of the Graduate Student Health Insurance fee may vary; contact the Campus Health Center at (951) 827-5683 for more information.
  
- The Petition for Withdrawal from UCR can be found on R'Grad.
- Once submitted by the student, the petition will go through an electronic routing process.
- The student will receive an email once a decision is made.

### In-Absentia Registration

In-Absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs outside of California.

- Students registered for In-Absentia are assessed 15% of tuition, as well as full health insurance and student services fees.
- Students are also assessed non-resident tuition and/or professional school fees if applicable.
- Students may apply for In-Absentia status if the following criteria are met:
  - The research or coursework is of a nature that makes it necessary to be completed outside of the state of California for at least one full quarter.
  - The work away from the UCR campus is directly related to the student's degree program as evidenced by faculty approval.
  - The work involves only indirect supervision (correspondence or review of written work) from UCR faculty during the In-Absentia period.
  - The work involves no significant collaboration with UCR faculty during the In-Absentia period.
- The student must be enrolled full-time (12 units) while on In-Absentia.
- Students in self-supporting programs or exchange programs are not eligible for In-Absentia registration.
- Students may apply for and receive University fellowships and research assistantships (GSR), but not teaching assistantships (TA) or serve as readers or tutors.
- Doctoral students must meet the following criteria:
  - Must be advanced to candidacy before the In-Absentia period begins.
  - May only use In-Absentia registration for a maximum of 6 quarters.
  - May apply for only one year at a time. Students who wish to register In-Absentia for a second academic year must reapply.

- Master's only and graduate professional (e.g. MBA) students must meet the following criteria:
  - Must have completed at least one year of course work by the time the In-Absentia period begins.
  - May only use In-Absentia registration for a maximum of three quarters.
- The Petition for In-Absentia Registration can be found on R'Grad.
- Once submitted by the student, the petition will go through an electronic routing process.
- The student will receive an email once a decision is made.

### Part-Time Study

Half-time study (six units or less) is possible. This status is only approved for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health. Contact the Graduate Division for a petition and deadline dates.

### Limitations:

1. International graduate students are not eligible for part-time status owing to federal regulations governing student visa status.
2. Graduate students accepted for part-time study will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for part-time study.
3. Part-time students are not eligible for employment as Graduate Student Researchers (GSRs) and Teaching Assistants (TAs) or to hold University fellowships as determined by the Graduate Council; part-time students cannot receive University financial aid.
4. All students considering application for approved part-time status should be cautioned that their eligibility for deferment of student loan repayment obligations may be in jeopardy. Students should consult the Business Office of the University or College where they incurred their debt for specific information.

### Transfer of Credit

With the approval of the Graduate Advisor, up to eight units (two courses) of credit for work taken at non-UC campuses may be allowed. These units must have been taken in graduate status at an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in the 200 series courses (seminars) taken at UCR.

Credit for graduate work completed at other campuses of the UC system may be granted in excess of eight units. Up to one-half of the units required for the M.F.A. may be transferred from another UC campus, including 200 series unit requirements.

### Incomplete Grades

It is expected that students will complete all work for the term during the term. Under very unusual circumstances, students may request an incomplete grade from the instructor; however, granting such requests is purely at the instructor's discretion and may be denied. Having more than one incomplete

grade on one's record will seriously disadvantage a student, as it will jeopardize their funding from the Graduate Division and disqualify them from TA-ships, departmental research positions and fellowships.

## FINANCIAL AID

**IMPORTANT NOTE:** It is the student's responsibility to inform Financial Aid if any monies are awarded, including Gluck Fellowships. You must tell your Financial Aid Advisor so that they can update your award monies. If you fail to do this, students may be placed in an "over award" status, which may result in having to pay back University loan monies. **Please speak directly with Maria Pimentel, the Graduate Division Financial Aid Analyst, at (951) 827-3157, regarding awards and how extra monies will affect your loans.**

### Department Aid

Aid consists of Gluck Fellowships, Teaching Assistantships, and Readerships. Graduate Student Health Insurance (GSHIP) is paid for all readers and teaching and research assistants employed at 25 percent time (10 hours per week) or more. There is also a partial remission of the Educational Fee for appointments of 25 percent time or more.

Fellowship/grant awards are paid from a variety of funding sources, some of which require financial data. Students who receive awards will be required by the Graduate Division to complete the Free Application for Federal Student Aid (FAFSA), which is available online.

- Gluck Fellowships, funded by the Gluck Fellows Program of the Arts at UCR, are awarded each year to selected students. Gluck Fellows receive a \$5,000 stipend upon completion of 12 hours of arts outreach in the local community. This fellowship provides an opportunity to develop professional and teaching skills by creating and offering high energy, interactive arts education workshops delivered to specially targeted audiences primarily consisting of K-12 students in underserved schools in the Riverside area. M.F.A. students are assigned one Gluck Fellowship during their program. In some cases, the Gluck Program may invite M.F.A. students to return for a second fellowship.
- Teaching Assistants (TAs) are appointed to work 50% time, (approximately 80 hours a month) and are paid \$2,434.61 per month (\$7,303.83 per quarter/course). M.F.A. students are assigned at least one TAsip per academic year.

### Regulations:

1. TAs must have a minimum cumulative GPA of 3.0 as a graduate student, and are eligible to be a TA for a course if they have completed the course being taught or its equivalent with a grade of "B" or higher.
2. All new TAs who will begin their first TAsip anytime during the academic year are required to complete the Teaching Assistant Development Program (TADP) orientation and disciplinary-cluster workshops offered by the Graduate Division only during the first week of the fall quarter. Enrollment in ART 302 Teaching Practicum (1-4 units), which gives credit for teaching experience, is optional.

3. A student with 8 units or more of "I" grades on their transcript at the time of appointment or reappointment is not eligible to act as a TA.
  4. TAs are required to register each quarter for a minimum of 12 units of course work. This course load may include units representing their teaching experience (i.e., ART 302).
  5. Students may not be employed more than 50% time or 20 hours per week during the academic year in any combination of appointments (including TAs, RAs, etc.).
  6. TA assignments involve leading discussion sections, reading papers and examinations, and assisting with the grading of a course. A professor may also ask the TA to give one or two lectures in the course. However, the TA is an assistant and does NOT assume responsibility for the basic organization or delivery of the course material, nor for final decisions on grades. All TAs are expected to post and keep two office hours per week.
- Readers are hired to assist in the reading and grading of papers and examinations in undergraduate courses that have large enrollments, and are paid \$16.75/hr. Students are eligible to be a Reader for a course if they have completed the course or its equivalent with a grade of "B" or higher. A graduate student reader would not be expected to be involved with the evaluation of work by any other graduate student. A minimum GPA of 3.00 is required.

#### Additional Grants & Fellowships

- The Graduate Division maintains a list of funding opportunities on their website here: <https://graduate.ucr.edu/funding>
- In addition to the funding opportunities listed above, Graduate Division offers a M.F.A. fellowship to 1-2 continuing students each year. The Art Department faculty nominates students for this award each year. The M.F.A. fellowship pays tuition and fees for the quarter(s) awarded and a generous stipend. See the Graduate Advisor for more details.

#### Financial Aid Office

The Office of Financial Aid assists students in meeting educational expenses they cannot afford from personal resources. Applicants must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any need based financial assistance, including loans. FAFSAs are available in December for the following academic year and must be filed annually. The Office of Financial Aid is located in the Highlander One Stop Shop (HOSS) at Students Services Building, near the HUB. **All questions about student loans should be directed to the main Financial Aid Office at (951) 827-3878.**

Although UC Riverside accepts applications on a year-round basis, awards are based on fund availability. Priority consideration is given to applicants who submit the FAFSA by March 2 and all supplemental required documents by May 1.

Interest-free loans, in small amounts, are available for students experiencing temporary financial difficulties. These loans are repayable in 30 days and are subject to availability of funds.

The Deferred Payment Plan (DPP) is designed to give students an opportunity to pay their quarterly fees and tuition in three monthly installments. For each quarter of participation, a new application must be

submitted with a processing fee of \$25. You can apply for DPP using your R'Web account. If you have any questions, please contact the Student Business Services office at (951) 827-3204.

The Student Business Services Office also offers Direct Deposit (a credit to a bank account of your choosing) for financial aid and other student refunds. Students may request to have their refunds electronically transferred directly to their personal bank or credit union account rather than wait for refund checks to be generated. To sign up for Direct Deposit, please visit your R'Web account. If you have any questions, please contact the Student Business Services office at (951) 827-3204.

## **M.F.A. FACILITIES**

### **Studio Spaces**

Graduate studio spaces are located in the Citrus Business Park at 1111 E. Citrus Street, Riverside CA, 92507. There are twelve individual studios and two larger studio installation spaces, which can be reserved on a temporary rotating basis for larger installations, performances, etc. The Graduate Advisor and Department Chair assign studios to incoming students. Studios are available to incoming students beginning September 1 of each academic year. Graduating students must vacate their studios by August 1 of their graduating year. All students sign a contract governing behavior and treatment of studio spaces, property, and equipment. Students have 24-hour access to their studios. **Studios are subject to inspection at any time.**

### **Studio Inspections**

The Citrus Studios are leased space and not University property. Because of this, there are several inspections that take place every year, including a fire inspection, an annual landlord inspection, and department inspections.

Students will receive a condition report and photos of their studio when they move in. This information serves as a reference for the condition the studio must be returned to when students move out at graduation.

The Graduate Coordinator will schedule an annual studio check-in with each student to point out and correct any violations noted by the fire marshal or landlord at the annual inspections.

### **Studio Turnover**

Studios must be vacated by August 1 of the student's graduating year. All students are responsible for emptying, cleaning, patching, and painting their studios to return the space to the condition it was in at move-in.

A detailed exit checklist, including instructions for turnover preparation will be sent during the 3<sup>rd</sup> year of the program. Materials and equipment required for students to turn their studios over are provided by the Art Department.

Students will turn in their studio keys at the move out inspection.

### Lab and Workshop Safety Training

Use of the Citrus Studios, sculpture lab, photo lab, and other campus facilities requires mandatory safety training with the appropriate faculty supervisor or laboratory technician. This training must be completed before keys to any facilities will be issued. All incoming students will attend a one-day orientation and safety training for all facilities during August before fall quarter begins. After orientation is completed, students will be able to request keys from Mary Longtin (see below).

### Studio and Facility and Keys

Keys to all UCR facilities, including the Citrus Studios, are administered by Mary Longtin, CHASS Facilities Coordinator. Students are issued a standard set of keys that includes access to the sculpture, photography, and digital print labs on campus and keys to the Citrus Studios. Once orientation is completed, students have 24-hour access to all facilities for which they have keys, including the M.F.A. studios.

The standard M.F.A. key set is checked out to students for the duration of their program, and will be due before students are cleared to separate from the University after graduation. Students may need access to specific lab spaces for TAships. These keys will be checked out on a quarterly basis as needed. See the KIMS (Key Inventory Management System) website for more information: <https://chassintranet.ucr.edu/kims/index.do>

### Phyllis Gill Gallery and Campus Installation Spaces

The use of building facilities and equipment must be cleared with faculty supervisor and the Chair of the department. All activity must be reported and/or documented with the prior knowledge of the Arts Facilities Administration.

## **CAMPUS SERVICES**

### Student ID

The UCR ID Card (R'Card) is an interactive ID that facilitates commerce and access across the campus (and beyond) for students, staff and faculty. You can use the R'Card at campus libraries, vending machines, printing kiosks and when renting laptops and chargers. It's your ticket to athletic games, free passage on RTA bus routes, and how students in Residence Halls access the residential restaurants. The R'Card gives users access to secured facilities on campus, including lab rooms, housing communities, and vehicle access gates. Finally, the R'Card is also a debit card: by adding Bear Bucks (and/or Dining Dollars, for those with meal plans), you can purchase groceries, text books, restaurant meals, convenience store items and even gasoline from vendors both on-campus and off. R'Cards can be obtained at the Highlander Service Station near the HUB on campus. For more information, visit <http://www.ucrcard.ucr.edu/>

### Parking

A valid parking permit is required at all times to park on campus at UCR. The Transportation and Parking Services (TAPS) office is located at 683 Linden Street, in the northeast area of the campus. Visit <https://transportation.ucr.edu/grad> for information regarding parking for graduate students.

A temporary Arts Loading Dock permit is available for checkout from the Art and Art History Administration office when students need to load or unload materials on campus. A valid UCR parking permit is required in conjunction with the Arts Loading Dock permit in order to avoid a parking ticket.

**NOTE:** No parking permit is required for parking at the Citrus Studios.

### R'Mail

Your UCR R'Mail account should be used for all University business. The department will take note of your personal email account, but all University transactions should be conducted through R'Mail. This includes all emails related to course enrollment, degree requirements, thesis committees, exhibitions, etc.

## **PETITIONS AND FORMS**

### Petitions

Most graduate-level petitions are located on the R'Grad portal at <https://rgrad.ucr.edu/app/home>. Petitions are electronically routed and generally require the approval of the Graduate Coordinator, Graduate Advisor, and Graduate Division. See the Petitions and Forms page of the Graduate Division website for more information: <https://graduate.ucr.edu/petitions-and-forms>.

Add/Drop Forms are used to add or drop a class after the second week of instruction. The forms are available from the Graduate Coordinator and require the signatures of the individual class instructors and the Graduate Advisor. Once these signatures have been obtained, the form is taken, by the student, to the Registrar's Office, the appropriate fee (if any) paid, and the petition is formally filed.

Retroactive Enrollment Adjustment Forms are used to add or drop a class after the fourth week of instruction. When a retroactive enrollment form is required, there is a \$4 fee per transaction to make enrollment adjustments. **All enrollment adjustments should be made no later than the end of the third week of instruction whenever possible.**

General Petition Forms are the Graduate Division's general purpose forms for unusual situations and circumstances, e.g., extension of the time period for an "Incomplete," transferring units, waiving course work, etc. It is a good policy to check with the Graduate Division, as well as the Graduate Advisor, in problematic situations. The Graduate Student General Petition is available on the Graduate Division website.