UC SANTA BARBARA
Graduate Division

UCSB FAQs for Graduate Students on Coronavirus Impacts

This document is intended to be a dynamic FAQ for graduate students, and will be updated regularly as events change. Responses for each question will be dated, so it is clear at what point particular information was provided.

We know that there are many other questions that students have. Suggestions for new FAQs should be sent to graddeans@graddiv.ucsb.edu.

We will be continually working to clarify and provide answers. Some answers may take time as they may need to be discussed and addressed systemwide. We appreciate your patience!

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Important Memos from the Graduate Division

FAQs on Provision of Campus Services During Spring 2020

FAQs on extension of time-to degree and expansion of S/U grading options

N.B.: As the campus moves to remote instruction and meetings, Zoom will become an important tool for a variety of operations. Zoom is FERPA compliant. For more information, please see this guide. For guidance on how to prevent Zoombombing from interrupting and disrupting meetings and classes, see this resource from USC. (3/26)

Health

What to do if you think you were in contact with a COVID-19 case (guidance; 3/22)

Where can I get up-to-date information on the virus itself? (3/23)
How can I access healthcare? (3/17)

UCSB Student Health Center: CALL FIRST
At UCSB: (805) 893-7129 or (805) 893-3371
At home with UC SHIP: (877) 351-3457 or a local provider

All students enrolled in UC SHIP can access LiveHealth Online for telemedicine and counseling (connect via smartphone, tablet or computer; no referral needed and no copays).

CAPS remains open and is continuing to hold appointments.

UC Santa Barbara Student Wellbeing links to a range of services related to well-being such as: assistance with basic needs (food, housing, finances); counseling and physical health resources, daily wellness centers and programs; social connection, and personal safety.

Health & Wellness has developed a Graduate Student Wellness Resource Guide. The guide was created for graduate students as a resource during the COVID-19 pandemic and addresses everything from crisis support to basic needs.

Housing

Am I required to leave Santa Barbara and move out of UCSB housing? (3/20)

No. There is no requirement or expectation that graduate students will move out of either San Clemente Villages or the family housing complexes. The campus remains open and operational and many students, including undergraduate students, will remain in campus housing. We suggest that every graduate student assess their own situation and use their judgement as to the best course of action, taking into account personal and family considerations, as well as their academic and research needs.

The Housing Office does need to know what you plan to do for spring quarter so that they can effectively coordinate services. They have extended the deadline to provide this information to Thursday, March 26th at noon.
If students encounter difficulties in paying their rent, Housing will offer payment plans. They will waive fees for late payments.

*Will there be a rent increase for the upcoming year? (4/17)*
No, there won’t be an increase. The rents for both San Clemente Villages and Family Student Housing will remain the same as they were in 2019-20.

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**Maintaining Productivity**

*How can I continue to be productive and make progress towards academic and professional goals?*

Step back and think holistically about your degree program and your professional goals. Even if you can’t access research materials on campus, you can always complete other tasks that will advance or inform your research, degree completion, and professional objectives. These include reading, writing or revising chapters or articles, updating your CV or resume; drafting application materials for grants, jobs, or fellowships; exploring opportunities, and learning new professional skills that will enhance and speed your research once you can access it again.

If necessary due to timelines, talk to your advisor about reshaping your thesis or dissertation. For example, perhaps an early chapter can be expanded on based on a data set that you already have. Data still to be collected can be saved for an article after you finish your degree.

This might be a good time to complete an Individual Development Plan, such as MyIDP (STEM disciplines), ImaginePhD (Humanities, Social Sciences, Education), or UCSB’s IDP (which includes the student section, advisor section, and instructions).

*Will the GSRC continue to offer workshops?*

The GSRC will offer many of its workshops virtually, as well as ongoing advising and consultations with staff and peers. Check out the GradPost events page for information on upcoming events. Click here for contact information and hours for GSRC staff and peers.

*What about Graduate Scholars Program (GSP) workshops, social events, and Spring 2020 one-on-one meetings?*

GSP will conduct all events and activities online for Spring 2020.

- All spring online workshops, along with Zoom links, will be announced in our weekly newsletters.
The GSP staff will coordinate and announce online coffee breaks so that we can all check-in with each other.

Although mentoring families usually consist of four or fewer individuals, we recommend that advanced-graduate mentors conduct their monthly check-ins with their mentoring families using Zoom, Google Meet, or other online collaborative platforms.

Spring quarter is the time that Ryan Sims (Graduate Academic Counselor) and Carlos Nash (Director of Graduate Diversity Programs) offer one-on-one in-person meetings with scholars in order to understand (1) their first/second-year experience at UCSB and (2) their experience with their GSP family. Given that the university has encouraged people to practice “social distancing,” we will offer 30-minute meetings in person, online, or via phone. Please use the following Google Form link to schedule a meeting: https://forms.gle/PWEsPiz21eQCpJ6MA

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**Research**

*What is the status of on-campus research? (4/1)*

All on-campus research, other than essential activities, has been curtailed as of March 18th.

*Memo from Joe Incandela, Vice Chancellor for Research, on Support for GSRs and Postdocs (3/23)*

*My PI is telling me to come to the lab, where it is not possible to practice social distancing. What should I do? (3/19)*

Your safety is our first priority. You cannot be compelled to work if you think your safety is at risk. Tell your department chair, who is closely tracking the safety of all members of your department. That person will help you resolve this.

As of March 20th, the campus is closed except to employees designated as essential personnel. If you have not been so designated, you should stay home. If your PI insists otherwise, talk to your chair or inform the Graduate Division.

*What about off-campus research? (3/19)*

Research that can be conducted safely in your home environment may continue. Note that bringing home experiments, chemicals, or other lab-based research materials is not permitted. If you have questions, refer to the Office of Research COVID-19 website. Travel and the need to maintain social distance will make most other off-campus research impossible to conduct while staying within the national, state, and local guidelines for safe behavior with regards to COVID-19. If you have questions, discuss this with your research advisor.

*What about human-subjects research? (3/22)*

The Office of Research has provided this FAQ on human-subjects research.
How can I mitigate the impact of these research changes on my academic progress? (3/17)
Discuss this with your research supervisor and primary academic advisor (if different), once things settle down a bit. See FAQ above on maintaining productivity.

When will the research enterprise open up again? (4/20)
The Office of Research is deeply committed to getting people back to research as soon as it safely can, but safety is very complex and includes everything a researcher does from when they leave their shelter in the morning until they return at the end of their task. OR is working on plans to slowly and safely get research restarted. A campus memo on this is expected soon.

Library Services

How is the UCSB Library re-opening according to the campus research ramp-up guidelines? (Updated 6/17/2020)
As part of Stage 3 research ramp-up, on June 22 the Library will introduce requesting and pick up (or mail delivery) of library materials for faculty, researchers and graduate students.

By July, under Stage 4 research ramp-up, the Library will expand the delivery service to all UCSB affiliates and will offer by-appointment access to the Library for use of non-circulating collections, including Special Research Collections.

Can we drop off materials at the Main and Music Libraries?
Bookdrops are now open at both the Main and Music Libraries. We are continuing to scan for course reserves, and pull DVDs from our collection for scanning by Instructional Development. Please submit your requests via our online Course Reserves system, adding any notes to specify which parts of a text you need and by when.

For questions, contact cres@library.ucsb.edu.

The UC system has reached an open access agreement with Springer-Nature. How does this affect our ability to access journals?
The University of California has reached a transformative open access agreement with Springer Nature, the world’s second-largest academic publisher. This is the largest open access agreement in North America to date.
Under the agreement, all articles with a UC corresponding author published in more than 2,700 Springer Nature journals will be open access by default, with the UC Libraries paying a portion of the open access fee on behalf of all authors. Authors without available research funds for the remainder of the publishing fee can request that the library cover the entire amount. Authors may also choose to opt out of open access publishing if they wish.

While broad-based open access publishing in the most well-known *Nature* journals is not initially included, the deal commits Springer Nature and UC to an open science pilot in 2021 and developing plans for a transformative agreement for all of the *Nature* journals to be implemented in the third year of the agreement. Fully OA *Nature* branded titles that are not initially included in the deal are eligible for APC reimbursement through the UCSB Library’s OA Fund.

The deal also includes reading access and perpetual rights to more than 1,000 journals in Springer Nature’s portfolio to which UC did not previously subscribe.

The open access publishing provisions will go into effect once the formal agreement has been signed and will run through 2023. More details are available on the UC’s Office of Scholarly Communication website.

Are there any updates to the UC negotiations with Elsevier?

UC’s negotiating team continues to communicate with Elsevier. While progress remains slow, there are a number of recent developments that we hope may give fresh impetus to these discussions:

*COVID-19: As a recent Los Angeles Times column* laid out, the need for open access to research has never been clearer. In fact, many publishers, including Elsevier, have temporarily made coronavirus-related articles freely available. Pandemic-related budget crunches may also pressure publishers to moderate financial demands.

*Federal policy:* The Office of Science and Technology Policy is considering a zero-embargo policy for the author’s final manuscript for all federally funded research — a change strongly *supported* by UC’s faculty Senate and that, if adopted, would further incentivize publishers to accelerate their shift towards open access.

*Actions by other institutions:* UNC-Chapel Hill, the SUNY (State University of New York) system, and Iowa State University all recently ended their “big deal” subscription packages with Elsevier.

The feedback the UCSB Library has received from faculty, students and researchers earlier this year confirmed that, while some researchers, particularly in the health and life sciences, are
feeling the impact of UC’s lack of an Elsevier contract, the majority both systemwide and here at UCSB remain supportive of UC’s position.

While we don’t yet know what form the final resolution with Elsevier will take, UC remains committed to getting closure and finding a path forward in the coming months.

What remote services for graduate students are available from the UCSB Library?

The UCSB Library provides a wide range of remote resources to support graduate students:

- Ask a Librarian Chat Window -- available 24/7
- Email reference service
- Virtual research consultations with a librarian
- Datasets from the Interdisciplinary Research Collaboratory
- Digitized primary source material from Special Collections
- E-books and full-text articles, including millions of new books, available through the HathiTrust Digital Library, thanks to their Emergency Temporary Access Services (ETAS) for member institutions. These include both in-copyright and public domain books held in the UC libraries’ physical collections. You will need to login using your NetID and Password. More details here.
- Interlibrary Loan for electronic copies of articles and book chapters is still available, although this has slowed because most research libraries are closed. For that reason, borrowing books through ILL is not possible for the moment. Electronic interlibrary loan requests (articles, some book chapters) continue to be processed. All Elsevier article requests continue to be fulfilled using a document supplier, typically within minutes to hours.
- Book purchase requests: The Library is continuing to purchase materials - electronic and print. If you have requests, please contact your subject librarian. While print materials are not currently being received or processed, they will be added to the collection as soon as we are able to return to normal operations in the Library building.

Graduate Student Resources (4/24)

There are many ways UCSB Library can provide graduate students with expert help, services, and access to collections while you are engaged in remote teaching and research. See a full list of online resources and services here.

Highlights:

- Millions of in-copyright digitized books from the UC Libraries’ collections are temporarily accessible in the HathiTrust Digital Library. Click here to learn how to access them.
- Electronic interlibrary loan requests (articles, some book chapters) continue to be processed.
Librarians can provide information literacy instruction in classes that you are teaching, such as synchronous Zoom presentations, recorded lectures using GauchoCast, monitored discussion forums in GauchoSpace, customized research guides, and online office hours. Use this Instruction Request Form.

To support remote instruction, Library staff will purchase electronic books and Kanopy streaming media licenses or scan from print collections. Submit requests via our Course Reserves system. For help, contact cres@library.ucsb.edu.

You can schedule a virtual research consultation with a librarian.

For assistance with any of these services, contact your subject librarian or submit a question via our email reference service.

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**Graduate Classes, Registration, & Fee Payment**

*Will graduate classes meet during spring? (3/17)*

Yes, graduate classes will be offered remotely. Register as you normally would via GOLD. Students need to be registered in a minimum of 8 units in order to qualify and receive fee remission, fellowships, and stipends.

*When is the deadline to get into paid status?*

The deadline is the first day of the quarter, however the $50 late payment fee will be waived for spring quarter. Please check myBARC and get into paid status ASAP. Please contact BARC directly if you can’t pay your bill immediately and need to enter a payment plan.

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**Academics**

The Academic Services Unit recommends using DocuSign for forms, petitions, and signature pages, since UCSB has a license for this product and users are authenticated via their UCSB Net ID. Students, staff, and faculty can download forms and petitions from our website and route them for signatures using the “envelope” feature in DocuSign. All completed petitions can be sent to academics@graddiv.ucsb.edu. More information on how to use DocuSign can be found here https://docusign.lsit.ucsb.edu/using-docusign#start

*How do I file Petitions and forms?*

- All forms and petitions should be sent electronically. Completed forms should be scanned/photographed and emailed to academics@graddiv.ucsb.edu.
• Scanned forms, DocuSign signatures, and email approvals are acceptable.
• Forms that require OISS signatures can be emailed to oiss@sa.ucsb.edu, and OISS staff will email to the Graduate Division.
• The $20 petition fee will be waived until further notice.

How do I file for my degree?

Deadlines
• The filing deadline for a spring conferral is Tuesday, June 16, 2020 at 11:59pm.
• The filing deadline for a summer conferral (using spring or summer registration/Filing Leave) is Friday, September 11, 2020 at 11:59pm.
• The filing deadline for a fall conferral (using spring or summer registration/Filing Leave) is Friday, September 25, 2020 at 11:59pm.

Procedures
• Dissertations, supporting documents, and theses must be e-filed via ProQuest by the filing deadline.
• Master’s projects and comprehensive exams must be completed by the filing deadline you are trying to meet.
• Committee signature page approvals must be submitted to the Graduate Division electronically in the following ways:
  ○ The Graduate Division will accept a scanned/photographed version sent to academics@graddiv.ucsb.edu. This must be received by the filing deadline.
  ○ DocuSign is acceptable for the signature page.
  ○ If a scanned or DocuSigned signature page is not obtainable, committee members can email academics@graddiv.ucsb.edu from their @ucsb email account, stating that they approve the thesis/dissertation/supporting document. If the member is from off campus, they should use their institution’s email account. These email approvals must be received by the filing deadline.
• Doctoral defenses and any other required oral presentations may be conducted via Zoom/Skype. Scanned forms, DocuSign signatures, and email approvals are acceptable for the Doctoral Form III (Report on final defense or waiver), and should be emailed to academics@graddiv.ucsb.edu. Please read our Guidance on Virtual Qualifying Exams and Public Defenses.
• Until further notice, we will waive the hard-copy, wet-signature page requirement. This means that if students submit acceptable electronic approvals as described above, we will not require them to subsequently submit hard-copy, wet-signatures.
• The Filing Fee will be charged to BARC as needed. The $25 Thesis Submission fee will be waived.

How do I advance to candidacy?

• Oral exams may be conducted via Zoom/Skype.
• Scanned versions, DocuSign signatures, and email approvals are acceptable for the Form II.
• Completed forms should be scanned/photographed and emailed to academics@graddiv.ucsb.edu.
• The advancement fee will be waived until further notice.
• September 25, 2020 is the last day to advance to Doctoral Candidacy to be P2 class level for Fall 2020
• Please read our Guidance on Virtual Qualifying Exams and Public Defenses.

If I am in another state and taking classes remotely, can I register In Absentia? (3/17)

No, if you are enrolled in regular university courses, In Absentia registration does not apply, as you are still substantially accessing University resources. In Absentia is allowed when conducting research or studies outside of the State of California.

Employment

Given that the quarter will be remote, can I move overseas and still serve as a TA? (3/17)
Yes, provided that the instructor for the course does not see any problems with this.

I am working as a TA, but I am currently in a different time zone. Can I adjust my teaching schedule so that it is more convenient to me? (3/18)

Most of the remote teaching that will take place will be asynchronous, so that people in different time zones can access it as needed. Discuss this with the instructor of record.

I am TAing and now outside of California, can I register in absentia? (3/18)

No, In Absentia registration is driven by the need to conduct research outside of the State of California.

Will Summer Sessions offer instruction and employment opportunities? (5/20)

Yes, all Summer Session courses will be offered in remote formats. Enrollments are up compared to previous years, so additional TA positions may become available.

Other campus-based employment (3/25)
If you are working in a campus-based job as part of Work-Study, the Work-Study program remains in place, despite COVID-19. All pay will continue to be split between the employing department and Work-Study funding. The Work-Study Unit remains open and available to process referrals and handle any questions or issues departments may have. Please contact:
Office of Financial Aid & Scholarships
Office: (805) 893-2067
Email: finaidwsp@sa.ucsb.edu

Online Teaching

What resources are there to support TAs doing remote instruction? (4/16)

There is a new, comprehensive training site for instructors and TAs, called “Preparing to Teach Online,” available through GauchoSpace. The site has ideas, resources, links to UCSB-supported technologies, and opportunities to interact with each other and with us. You also have a chance to experience the training as a game, where you will complete quests to earn a certificate of completion in Preparing to Teach Online.

As you plan your course, remember that there are extensive resources to help on the redesigned Instructional Continuity site. This includes information about how to plan and teach your course, design your GauchoSpace site, and more.

For updated memos on instructional support, teaching resources, and updates on undergraduate education, please see the regularly updated memos to campus from the Office of the Executive Vice Chancellor.

Drop-in hours with Mindy Colin, Lisa Berry, Linda Adler-Kassner, and Maggie Safronova are posted on this calendar, which is part of the Instructional Continuity Site. We will add drop-in hours through next week and each week of the term as needed.

COLLABORATE Faculty Resource Center staff available daily to assist with GauchoSpace questions and provide one-on-one consultations via Zoom Monday to Friday, 10 am to 4 pm. Submit a help ticket or schedule a consultation with the staff here.

Residency

I am a first-year U.S. student working to establish California state residency. If I leave the state for this quarter, what impact will that have on my residency status for next year? (3/17)
Typically students wanting to establish residency may not leave the state for more than 6 weeks at a time during their first year in California. These are not typical times. The UC Office of the President released an amendment to the policy stating that “a student’s absence from the state for any length of time between March 9, 2020 and the Residency Determination Date for Fall 2020 at their campus shall not be counted toward the six week limit if the absence is caused by the COVID-19 pandemic. This means that students who temporarily leave California in response to the pandemic remain eligible for in-state residency for the 2020-21 academic year so long as they meet all other applicable eligibility requirements.”

Funding

I am a GSR with guaranteed funding for the spring, but my PI is closing down his research. Will I still be supported financially? I rely on this for my tuition, fees, and health insurance, as well as my salary. (3/20)

This is a complex area, as funds for research grants come from many different sources with different policies. Some of the federal agencies have explicitly told grantees to continue funding their research teams through the crisis and we believe many others will follow suit. Most STEM PhD students came in with a funding letter that committed full funding every quarter. The campus will uphold those commitments, although the source of funds may change. In some cases, students may need to take TA positions or fellowship in lieu of GSR employment.

Memo from Joe Incandela, Vice Chancellor for Research, on Support for GSRs and Postdocs (3/23)

Childcare Reimbursements

My child attends a licensed childcare center and I receive childcare reimbursements that help with these costs. Now that the childcare center is temporarily closed, can I be reimbursed for babysitters or other childcare providers? (3/22)

Yes! As long as the person has a valid Taxpayer I.D. or Social Security Number, you may be reimbursed for childcare services. Here is a link to the full childcare reimbursement policy for ASEs (TAs, Associates, Readers) and GSRs.

Commencement
What is the latest update on 2020 Commencement?

Following Governor Newsom’s recent stay-at-home order and after consulting with students, faculty, and academic deans, our annual commencement ceremonies, which were scheduled to take place in June, have been postponed. Read the Chancellor’s announcement here.

Student Loans

Can I get any help with my student loan payments? (4/3)

Yes! The recently passed Coronavirus Aid, Relief, and Securities Act requires the Secretary of Education to defer student loan payments, principal and interest for 6 months, through September 30, 2020, without penalty to the borrower for all federally owned loans. In other words, your federal student-loan payments will automatically stop from March 13, 2020, through Sept. 30, 2020.

Basic Needs Resources for Graduate Students

How can I access basic needs resources? (3/31)

You can apply to access more resources to address food and housing security as well as to access other basic needs by filling out this form: https://forms.gle/BxXD5ECYaGQsxtaAA

The Food Security and Basic Needs Taskforce and the Financial Crisis Response Team are seeking to create a simplified way for graduate students to quickly apply for resources that can help address food or housing insecurity and help graduate students access basic needs programs especially now that COVID has impacted our students in so many ways.

If you are a UCSB Graduate Student and experiencing any difficulties accessing healthy food, safe and stable housing, or other basic needs currently or anticipate experiencing challenges in Spring 2020, please fill out this survey: https://forms.gle/BxXD5ECYaGQsxtaAA

The Food Security and Basic Needs Task Force understands that life and financial circumstances have changed substantially for many students in the past month. Given this, the Task Force will be focusing on listening to our students to understand their self-identified needs as we try to match the best services for each student.

The Food Security and Basic Needs Task Force will review each request submitted and respond to students within 48hrs to identify resources matched to their needs and are committed to best to meet those needs within the resources that are available.
Undocumented Student Support

What type of resources are available for undocumented students? (4/27)

Undocumented Student Services (USS) is offering a number of workshops for undocumented students for Spring 2020.

Additionally, they have circulated a number of off-campus resources:

- COVID-19 Guidance for Californian Immigrants
- Disaster Relief Assistance for Immigrants
- List of resources for undocumented undocumented immigrants and allies by Immigrant Rising
- Employment Rights for Undocumented Workers’
- Employment Rights for Undocumented Workers’ with DACA
- Know Your Power, Know Your Rights
- Staying Safe
- Undocuhealth
- COVID-19 Resources for Undocumented Communities (per state)

International Student Support

What if international students receive a stimulus check? (4/29)

OISS has published some helpful guidelines for determining eligibility and for the erroneous receipt of the stimulus payment, but please keep in mind that the office is not qualified to provide tax advice. If students have further questions, they should contact an accountant of their choice.

Parking Reimbursements

I paid for a year-long parking pass, but now I can’t come to campus. Can I get a reimbursement? (4/1)

Yes. Graduate students, and anyone else with a long-term permit, is eligible for a prorated refund if they submit a cancellation request to tps-sales@ucsb.edu.
Emergency Relief Grant

How do I know if I’m eligible for the Emergency Relief Grant? (4/30)

The Emergency Relief Grant is part of the federal government’s response to the COVID-19 pandemic. Students are eligible if they are U.S. citizens or permanent residents, meet basic eligibility criteria for Title IV aid, have filed a Free Application for Federal Student Aid (FAFSA) for 2019-20, and are registered in the Spring 2020 quarter. Because this is a financial aid program run through the U.S. Department of Education, international students are not eligible.

The funding for this program originates with the CARES Act, which was signed into law on March 27th. That Act authorized the Department of Education to provide funds to colleges and universities, half of which is to be directly allocated to students “to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

If you believe you are eligible, we urge you to fill out a 2019-20 FAFSA as soon as possible, but no later than May 22nd. The form takes about 30 minutes to complete, and is typically received by campus in about a week, after federal processing. Questions regarding the FAFSA application should be directed to the Office of Financial Aid and Scholarships through their Virtual Line, accessible at the top of https://www.finaid.ucsb.edu/ under “Join the Line”. Once the information is returned to campus, the $650 Emergency Relief Grant will automatically be processed and should appear in your bank account within another week. These funds must be disbursed expeditiously, so it is important that you complete and submit the FAFSA as soon as possible. If you have not already done so, you may also want to consider setting up direct deposit through the BARC office, which will allow you to receive funds more quickly than via a mailed check. Instructions on how to set up direct deposit can be found here. If you have not received the funds within two to three weeks following FAFSA submission, you can contact financial@graddiv.ucsb.edu.

Once you have filed a FAFSA, you will also be eligible to apply for a Supplemental Emergency Relief Grant. These grants are for students who have expenses related to the coronavirus that have not been covered by other programs. We know that many graduate students have experienced financial challenges due to the coronavirus, including loss of income, loss of summer support, unexpected housing or childcare costs, costs related to technology, and unreimbursed travel expenses. Some students have received funds to address these shortfalls through the GSA COVID-19 Emergency Relief Grant or the Financial Crisis Team. In addition, most students have received the $1200 stimulus checks and some may have received unemployment. If you have expenses related to the coronavirus that have not yet been covered by other programs, you are eligible to apply for a Supplemental Emergency Relief Grant. You will receive this supplemental grant once your FAFSA is processed and returned to campus, as long as funds remain available. If you have eligible coronavirus-related expenses, we encourage you to apply. For questions related to the Supplemental Emergency Relief Grant, please contact ryan.sims@graddiv.ucsb.edu.