CAMPUSWIDE TA ORIENTATION
(MANDATORY)

TUESDAY, SEPTEMBER 30, 2014
9 A.M. TO 1 P.M.
CAMPBELL HALL

REGISTRATION

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

- Fee payment is linked to both employment record and registration.
- See Val in Trailer 697, Room 101 if you haven’t completed employment paperwork.
- On BARC account, you will see the following credits:
  - Partial Fee Remission $4064.00
  - Grad Health Insurance 856.00
  - Fellowship 307.58
  - Fellowship 4898.00 (if non-CA resident)
  - Supplemental Tuition 136.00 (if non-CA resident)

SALARY

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

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

TEXTBOOKS

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

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

GauchoSpace

- GauchoSpace will be the department method for managing course webpages from here on out.
- A mandatory GauchoSpace training for all ECE TAs will be held Tuesday, Sept. 30th from 1:30-2:30 p.m. in the Cooper Lab (ESB 1003).
EVALUATIONS

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

NO TIMECARDS ARE REQUIRED FOR TAS TO GET PAID.