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The Berkeley-Haas PhD Program reserves the right to add, discontinue, or modify its policies at any time. Modifications subsequent to the original publication of this Student Handbook may not be reflected here.
PhD Program Office

The PhD Faculty Director, Director of Student Affairs, and Assistant Director are among the most important contacts you will have on campus. The PhD Program Office will monitor your academic progress and generally guide you through the program. The PhD Program Office also maintains the records of all students enrolled in the doctoral program, assist with applications for qualifying exams, academic petitions, registration, and financial aid.

Questions regarding financial aid, fellowship payments, stipend checks, and billing statements should be directed to the Director of Student Affairs.

<table>
<thead>
<tr>
<th>PhD Faculty Director</th>
<th>PhD Director of Student Affairs</th>
<th>PhD Assistant Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Lettau</td>
<td>Melissa Hacker</td>
<td>Bradley Jong</td>
</tr>
<tr>
<td><a href="mailto:Lettau@haas.berkeley.edu">Lettau@haas.berkeley.edu</a></td>
<td><a href="mailto:melhacker@berkeley.edu">melhacker@berkeley.edu</a></td>
<td><a href="mailto:bjong@haas.berkeley.edu">bjong@haas.berkeley.edu</a></td>
</tr>
<tr>
<td>(510) 643-6349</td>
<td>(510) 642-3944</td>
<td>(510) 642-1409</td>
</tr>
<tr>
<td>F632</td>
<td>F477</td>
<td>F477</td>
</tr>
</tbody>
</table>

The PhD Program Office is open Monday through Friday unless otherwise noted. Students are notified by email of any office closures.

PhD Faculty Director responsibilities:
- In conjunction with the field advisors, serves as Head Graduate Advisor for all doctoral students.
- Reports to the Dean of the Graduate Division on the acceptability of upper division and graduate courses completed by a candidate at other institutions.
- Endorses applications for candidacy for the PhD degree and for qualifying examinations.
- Signs the petitions of doctoral students for various academic matters.
- Supplies information on doctoral students’ progress to the Dean of the Graduate Division.
- Assists the Dean of the Graduate Division in the enforcement of regulations, particularly those relating to registration, admission to graduate courses, and maintenance of acceptable scholastic performance.
- Serves as an intermediary between the students, the faculty, the administration, and the Graduate Division.
- Determines which courses may be taken on a satisfactory/unsatisfactory basis.
- Chairs the PhD Committee. (The PhD Committee handles issues such as admissions, allocation of financial aid, and program requirements. The Committee is composed of the PhD Faculty Director, the Director of Student Affairs, the faculty field advisors, and the chair of the PhD Association (PhDA).

The Faculty

Internationally recognized leaders in the study of the economic, social, political and technological forces shaping global markets today, members of the Berkeley-Haas Faculty perform important interdisciplinary research with colleagues at Berkeley and at other top universities around the world. The PhD Program and Berkeley-Haas websites contain information on current faculty teaching and research interests. Faculty mailboxes are located on the fifth floor adjacent to the Faculty Lounge, in F580.

Within Berkeley-Haas, faculty members are associated with fields of study. It is not uncommon for faculty members to be associated with more than one field. Some faculty members also hold joint appointments in departments outside of the business school. This will be important to you when you begin to select your degree committee members.
The Field Advisor and Group Chair are the most important faculty members for students as they administer the doctoral program within the field of study.

**Field of Study**

There are seven major fields of study available in the PhD Program: Accounting (ACC), Business and Public Policy (BPP), Finance (FIN), Marketing (MKT), Operations Management (OITM), Management of Organizations (MORS), and Real Estate (RE). In addition, there are other fields that sponsor courses or support research centers. These are Economic Analysis and Public Policy (EAP), Institute of Business and Economic Research (IBER).

<table>
<thead>
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<th>Field of Study</th>
<th>2014-2015 Group Chair</th>
<th>2014-2015 Field Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Sunil Dutta</td>
<td>Panos Patatoukas</td>
</tr>
<tr>
<td>BPP</td>
<td>Rui de Figueiredo</td>
<td>Steven Tadelis</td>
</tr>
<tr>
<td>FIN</td>
<td>Annette Vissing-Jorgensen</td>
<td>Martin Lettau</td>
</tr>
<tr>
<td>MKT</td>
<td>Leif Nelson</td>
<td>Ganesh Iyer</td>
</tr>
<tr>
<td>OITM</td>
<td>Candace Yano</td>
<td>Candace Yano</td>
</tr>
<tr>
<td>MORS</td>
<td>Toby Stuart</td>
<td>Laura Kray &amp; Ming Leung</td>
</tr>
<tr>
<td>RE</td>
<td>Nancy Wallace</td>
<td>Nancy Wallace</td>
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</tbody>
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The Field Advisors assist doctoral students in many ways. Their main duties include:

- Reviewing each new student’s prior work and determines what requirements or prerequisites have been satisfied.
- Assisting students in selecting a program of study; approve each student’s program of study, and monitors academic progress.
- Scheduling and help direct student preparation for the preliminary written field examinations (prelims).
- Determine that a student is prepared for the oral examination and advancement to candidacy.
- Coordinate the allocation of the field’s student financial aid resources.
- Serve as members of the PhD Committee, making admissions decisions and formulating policy for the program.

**PhD Association**

The PhD Association (PhDA), funded by Berkeley-Haas, represents all students in the PhD Program on official University matters.

The PhDA activities and purpose includes:

- The PhDA provides a voice for PhD students at Berkeley-Haas, both within the school and in the wider campus community.
- The PhDA Chair sits on the PhD Committee.
- A PhDA representative sits on the business school’s Computer Policy Committee.
- The PhDA organizes social get-togethers for the PhD students.
PhDA Officers/Peer Advisors serve one-year terms. The current officers are:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Names</th>
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<tbody>
<tr>
<td>ACC</td>
<td>Annika Wang</td>
</tr>
<tr>
<td>BPP</td>
<td>Aisling Scott</td>
</tr>
<tr>
<td>FIN</td>
<td>Andy Schwartz</td>
</tr>
<tr>
<td>MKT</td>
<td>Gigi Perry</td>
</tr>
<tr>
<td>MORS</td>
<td>Brian Reschke</td>
</tr>
<tr>
<td>RE</td>
<td>David Echeverry</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Sheisha Kulkarni</td>
</tr>
<tr>
<td>Computer Guru</td>
<td>Sibo Lu</td>
</tr>
</tbody>
</table>

The PhD student lounge is located in F534. This is a place where you can sit to relax, eat your lunch or meet with other students. Berkeley-Haas PhD student mailboxes are located in the PhD lounge. Students are strongly advised not to leave valuables in boxes or the lounge area.

All new PhD students are assigned a desk and Berkeley-Haas desktop computer. In most cases, this means a carrel in a multi-person office. The Peer Advisors and the Director of Student Affairs are responsible for assigning new students to their offices. There are cleaning supplies in the cabinets below the sink in the PhD Lounge to help you keep your desk space clean.

**Student Email**

We communicate primarily by email. You can log onto your Berkeley-Haas email account from home, any Berkeley-Haas computer as well as from the Berkeley-Haas computer center. Check your email often, as most administrative and financial information will be conveyed through this mode of communication.

**Important points of contact**

- **Berkeley-Haas PhD Program:** Located in F477. (510) 642-1409.
- **GSI/GSR Hiring Coordinator:** Located in S522. (510) 642-0004.
- **Room keys and reservations:** Located in S549. roomres@haas.berkeley.edu
- **Reporting building problems during work hours:** fixit@haas.berkeley.edu
- **Berkeley-Haas Lost & Found:** lost@haas.berkeley.edu
- **Berkeley-Haas Security Guard:** (510) 292-7800
- **Computer Helpdesk:** (510) 642-0434. helpdesk@haas.berkeley.edu
- **Berkeley-Haas Long Library:** (510) 642-0370. http://www.lib.berkeley.edu/BUSI
- **Berkeley-Haas Student Resources** http://haas.berkeley.edu/students.html
- **UC Emergency for Police:** 911
- **Cell Phone Users for Police:** (510) 642-3333
- **Police (non-emergency):** (510) 642-6760

**Registering for Classes**

Registration is done online through TeleBears. The process is the same for students each semester. You will receive an email notice from the Berkeley Registrar’s office indicating your registration appointment window. Reminders will also be sent out from the PhD Program office. All Berkeley-Haas PhD students are required to
maintain full-time status. In order to be considered a full-time student you must be enrolled in at least 12 units each semester.

Make an appointment to meet with your field advisor to lay out an initial list of required courses and options. Advice from other students also helps in planning your semester. The campus schedule of classes can be found online at: http://schedule.berkeley.edu. You can also find a complete listing of Berkeley-Haas classes on the internal web page: www.haas.berkeley.edu/Phd/current.html and click on “Haas PhD Course Information” and then select PhD from the dropdown menu.

You can visit the web pages of outside departments for additional information on their courses that you are considering. Find out if the course requires an “advisor code” in order to register. An advisor code is a 4 digit number you will be asked to enter on Telebears. Two of the numbers come from your home department (Berkeley-Haas) and two will come from the department offering the class.

Register for classes on telebears: https://telebears.berkeley.edu/telebears/home. You may find you need to change your schedule after you have registered for classes. The add/drop period, also called the adjustment period, takes place during the first three weeks of classes. The PhD program office can assist you with adding or dropping classes and changing grading options after the three week deadline. Please visit the PhD Program Office as soon as you make your decision, and before the last day of instruction for the given semester.

Academic Student Calendar

To view the annual academic student calendar please visit:
http://registrar.berkeley.edu/CalendarDisp.aspx?terms=2014D and
http://registrar.berkeley.edu/prospective_students/registration_enrollment/stucal.html to view other important deadlines. You are responsible for familiarizing yourself with these dates and important deadlines.

Curriculum

Please refer to the following links for your individual field of study’s curriculum:

ACC: http://www.haas.berkeley.edu/Phd/academics/accounting/curriculum.html
BPP: http://www.haas.berkeley.edu/Phd/academics/bpp/curriculum.html
FIN: http://www.haas.berkeley.edu/Phd/academics/finance/curriculum.html
MORS: http://www.haas.berkeley.edu/Phd/academics/management/curriculum.html
MKT: http://www.haas.berkeley.edu/Phd/academics/marketing/curriculum.html
OITM: http://www.haas.berkeley.edu/Phd/academics/oitm/curriculum.html
RE: http://www.haas.berkeley.edu/Phd/academics/realestate/curriculum.html

Good Academic Standing/Satisfactory Academic Progress

The Berkeley-Haas PhD Program provides you with a guideline on what is required to be a student in good academic standing. Found online at: http://www.haas.berkeley.edu/Phd/current.html. Students must have a cumulative grade point average of B+ (3.3/4.0) or better in required core courses and maintain an overall cumulative GPA of 3.0. Students not meeting this requirement can be put on probation, lose their funding, and/or be dismissed from the PhD Program.
Preliminary Exams

The written examination (prelims) is usually given at the end of the second year. All students in a field take the exam at the same time. Scores are available in approximately four weeks. Students are notified in writing of their results on the exam. Passing the preliminary exam is a requirement to continue in the PhD Program.

Higher Degree Committees

Faculty committees for higher degrees are ad hoc committees acting on behalf of the Administrative Committee of the Graduate Council. Therefore, decisions made by faculty committees for higher degrees are made on behalf of the Graduate Council, not Berkeley-Haas. The Chair of Graduate Advisors recommends appointment of faculty members to committees but final approval rests with the Graduate Division.

These titles are on many of the forms you must fill out as a PhD student:

- Chair of Graduate Advisors (Head Graduate Advisor): For the PhD Program, this is the PhD Faculty Director, not your field advisor.
- Chair: The chair MUST be a faculty member from your area of study at Haas. You may have co-chairs.
- Inside members: The inside members are faculty members from Berkeley-Haas
- Outside member: The outside member serves as the Graduate Dean’s representative and must be a member of the Berkeley Academic Senate. The outside member must hold an appointment in another department or school outside of Berkeley-Haas (not outside your field of study). The faculty member must not hold any appointment with Berkeley-Haas, even 0%. No exceptions will be granted.

Oral Qualifying Exam Committee

All Berkeley-Haas PhD students are required to take their Oral Qualifying Exam and be Advanced to Candidacy by the end of their third year in the program (6th semester in the program). Failure to take and pass the oral exam by this deadline will result in the PhD Program Office requesting Graduate Division place the student on Academic Probation starting their 7th semester.

Formal application to take the Oral Qualifying Exam (also referred to as QE or Orals) must be made four weeks in advance. Forms are available on the PhD Program Office website. Advisors must attest that the student meets all the requirements and is ready to be tested. The Program Director reviews and approves the application. The application is then sent to Graduate Division for final approval. The Graduate Division formalizes the approval to take the qualifying exam and then officially notifies the student and the committee members of their appointment and the subject areas of the exam.

The student is responsible for arranging a time and place of the qualifying exam with the committee members. Once the Graduate Division has approved your application you are admitted to the oral examination. The date can be changed if extraordinary circumstances arise. If the exam is not taken within eighteen months, a new application must be made. Under most circumstances, the student will be informed of the results immediately.

At Berkeley-Haas, the orals committee is composed of four members. The rules for committee makeup are:

1. The chair is from the student’s field of study and must not be the student’s intended dissertation chair.
2. Two members must be from the student’s field of study (one of these is the chair of the committee).
3. A third member may be from the business school, but not necessarily from the student’s major field. (optional)
4. The fourth member must be from outside the business school and not affiliated with Berkeley-Haas.
Dissertation Committee

The dissertation committee is typically composed of three people: the chair, the inside member, and the outside member. You may have a co-chair if you wish. The chair of your dissertation committee cannot be the chair of your orals committee. See above for rules regarding the chair and outside member.

Advancement to Candidacy

Once a student has passed their oral qualifying examination, s/he will receive an application for candidacy from the PhD Office. This form should be filled out with the required signatures and returned to the PhD Office along with a check payable to UC Regents as soon as possible after the exam is taken. Advancing to candidacy qualifies international students a waiver for nonresident tuition. To remain in good academic standing all fourth year students must be advanced before the start of their fall semester (7th semester in the program). Failure to do so may result in the PhD Program Office requesting Graduate Division to place the individual on academic probation.

Dissertation

The Graduate Division website: [www.grad.berkeley.edu/current/index.shtml](http://www.grad.berkeley.edu/current/index.shtml) has a link to the Dissertation Filing Guide. This document is essential in preparing your dissertation and should be consulted before preparing your final copy. The dissertation is filed electronically except for the signature page, which is submitted in person with all ORIGINAL ink signatures. To file a dissertation, students must either be registered for that current semester or on filing fee status.

Degrees

Degrees are awarded in May and December only. In order to be considered for a degree you must file your dissertation by the last day of the semester. If you file in summer you are automatically considered a December graduate of the upcoming fall semester. Check with the PhD Office for the exact dates, since they change year to year.

MS in Business Administration

All Berkeley-Haas PhD students are eligible to apply for the MS degree in Business Administration upon completing three requirements: 1) No less than 24 units (two years) of approved graduate level coursework made up of core courses and electives. The required GPA for the MS degree follows the Berkeley-Haas PhD Program Good Academic Standing Policy: Take core courses for a letter grade to achieve the minimum grade of B or better in each individual core course and a cumulative core GPA of 3.3 (B+) by the end of the second year. Students cannot be on probation during the semester they receive the degree. 2) Students must take and pass the written preliminary examination for their field of study. Please note: these requirements are separate and different from the requirements for the PhD degree. In particular, the PhD degree requires an average grade of S (satisfactory) on both parts of the preliminary exam. 3) After passing the preliminary exam, students must submit a completed Application for Candidacy, Master’s Degree (Plan II) to the PhD Program Office.
Filing Fee/Summer Filing

The Filing Fee is a reduced fee (one-half of the University Registration fee) for doctoral students who have completed all requirements for the degree except for filing their dissertation. It is not to be confused with Normative Time, which is the normal time to earn the degree and begins when a student advances to candidacy. The filing fee may be used only ONCE and the dissertation must be filed before it expires. Please consult with the PhD Program Office before going on filing fee status. Students who think they will file their dissertation over the summer should consult with the PhD Program Office to learn about the options available to them.

Student Funding

Financial aid is divided into four basic components: awards made by University Fellowship competitions, awards made by University’s Financial Aid office (including student loans and grants-in-aid), awards made by Berkeley-Haas, and outside awards. The aid awarded by Berkeley-Haas is further divided into three components: awards from the PhD program support from the Haas Dean’s Office, and awards made by the student’s field of study.

Berkeley-Haas PhD Program

The Berkeley-Haas PhD Program generally provides support to first year students in the form of a basic first year stipend, registration fees, and nonresident tuition. The program will continue to pay student tuition and fees through the fourth year of study assuming satisfactory academic progress. All domestic students are expected to qualify for California residency before they begin their second year. Nonresident tuition will not be covered after the first year for domestic students. Nonresident tuition will not be covered for international students starting the fourth year (7th semester) since all fourth year students are expected to have Advanced to Candidacy by that time. In years 2-4 the majority of student funding is provided through research (GSR) and teaching (GSI) assistantships within the group.

Fellowships

There are several Berkeley-Haas fellowships that are offered each year to students. Announcements are sent out in the spring semester.

Graduate Student Researchers (GSR)

Research assistantships are administered by the various departments and research centers of the university and are overseen by the Graduate Division. Hiring is usually done by the faculty member to whom the student will report to. Your field advisor can assist you with securing a GSR position at Berkeley-Haas. Ideally, GSR work provides an opportunity for the student to learn how to conduct good research while earning an income. Students are encouraged to approach faculty members with whom they share interests and offer their services. This is the best way to secure a GSR position. Once hired, students will need to file paperwork and time sheets. Unless you are hired through an institute you should reach out to the Berkeley-Haas GSI/GSR Hiring Coordinator at (510) 642-0004. Criteria summary of eligibility for Graduate Student Academic Appointments can be found here: http://grad.berkeley.edu/policies/guides/eligibility-appointments/.

Graduate Student Instructors (GSI)

Graduate student instructors must meet minimum standards (as evaluated by students) and must be able to speak fluent English (determined by a campuswide examination). The Graduate Assembly and the Office of GSI Teaching & Resource Center conducts workshops and training sessions. Students interested in working as a GSI on campus need to review the UC Berkeley Graduate Student Instructor’s website at http://gsi.berkeley.edu.
Criteria summary of eligibility for Graduate Student Academic Appointments can be found here: [http://grad.berkeley.edu/policies/guides/eligibility-appointments/](http://grad.berkeley.edu/policies/guides/eligibility-appointments/).

The UC Berkeley campus requires all GSIs to complete a teaching training class. PHDBA 375 – Teaching Business, is taught at Berkeley-Haas and is only offered in the spring semester. PHDBA 375 is the only option Berkeley-Haas PhD students have to fulfill this requirement.

Students who do not speak English as a native language, and do not hold a Bachelor’s degree from an institution in the United States, must demonstrate oral English proficiency to be appointed as a GSI.

GSI duties vary by course and with each instructor. Typical duties include leading discussion sections, holding office hours, and preparing and grading exams. GSIs do not generally grade homework (readers typically do that).

At Berkeley-Haas, the number of GSI positions varies widely by field. In a typical year there might be fifty positions. Please refer to the Berkeley-Haas GSI website for position openings and details about working as a GSI. You can find more information at: [http://groups.haas.berkeley.edu/gsi/](http://groups.haas.berkeley.edu/gsi/). Students may also find opportunities to teach in other departments, such as Economics. GSI paperwork is filed with the individual hiring departments.

**Readers**

Individual faculty members hire readers to grade homework and exams. Reader positions are administered by departments and overseen by Graduate Division. Paperwork and timesheets must be filed with the appropriate department.

**Financial Aid Office**

PhD students at Berkeley-Haas may use the Haas Financial Aid Office located off the MBA reception area in S430. No appointments are necessary and drop-in hours are posted daily. Please email finaid@haas.berkeley.edu or call (510) 643-0183. Their office is generally open Monday – Friday, from 9:00AM to 6:00 PM.

**Outside Awards**

The Graduate Division Fellowship Office (318 Sproul) offers a considerable amount of information on grants and fellowships from sources outside the university. Information on these fellowships and grants can be found on the Graduate Division website: [http://www.grad.berkeley.edu/current/index.shtml](http://www.grad.berkeley.edu/current/index.shtml).

**Student Family Assistance**

Learn more about campus resources that aid student families in the search for affordable housing, child care, health insurance, and more. Such programs include: family student housing, early childhood education program, parent grant, and GSR childcare reimbursement. More information can be found here: [http://grad.berkeley.edu/financial/student_family.shtml](http://grad.berkeley.edu/financial/student_family.shtml). You can also review information regarding Back-Up Child Care available to students. More information can be found here: [http://grad.berkeley.edu/backupchildcare/about.php](http://grad.berkeley.edu/backupchildcare/about.php).

**Other Resources for Students**

PhD students in all fields are strongly required to attend the seminars in their field, which are listed on the Schedule of Classes. Students should contact their field advisors if they have further questions.
There are many institutes and research centers affiliated with Berkeley-Haas. You can find a complete listing of institutes and resource centers affiliated with Berkeley-Haas at: http://www.haas.berkeley.edu/institutes.html.

The California Management Review is the academic journal edited and published by the Haas School of Business. Copies are free and are placed in the PhD Lounge.

The Faculty Directory contains biographical information on the faculty and listings of research interests and publications. The link is http://www.haas.berkeley.edu/faculty/directory.html.

Graduate Student Code of Conduct and Grievance/Appeals Procedure

Your responsibilities and rights as a student of UC Berkeley and Berkeley-Haas can be found on The Center for Student Conduct’s website. The link to their site is: http://sa.berkeley.edu/code-of-conduct.

Graduate Division: Guide to Graduate Policy

The Guide to Graduate Policy is the comprehensive guide to graduate policies and study at UC Berkeley. As a graduate student at Berkeley you are responsible for understanding these policies and procedures. The PhD Program Office will assist you in this endeavor. You can find a searchable version of the Guide to Graduate Policy on the Graduate Division website: http://grad.berkeley.edu/policy/

**Berkeley-Haas PhD Program Graduate Withdrawal and Readmission Policy**

Before you withdraw, be sure to discuss the matter with your faculty advisor and the PhD Program Office. It is important to get as much information as you can. It is also especially important to know that you are not automatically guaranteed readmission if you withdraw. The group may ask you to reapply as part of the applicant pool being considered for admission at that time. If the faculty in your group decide that your application is not as strong as the others, you will not be readmitted.

Guide to Graduate Policy: http://grad.berkeley.edu/policy/

**D1.8 Withdrawal**

If instruction has already begun and a student wishes to discontinue study, a withdrawal must be formally requested and processed by the student’s department. Withdrawing results in dropping enrollment in all classes and the student will no longer be able to attend for that semester or any future semester unless readmitted by the department. *Any student considering withdrawing should first consult with his or her department since readmission is not guaranteed. A department is not obligated to readmit any student who has withdrawn.*

How students who are citizens and permanent residents of the United States withdraw from the University.

Students must approach their departments to process their withdrawal request, which is done through OLADS (Online Add/Drop System). Students may withdraw up to and including the last day of a given semester. The withdrawal covers the entire semester. However, students who withdraw may still be responsible for some or all of their registration fees. The amount of fees that a student may still owe is prorated according to the effective date of the withdrawal.

See the Registrar’s website (http://registrar.berkeley.edu/current_students/registration_enrollment/canwd.html) for further information as well as to determine the exact percentage of fees owed for any given withdrawal date.
How international students (F and J status) withdraw from the University.

International students should remain registered at all times. However, continuing students may withdraw for extremely limited reasons and remain in compliance with the federal Students and Exchange Visitors Information System (SEVIS) requirements. Before applying for withdrawal through his or her department, the international student must meet with an adviser at the Berkeley International Office (BIO, located in International House, 2299 Piedmont Avenue; 642-8189). If an international student fails to register or withdraw without consulting with BIO, his or her visa will be in jeopardy, which could result in deportation and denial of re-entry to the United States. More information can be found here: [http://internationaloffice.berkeley.edu/students/current/withdrawal](http://internationaloffice.berkeley.edu/students/current/withdrawal).

Retroactive withdrawal.

Students who want to withdraw after the semester has ended must complete a “Notice of Withdrawal” form available from the Registrar’s website ([http://registrar.berkeley.edu/elecforms/RetroWDPet.pdf](http://registrar.berkeley.edu/elecforms/RetroWDPet.pdf)). Retroactive withdrawals cannot be processed online. Submit the form to Graduate Services Degrees (318 Sproul Hall) and a memo of explanation and support from the Head Graduate Adviser to the cognizant Associate Dean. If the request is approved, the Withdrawal form will be forwarded to the Registrar’s Office for processing.

Conditions of withdrawal status.

Graduate students who withdraw may not use any University facilities except those available to the general public, nor may they make demands on faculty time. To register for subsequent semesters, students must apply for readmission and obtain the approval of the Head Graduate Adviser in their department. A student who chooses to withdraw is not guaranteed readmission. See Section D1.9, “Readmissions,” below.

Health insurance for students on withdrawal status.

Graduate students who withdraw to perform field research or to work on their dissertations in California are eligible to apply to purchase SHIP. However, they may only enroll in SHIP for a maximum of two semesters in a non-registered status. For example, if a student purchases SHIP for two semesters during which he or she is withdrawn, the student is ineligible to purchase SHIP while on filing fee status. See the University Health Services website ([http://uhs.berkeley.edu/students/insurance/FilingFee.shtml](http://uhs.berkeley.edu/students/insurance/FilingFee.shtml)) for enrollment procedures and costs. Students doing dissertation research outside of California should register in absentia which provides SHIP coverage at a greatly reduced cost.

D1.9 Readmission

Readmission applies to all students who have ever been registered as graduate students in any program at Berkeley, who have left the University due to a semester withdrawal or the completion of a graduate degree program; students registered in absentia do not need to apply for readmission. No matter how long ago the student was registered as a graduate student, he or she must apply for readmission, not admission, when planning to re-enter the University.

It is important for students to note that a department is not obliged to readmit a student who has withdrawn for any reason, including an official medical withdrawal. Readmission is recommended at the judgment of the department, which assesses the strength of the student’s academic record in weighing its approval. Although a student may have left having made satisfactory academic progress, some departments weigh petitions for readmission against their pool of new applicants for admission, who may be stronger candidates. To apply for readmission, a student should submit the “Application for Readmission — Graduate Students” for the department’s Head Graduate Adviser to endorse, signifying the program’s approval, and forward it to Graduate
Services: Degrees Office (318 Sproul Hall). The student must pay a readmission processing fee. Applications are available at the Registrar’s website (http://registrar.berkeley.edu/GeneralInfo/elecforms.html).

**Berkeley-Haas PhD: Good Academic Standing/Satisfactory Academic Progress**

To remain in good academic standing a student must make timely progress toward degree completion and maintain satisfactory academic progress in all aspects of their field of study. This includes meeting the following standards of scholarship established by the University, the Graduate Division and/or the field of study unit.

- Meet all departmental degree requirements in accordance with departmental time limits, including satisfactory performance in core courses and on the required examinations; pass departmental preliminary examinations with a minimum grade of Satisfactory.
- Take core courses for a letter grade to achieve the minimum grade of B or better in each individual core course and a cumulative core GPA of 3.3 (B+) by the end of the second year.
- Maintain a cumulative GPA of at least 3.0.
- Have no more than one-third of the total units (excluding courses numbered 299 or those in the 300, 400 or 600 series) of all coursework graded Pass/No Pass or Satisfactory/Unsatisfactory.
- Have no more than two courses of unfinished coursework, defined as Incomplete (I), No Grade (blank), and/or No Record (NR) on the transcript.
- Take and pass the oral qualifying exam at the end of the sixth semester.
- Advancement to doctoral candidacy form should be filed no later than the end of the semester in which the student passed the Qualifying Examination.
- Graduate within two years (four semesters) of advancing to candidacy (Please see note below).
- Form a doctoral committee; present a dissertation prospectus acceptable to the faculty member who agrees to supervise the student’s research and serve as chair of the dissertation committee; successfully pass a final defense of the dissertation when required; and complete a dissertation acceptable to all committee members.

**F3.2 Normative Time**

**Normative time.** The term “normative” time refers to the elapsed time (calculated to the nearest semester) that students would need to complete all requirements for the doctorate, assuming that they are engaged in full-time study and making satisfactory progress toward their degrees.

Business Administration Normative Time in Candidacy: 2 semesters

For the complete Graduate Division Policy on Normative Time go to: http://grad.berkeley.edu/policies/guides/f3-2-normative-time-and-calculation-of-normative-time-in-candidacy/

**E1.8 Academic Probation**

**Probation for GPA below Graduate Division requirements.** At the end of each semester, the Graduate Division reviews the records of all registered graduate students. Following this review, students whose grade-point average is below 3.0 will receive a letter from the Graduate Division informing them that they have been placed on probation and are subject to dismissal if their GPA remains below the minimum 3.0 requirement, or below the department’s requirement which may be higher, by the end of the following semester. A copy of the letter will be sent to each department.

- The Haas PhD Program requires a cumulative core GPA of 3.3 (B+) by the end of the second year.
Probation for students not yet advanced to candidacy. Graduate students who have not yet been advanced to candidacy can be placed on academic probation and ultimately dismissed if they fail to make normal progress toward their degrees. Probation is intended to provide a student whose performance is less than satisfactory with a period in which to correct the deficiencies and to raise his or her performance to a level consistent with the minimum standards set by the Graduate Division in consultation with the department. Students on probationary status may register and enroll, but they may not hold academic appointments, receive graduate fellowships, or be awarded advanced degrees. Departments may recommend probation and dismissal on the basis of a written evaluation of the student’s progress. However, only the Dean of the Graduate Division has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate standing. Some departments may choose to issue warning letters to apprise students that they are not making satisfactory progress rather than request formal probation for a student.

For the complete Graduate Division Policy on probation go to: http://grad.berkeley.edu/policies/guides/e1-7-academic-probation/

E2.1 Dismissal

There are generally two reasons a graduate student may be dismissed: for disciplinary reasons due to violations of the Code of Student Code and for academic deficiencies. The former is determined by the Vice Chancellor, Division of Student Affairs at the recommendation of the Office of Student Conduct and with the concurrence of the Graduate Dean. (For more information, see the Office of Student Conduct website: http://students.berkeley.edu/osl/sja.asp?id=297)

Dismissal for academic reasons is entirely under the purview of the Graduate Dean under the auspices of the Graduate Council.

Academic Dismissal. A student is subject to academic dismissal if:

1) the student’s academic deficiencies as determined by the department and the Graduate Division were not corrected after a reasonable, established period of probation or lapsing; or
2) the student failed the comprehensive, preliminary, or qualifying exam, (however see Appendix A, section 9, “Academic Standing” and information in second paragraph below) or
3) a department assesses that a student’s academic progress, although sufficient for the award of a master’s degree, was insufficient to merit the student’s proceeding to the doctoral level, or
4) the student failed to meet the necessary clinical standards in a professional program (e.g., Optometry).

For the complete Graduate Division Policy on Dismissal go to: http://grad.berkeley.edu/policies/guides/e1-8-dismissal/

Berkeley-Haas Policy for Handling Incidents of Academic Dishonesty

There is a perception that more and more cases of academic dishonesty are going unreported to the campus Center of Student Conduct and Community Standards (CSCCS) – either because the instructor does not want to invest the time required to conform to campus policy or because the instructor believes that a significant investment of time might result in sanction that is insufficient. To begin to reverse this trend, the Office of the Dean wants to create a culture where all faculty and students know that the faculty expects any instance of academic dishonesty to be reported, and that certain types of academic dishonesty will result in sanctions more severe than in the past. To this end, Berkeley-Haas ladder faculty members are resolved that:

1. To ensure that Campus has a formal record, a faculty member will report any incident of academic dishonesty to the appropriate degree program office.
2. In resolving the incident, the degree program office will take the lead in dealing with both the student(s) and the campus Center of Student Conduct and Community Standards (CSCCS), involving the faculty member only when necessary.

3. In cases of blatant academic dishonesty (as defined below), the presumption will be that the faculty member will assign to the student a final course grade of “F” and recommend to the Center of Student Conduct and Community Standards (CSCCS) a one-semester suspension.

Blatant academic dishonesty includes (but is not limited to):

- Arranging for another student to take an exam, or taking another student’s exam,
- Plagiarism consisting of inclusion without proper citation of more than 50 words composed by someone else,
- Submitting an exam answer that is virtually verbatim to that of another student, or willfully allowing other students to copy one’s own exam answers
- Communicating with another student or using a resource (e.g., the internet) during the taking of an in-class or take-home exam, where the instructor has explicitly stated in writing that such communication or resource usage is impermissible.

Based on the specific circumstances of any particular incident, the faculty member retains the right to assign a final grade higher than an “F” and/or recommend to the Center of Student Conduct and Community Standards (CSCCS) a sanction that is less or more severe than one-semester suspension. In any case, the campus Center of Student Conduct and Community Standards (CSCCS) retains final authority to determine a student’s actual academic sanction(s), as per campus policy.

4. At the beginning of each academic year, the Senior Assistant Dean for Instruction (ADI) will send an email to all students that stresses the importance of academic integrity, provides a link to a website with clear definition and examples of plagiarism, and emphasizes the Haas School’s policy regarding academic dishonesty.
Berkeley-Haas Grievance/Appeals Procedure

The purpose of this procedure is to permit students in the Haas School of Business to resolve complaints at the school level prior to filing complaints pursuant to the Berkeley Campus Student Grievance Procedure or the Graduate Appeals Procedure.

INFORMAL RESOLUTION PROCEDURES

A student may pursue informal resolution of a complaint by scheduling a meeting with the appropriate Haas School Degree Program Director (Undergraduate, MBA, Evening/Weekend MBA, MBA for Executives, MFE or PhD) to discuss the complaint and explore possible avenues of resolution. Attempts to resolve a complaint informally should be completed within thirty days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

A. FORMAL RESOLUTION

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the complaint is based, and the relief requested. A written complaint must be received by the Haas School’s Associate Dean of Instruction within thirty days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames in this procedure refer to calendar days during the regular educational term of the program. Summer and inter-semester recesses are not included within these time frames (for programs that are off-cycle, and/or in which the regular schedule runs through the summer, please contact the program office for the correct schedule).

The School will complete an investigation and notify the student in writing of the outcome of the complaint within sixty days of the date it was received. Generally, an investigation should include an
interview with the student and other relevant witnesses and a review of any relevant documents related to the complaint.

B. APPEAL
If a student is not satisfied with the outcome of the complaint under this procedure, he or she may appeal by bringing a written complaint under the appropriate campus level procedure, depending on the subject of the complaint: the Berkeley Campus Student Grievance Procedure for matters unrelated to academics, financial aid or student conduct proceedings, or the Graduate Appeals Procedure for complaints regarding dismissal, probation status, denial of readmission, or joint authoring of research. Appeals to the campus procedures must be brought within fifteen days of the date of the written notification of the result of the Haas School procedure.

C. COMPLAINTS INVOLVING DISCRIMINATION
If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department may consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names and phone numbers of these individuals are listed in various campus publications and may be obtained from the Academic Compliance Office at (510) 642-2795.

D. OTHER PROCEDURES INVOLVING DISCRIMINATION
Students are encouraged to resolve their complaints at the School level. However, students may elect to take their complaint directly to campus complaint procedures. Such complaints may be filed within the time frames specified by those procedures.

Students with complaints involving sexual harassment may file such complaints pursuant to the Campus Sexual Harassment Policy Complaint Resolution Procedure.

Students may contact the Office of the Ombudsperson for Students at (510) 642-5754 for assistance with informal complaint resolution.

Campus Resources for Graduate Students

Below is a list of links to Berkeley sites you may find useful during your time here.

- Campus Services
- Getting Around
- Support Groups and Services
- Getting Involved
- Arts & Recreation
- Additional Links

Campus Services
Billings and Payment Services - information about University loans and your Campus Accounts Receivable System (CARS) account.
Career Center - sponsors workshops specifically for graduate students and offers Ph.D. career counseling services by appointment.
Child Care - (Early Childhood Education Programs)-for information about campus child care programs.
Communications & Events Office - publishes the newsletter The Graduate and other helpful material for graduate students.
Computing - for general information on computing services for students, see the "For Students" section of this Web site.

Financial Aid Office - important information for graduate students about student loans and federal student aid.

Housing (Cal Rentals) - Berkeley's own rental listings unit and resource for finding local housing.

Living at Cal - information on housing options on and off-campus.

Libraries - home page for the Berkeley library system.

Library Research Services for Graduate Students - UC Berkeley Library resources for Graduate Students.

Police & Campus Safety - information about campus security programs and statistics, night escort service, and emergency preparedness.

Office of the Registrar - for up-to-date information on registration fees, adding/dropping a class, Tele-BEARS, Bear Facts, residency, grades, and more.

Establishing Legal Residence - a helpful checklist on establishing legal residency

Resource - online guide for new Berkeley students with lots of information about shopping, dining, recreation, nightlife, campus organizations,

Student Calendar - important dates for filing and registration.

University Health Services - information about student medical care, counseling, psychological services, insurance, workshops, and more.

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Getting Around

Parking & Transportation Office - information about parking permits, campus shuttles, and alternative transportation.

San Francisco Bay Area Transit Information - 511 Transit provides schedules for, and information about, major Bay Area public transportation systems, including BART, San Francisco MUNI, Caltrain, and AC Transit.

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Support Groups and Services

Counseling Services - University Health Services - provides group and individual counseling for students on a variety of personal, academic, and career-related issues.

Disabled Students’ Resources - the campus offers many different resources for graduate students with disabilities.

The Disabled Students Program at (510) 642-0518 serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations. Disabled Access Services at (510) 643-6473 or 643-6456 can usually assist with accommodations to extra-curricular events. Most physical access issues are addressed in the Campus Access Guide. Finally, problems with accommodations may be reported to the campus Disability Resolution Officer at (510) 642-2795.

Families Matter - a quick guide for graduate student parents at UC Berkeley.

Gender & Equity Resource Center - a Cal Community Center dedicated to fostering a safe, equitable, and inclusive campus experience for all. The center provides programs, services and resource information about gender, sexual orientation, sex and gender identity, sexual and relationship violence, and bias-related incidents.

LGBT Services - provides support services and resource referrals, and works collaboratively with other departments to develop workshops, programs, and conferences on issues of importance to the lesbian, gay, bisexual, and transgender community at Berkeley.

Ombudsperson - for neutral assistance in situations where you feel you have been treated unfairly or need help with a procedural or academic problem, call 642-5754.

The Berkeley Parents Network - newsletters, recommendations, and advice for student parents.

Berkeley International Office - resources and advice on immigration, financial, and personal matters.

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Getting Involved

Cal Corps Public Service Center - charged with coordinating student volunteer and community service programs.

Graduate Assembly - graduate student arm of the Berkeley student government.

Graduate Social Club - organizes events for grad students to meet and mingle.
Arts & Recreation
Berkeley Art Museum and Pacific Film Archive - information on art exhibits, film screenings, collections, and more.
Cal Performances - information on dance, theater, music and other events at Berkeley's Zellerbach Auditorium.
Calbears.com - official site of the California Golden Bears; includes team schedules and ticket information.
East Bay Regional Parks - learn about the many parks and outdoor activities right in our own backyard!
Recreational Sports Facility (RSF) - information on membership, fitness classes, sports facilities, personal training, and more.

Additional Links
City of Berkeley
City of Oakland
City of San Francisco

Berkeley International Office

Berkeley International Office’s mission is to enhance the academic experiences of international students and scholars by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming to the UC Berkeley campus community. Their website is http://internationaloffice.berkeley.edu/. To contact them directly please visit their office at 2299 Piedmont Avenue, Berkeley, CA 94720 in the International House. You can also give them a call at (510) 642-2818 or email at internationaloffice@berkeley.edu.

Services
- Advising support for nonimmigrant students, scholars, staff, and faculty
- Visa document production for nonimmigrant students and scholars
- A wide variety of programs and workshops
- Training and support for campus department administrators
- Permanent resident petitions for international faculty

Student Advising

Student Advisors are available on a daily basis. Students can choose to see an Adviser during our drop-in periods or by making an appointment (“Drop-in” means you don’t need an appointment—simply stop by our office and sign-up). The Adviser on duty will see you on a first come, first serve basis.

How to Establish Residency for Tuition Purposes

All domestic students are expected to qualify for California Residency before you enter your second year of the program. Please visit the following website carefully because you need to begin documenting your residency immediately. For full information regarding how to establish California residency please visit (http://registrar.berkeley.edu/establish.html). If you are an adult student (at least 18 years of age), you may establish residency for tuition purposes in California if you are a:
- U.S. citizen
- Permanent Resident, or
- a student holding one of the following eligible visas: A, E, G, H1, H4, I, K, L, N, NATO, O1, O3 (dependent of O1), R, T, TPS, U, or V.
Disabled Students’ Program

The Disabled Students’ Program (DSP) is committed to ensuring that all students with disabilities have equal access to educational opportunities at UC Berkeley. We offer a wide range of services for students with disabilities. These services are individually designed, and based on the specific needs of each student as identified by our Disability Specialists. For more information please visit http://dsp.berkeley.edu/.

Library Resources

Long Business & Economics Library
www.lib.berkeley.edu/BUSI
Main Number: (510) 642-0370
Reference desk: (510) 642-0400
Located on the third level of the Student Services Building, the Long Library is the Haas School’s business information center. Students have access to an extensive collection of digital and print business information resources for course assignments, job searches, and personal interest explorations. In addition to information resources, library users will find a variety of comfortable study and lounge spaces on the upper and lower levels. A series of six group-study rooms on the lower level may be scheduled in advance through the Haas School’s online reservation service. Most study tables and all carrels are equipped with electrical and network outlets. Wireless connections are provided through AirBears, the campus LAN service. The Long Library’s web site is your gateway to a variety of resources, including:
• Web-based business databases
• Links to thousands of full-text electronic journals, newspapers, and business magazines
• Guides on where to find business information by topic (industries, marketing, international, companies, etc.)
• A self-guided tour with photos (www.lib.berkeley.edu/BUSI/tour.html)

Long Library’s PC Workstations
Twenty-two UC Berkeley Library workstations are located in Long Library. These PCs provide access to a wide variety of information resources residing on the web, networked CDs, or at the California Digital Library. You may use resources by clicking on the appropriate icons on the screen.

Using the Library’s Databases from Off-Campus
Most web-based information resources are remotely available to UC Berkeley students through the library proxy server (http://www.lib.berkeley.edu/Help/proxy.html). Since the University Library is funding your access to these online services, you will be required to login with your student ID number and your CalNet passphrase. All databases are under vendor license agreements which restrict access to current UC Berkeley students, faculty, and staff for educational use. Please visit www.lib.berkeley.edu/BUSI for more detailed information about the services offered through the Long Business and Economics Library.

Technology Resources
Haas Enterprise Computing & Service Management
http://groups.haas.berkeley.edu/HCS/index.html
(510) 642-0434
helpdesk@haas.berkeley.edu

The business school is equipped with a high bandwidth data infrastructure and wireless access points to handle all your business computing needs, high-speed internet connections, secure server access, an online event calendaring system, and a web-based learning management system to track and support your classes (online course material distribution, up-to-date course announcements, and grading). The Computer Center (S300) contains over 160 computers on site stocked with specialized business applications. The center includes group study rooms,
complete with computing and audiovisual capabilities. The majority of our computers are current Dell PCs equipped with CDRW, DVDR, and multimedia capabilities.

**Wireless Networking**
http://ist.berkeley.edu/airbears/
(510) 642-8500
AirBears is the campus-wide wireless network. Access points have been activated throughout the business school, as well as other locations on campus. You should be able to use the network with a wireless Ethernet card and a laptop.

**Internet Access Options**
http://tsweb.haas.berkeley.edu/
ISP and corporate Internet access services can be used but are not supported by the university. Some campus information resources limit access to requests originating from within the Berkeley.edu domain. Haas Computing provides students with a Virtual Private Network (VPN) and Terminal Server (TSWEB), which allow access to UC protected resources.

**The Scholar’s Workstation (Campus Computer Store)**
http://thescholarsworkstation.com/
(510) 642-9000 ext. 697
108 Martin Luther King Jr.
Student Union #4504
Corner of Bancroft Way at Telegraph Ave.

The Scholar’s Workstation, the campus computer store, is a good resource for computer equipment and offers hardware and software at educational discount prices. The University has bundled security and virus protection software and instructions to assist the home user with initial configuration setup.

**Media Services**
http://groups.haas.berkeley.edu/media/index.asp
(510) 643-0431
resi@haas.berkeley.edu

The goal of the Media Services Department is to provide you with a foundation for preparing and delivering effective presentations or instructional material. The Media Services Department has numerous items available to help you produce high-quality presentations at Haas.

**AV in the Classroom**
All classrooms within the Haas School of Business contain Audio-Visual Lectern Systems and an overhead transparency projector.

**Dish Network Satellite System**
The Haas School has access to the Dish Network. Anyone within the School can place a request with Media Services to have a program fed to any of the classrooms or 50 additional rooms within Haas.

**Digital Editing and Video Streaming Suite**
Media Services has equipment for editing and streaming video across the Internet. With prior arrangements, special events are available for live viewing, as well as archived for on-demand viewing at a later date.

**Video Production/Duplication**
Production assistance for Haas students, faculty, and staff is available, including conceptualization, scripting, shooting, editing, and technical support. Duplication services for many video formats are also offered.

Multimedia
We will provide you with the tools you need to show your PowerPoint presentations and assist you in enhancing your classroom presentation materials.

Video Teleconferencing
Videoconference facilities can be reserved by all Haas students, faculty, and staff. Media Services will assist you in making Video Conferencing arrangements for your class or group.

Guide to Library Resources & Services for Berkeley-Haas PhD Students

This guide is intended as an overview of library resources and services of interest to graduate students in the Haas School of Business.

I. UCB'S COLLECTIONS IN BUSINESS & ECONOMICS
Materials in business & economics are scattered in several campus libraries, with the major concentrations in:

Long Business Library, Haas School of Business
- print and digital collections in business administration and related subjects.
- contact librarian: Hilary Schiraldi (schiradi@haas)
- homepage: http://www.lib.berkeley.edu/BUSI/
- loan periods - books – 3 months for graduate students

Doe (Main) Library
- collections in demography, economics, and government publications
- contact librarian for Economics: Jim Church (email: jchurch@library)
- homepage: http://www.lib.berkeley.edu/doemoff/reference.html
- books and bound journals are located in the Gardner Stacks (underground)
- current, unbound journals are located in the Periodicals Room on the 2nd floor

Bioscience & Natural Resources Library, Valley Life Sciences Building
- collections in agricultural and natural resource economics
- contact librarian: Norma Kobzina (email: nkobzina@library)
- homepage: http://www.lib.berkeley.edu/BIOS/
Reference desks are maintained in all three of the major resource centers. Librarians are available to assist you in using the catalogs, databases, and to help you find resources for your research.
Reference Desk contacts:
Long Business & Economics Library - 642-0400 or haasref@library.berkeley.edu
Reference Center, 2nd floor, Doe Library - 642-6657
Bioscience and Natural Resources Library - 642-0546
A map of the UCB libraries is available at http://www.lib.berkeley.edu/TeachingLib/Guides/lib_map.pdf.

II. COURSE RESERVES
Reserve materials for undergraduate and graduate courses in business are housed in the Long Business Library. Use the OskiCat online catalog to determine what is on reserve by course number. Request materials at the Circulation Desk, just inside the front door.
III. RESOURCE SHARING IN CALIFORNIA
Resource sharing is a common practice among libraries in California and through programs with Stanford University and the other nine campuses of the University of California, we are able to obtain many of the print materials not be available at Berkeley. Sharing of digital resources is usually not possible due to vendor license agreements.
Stanford/Berkeley program - Berkeley graduate students may use their UCB ID for access to the Stanford University Libraries (http://www-sul.stanford.edu/).
Interlibrary Borrowing - This service is available for retrieving books and journal articles from libraries worldwide. Inquire at any reference desk or at the Interlibrary Borrowing Department, 133 Doe Library. This service takes time and requires advance planning on your part. Further details are available at http://www.lib.berkeley.edu/ILS/ibs.html
The holdings of other University of California libraries may be determined by using the Melvyl Catalog http://melvyl.cdlib.org/

IV. PHOTOCOPYING/PRINTING
Photocopy machines are available in all campus libraries. They operate on coins or copy cards. High volume cards may be purchased in room 321 Moffitt Library. Further information about library photocopying may be found at http://www.lib.berkeley.edu/COPY/.

V. OskiCat: BERKELEY’S ONLINE LIBRARY CATALOG
OskiCat is a web-based gateway to the UC Berkeley Library's holdings and other resources. It's quick and easy to use, with flexible, powerful keyword and Boolean search features, and clickable links to authors and subjects. OskiCat also lets you save and mail bibliographic citations to your email account. Use OskiCat to search for book titles, book authors, journal titles, and subject headings on the Berkeley campus. Inventories, self-renewals and recalls may be initiated by catalog users. The URL for OskiCat is http://oskicat.berkeley.edu/

VI. BORROWING MATERIALS FROM CAMPUS LIBRARIES
Your student ID card serves as your library card for borrowing materials. Please present it at the circulation desk of the library you are using on campus to borrow books and journals. You may renew materials yourself without going into a library by using OskiCat. Direct access to materials stored in the Northern Regional Library facility is available through OskiCat. Simply click on the NRLF button next to the title in storage and you may request to have the item returned to the campus in 24-48 hours.

VII. ELECTRONIC JOURNALS
License agreements have been signed with a number of journal publishers for electronic access to their journals. To check whether Berkeley has access to a particular journal, use either the UC E-Journal Finder http://ucelinks.cdlib.org:8888/sfx_ucb/a-z/default or OskiCat http://oskicat.berkeley.edu/.
Business Source Complete (http://search.epnet.com/login.aspx?authtype=ip.uid&profile=bsi) is the major index of business & economics journals, and JSTOR is the major digital repository for back runs (http://www.jstor.org/). If you don’t find the journal you are seeking, please contact a librarian by phone (510-642-0400) or email (haasref@library.berkeley.edu). The e-journals may be used from any computer on campus, or remotely through the library proxy server http://www.lib.berkeley.edu/Help/proxy.html

VIII. U.C. eScholarship REPOSITORY
Located at http://www.cdlib.org/programs/escholarship.html, the eScholarship Repository provides the full text of U.C. faculty working papers, books, journals, and data sets. Other useful working paper archives include:
EBSLG Working Papers (http://ebslgwp.hhs.se/) - from European business scholars
Economists Online Showcase (http://nereus.uvt.nl/eo).
EconPapers (http://econpapers.repec.org/) - working papers in economics
IX. DATABASES
The University Library subscribes to hundreds of databases available via the WWW. The best place to start for links to the available business and economics databases is the Long Library's list and descriptions located at http://www.lib.berkeley.edu/BUSI/databases_by_subject.html. For a broader list of available databases in other subject areas, use the Electronic Resources menu at http://www.lib.berkeley.edu/find/types/electronic_resources.html. A list of engineering and technical databases is available at http://www.lib.berkeley.edu/ENGI/listdbs.html. Remote access to databases is provided by the library proxy server (http://www.lib.berkeley.edu/Help/proxy.html). You must access all databases through the UCB network to be recognized as a participant in the university's subscription. Many of the databases require clicking on the link located on the Long Library's database list http://www.lib.berkeley.edu/BUSI/databases_by_subject.html.

There is a Data Lab in room 189 of Doe Library, which has two workstations for statistical work with programs such as SAS and SPSS. They are meant for use in social science data projects, using data from such online sources as the Inter-University Consortium for Political and Social Research and a local collection of data sets. Contact Data Services Librarian Harrison Dekker, listed directly below, for an introduction and assistance. He will consider proposals for acquiring new data sets.

Data Librarians in the University Library
Specialized assistance with data resources at UCB is provided by the following three librarians:
Jim Church (jchurch@library) - specializes in data resources from international government agencies
Harrison Dekker (hdekker@library) - U.S. government and social science data
Hilary Schiraldi (schiraldi@haas) – business and financial data

Selected Web-Based Databases in Business & Economics
Academic Articles, Working Papers, Dissertations
Academic Search Complete - indexes over 10,900 periodicals and journals in the humanities, sciences, and social sciences. Full text is available for most of the publications.
Business Source Complete - provides full text for more than 7,400 scholarly business journals and other sources, including full text for nearly 1,100 peer-reviewed business publications.
Digital Dissertations - indexes and abstracts dissertations from universities worldwide.
EconLit - the major index of journals in economics, covers over 400 journals since 1969.
Elsevier Handbooks in Economics (http://www.sciencedirect.com/science/handbooks). Only the handbooks in economics are available online.
International Bibliography of the Social Sciences - indexes books and journals in the social sciences, including economics since 1981.
NBER - since 1994 provides the full text of NBER working papers in economics, indexes all papers.
Public Affairs Information Service - latest 10 years of indexing of public affairs and social science journals and books.
Social Science Citation Index (Web of Knowledge) use to determine who is citing the work of scholars in the social sciences, 1956-present.
Economic Data and Statistics
Datasync - provides thousands of data sets (available only at a dedicated pcs in Long Library and Doe Library’s Data Center)
Global Financial Database - excellent for long series of country economic data.
International Financial Statistics (IMF) - financial, trade, and national accounts statistics by country.
Lexis-Nexis Statistical – indexes the statistical output of the U.S. federal and state governments, international government organizations, and private research organizations.
SDC Platinum - provides merger & acquisition transactions, global new issues (IPOs & private placements), syndicated loans, corporate restructurings (bankruptcies), public finance (municipals), private equity (venture capital), corporate governance (poison pills, proxy fights) and more. (available only at a dedicated PC in Long Library.

SourceOECD - data and reports from the Organization for Economic Cooperation and Development.
STAT-USA - current and historical U.S. economic and financial data.
World Bank E-Library - fulltext of World Bank books and reports
World Development Indicators - World Bank data on 207 countries since 1960.

News and Popular Literature
Access World News – Full text content of local and regional newspapers (global coverage).
Lexis/Nexis Academic – full text of thousands of newspapers, magazines, journals, reports, etc.
Los Angeles Times (Proquest) – full text coverage since 1999.
New York Times (Proquest) - current and historical full text coverage of the NYT (1857-present).
Wall Street Journal (Proquest) - current and historical full text coverage of the WSJ (1889-present).

Country Information
Economist Intelligence Unit (EIU) - annual and quarterly reports for over 120 countries. Includes current economic and political analysis.
Europa World Online - country political and economic overviews, some statistics
ISI Emerging Markets - textual information and statistics from 33 emerging market economies.

Company and Industry Information
Business Monitor Online - market forecast reports on 14 industry sectors in 55 countries
CorpTech Web Directory - profiles for over 50,000 high tech companies
Hoover's Profiles - company profiles and financials
IBIS World Market Research Reports - profiles and statistics for 702 U.S. industries
Mergent Online - provides the fulltext of annual reports and forms 10-K, also the SEC and Worldscope databases for U.S. and international companies
WRDS - provides access to the S&P Compustat, IBES, and other numeric databases. Register for a password at (http://www.wrds.upenn.edu).

Where do I find in the Long Business Library…?
Many of the "where do I find" questions we receive in the Long Library may be answered by the following examples of resources available. If these do not meet your information need, please ask for assistance at the reference desk (Monday-Friday, 10:00 a.m. -12 noon, 2:00-4:00 p.m). http://www.lib.berkeley.edu/BUSI/

FINANCIAL STATEMENTS FOR U.S. and INTERNATIONAL PUBLIC COMPANIES
Current financial statements may be located by using MergentOnline. A link is located under "Databases A-Z" on the Long Library's homepage. Hoover's Online provides easily downloadable financial statements for many companies and Lexis/Nexis Academic contains various company reports in the “BUSINESS” category.

COMPANY PROFILES & HISTORY
Hoover's Online provides profiles for thousands of U.S. companies/organizations and CorpTech is an excellent source for high tech company information. Use the links on the Long Library's homepage. The International

AN INDEX OF ARTICLES ON BUSINESS TOPICS
Several databases index business journals, magazines, and newspapers, and the full text of many of the articles will be available online: Business Source Complete, Academic Search Complete, Factiva, Lexis-Nexis Academic.

You may access them by going to the "Databases A-Z" list on the Long Library's homepage (http://www.lib.berkeley.edu/BUSI/databases_A-Z.html).

BOOKS ON HOW TO WRITE A BUSINESS PLAN (OR ANY OTHER TOPIC)
Use the OskiCat online catalog (http://oskicat.berkeley.edu) and do a search on the subject "business planning," or a title word search with the terms "business plans." It is helpful to limit the location to BUSI (Long Library). OskiCat is the catalog for most libraries at UCB and is accessible from an icon on all library computers.

MARKET SHARE

Market Share Reporter (Reference Collection, HF5410 M35) contains market share statistics for thousands of products and industries. MarketResearch Academic, Mintel and the Business and Industry databases are also useful for finding market share.

PRODUCT SALES AND FORECASTS

The Business & IndustryDatabase, MarketResearch Academic, and Mintel are very useful. Use the links on the Long Library's homepage under "Databases A-Z."

INDUSTRY OVERVIEWS AND DATA

IBIS World Industry Market Research provides online full-text reports for over 700 U.S. industries. Standard & Poor's Industry Surveys (Reference HC101 S77) includes overviews for more than 50 major industries. Mergent Industry Review (Reference HG4961 M68) provides additional statistical information. MergentOnline has 14 industry overviews for the U.S., Europe, & Asia Pacific. The Thomson Research/Investext database contains analyst industry reports and Business Monitor Online provides international industry forecasts for up to 58 countries. The Encyclopedia of Products & Industries (Manufacturing) has overviews for over 120 major product categories (Reference HD9720.5 E53).

LIBRARY RESOURCES FOR MARKETING RESEARCH

Long Library Subject Guide #10 provides an overview of databases, websites, and print materials relating to marketing. On the Long Library's homepage (http://www.lib.berkeley.edu/BUSI) click on "Subject Guides."

A LIST OF ELECTRONIC JOURNALS AVAILABLE THROUGH THE LONG LIBRARY

Thousands of journals in business and economics are available in digital format. Please use the ejournals links on the Long Library's homepage (http://www.lib.berkeley.edu/BUSI/electronic_journals.html). The fulltext of many popular business magazines and newspapers is available in Business Source Complete, Factiva, Lexis-Nexis Academic, New York Times(Proquest), and Wall Street Journal(Proquest).

AN ANALYST'S REPORT ON THE BIOTECHNOLOGY INDUSTRY

Thomson Research/Investext provides the full text of thousands of company and industry reports from U.S. and international investment bank analysts. Use the links on the Long Library's homepage under "Databases A-Z."
COUNTRY PROFILES AND ECONOMIC DATA

The EIU Country Reports and Profiles are available for most countries of the world. Information on emerging market economies may be found in ISI Emerging Markets. The International Financial Statistics and World Development Indicators databases provide economic information for the countries of the world since 1948. The Global Financial Database is a good source of long-term, specialized data for many countries. All of these are accessible by using the links on the Long Library's homepage under "Databases A-Z."

Quick links to library resources:
Long Library homepage (http://www.lib.berkeley.edu/BUSI/)
List of electronic journals (http://www.lib.berkeley.edu/BUSI/electronic_journals.html)
Electronic Resources Finder (http://www.lib.berkeley.edu/find/types/electronic_resources.html)
Subject Guides in Business (http://www.lib.berkeley.edu/BUSI/subject_guides.html)

Graduate Division Services

The Haas PhD Program works with the Graduate Division to oversee your progress toward a higher degree. They are located in Sproul Hall (third floor).

Useful Graduate Division Resources:
Graduate Division Homepage: http://www.grad.berkeley.edu
Graduate Council Lectures: http://www.grad.berkeley.edu/lectures/
Graduate Diversity Program: http://www.grad.berkeley.edu/diversity/diversity.shtml
Graduate Division Academic Services: http://www.grad.berkeley.edu/acapro/academic_services.shtml
Graduate Division Calendar: http://events.berkeley.edu/index.php/calendar/sn/gradiv.html?view=quick&timeframe=month&filter=Secondary%20Event%20Type&filtersel=

Graduate Division Services:
Appointments: http://www.grad.berkeley.edu/policies/appointments_office.shtml
Degrees: http://www.grad.berkeley.edu/policies/degrees_office.shtml
Fellowship Resources: http://www.grad.berkeley.edu/fellowships
Forms: http://www.grad.berkeley.edu/policies/forms.shtml
GSI Teaching & Resource Center: http://gsi.berkeley.edu

University Health Services/Tang Center (UHS)

UHS Tang Center
2222 Bancroft Way
Berkeley, CA 94720-4300
510-642-2000
To review the comprehensive list of services please visit: http://uhs.berkeley.edu/

Business Hours
http://uhs.berkeley.edu/home/hours/

To review the UC SHIP Student Health Insurance Plan please visit: http://uhs.berkeley.edu/students/insurance/
**BearWALK – Night Safety Services**

**BearWALK**
After dark, and until 6 a.m., you can walk with a **CSO**, or Community Service Officer -- a uniformed student employee who is trained in non-confrontational safety techniques, and carries a police radio.

**Night Safety Shuttles**
The Night Safety Shuttles are offered by Parking & Transportation (P&T) until about 5:30 a.m. year-round. Before 2 a.m., shuttles make regular stops at Moffitt Library. After 2 a.m., the South Side line converts to a "by request" Door-to-Door service from campus locations to points within extended boundaries.

**BearWALK.berkeley.edu**
BearWALK brings together an automated dispatch system for walking escort and GPS tracking for Night Safety shuttles along their routes.

1. Log in with your CalNet ID to make a request
2. Beginning at 7:30 p.m., shuttles enable GPS devices and the online map shows their positions. CalNet ID is not required to see the map.
3. Requests should be made about 15 minutes before desired pick up. The last BearWALK request is taken at 5:30 a.m.
4. After 2 a.m., BearWALK is supplemented by the Door-to-Door Shuttle. *You may receive a walk or a ride depending upon staffing and call volume.*
5. Call 510/642-9255 to reach the automated telephone dispatch system. CalNet ID is not required for phone dispatch. Regular users can request rides to and from frequent locations with a few touch tones. Operators can be reached by pressing "0."

Please visit the UC Police Department website at: [http://police.berkeley.edu/programsandservices/campus_safety/index.html](http://police.berkeley.edu/programsandservices/campus_safety/index.html)

Log in at [http://bearwalk.berkeley.edu/](http://bearwalk.berkeley.edu/) or call (510) 642-9255.

**Parking and Transportation**

Since Berkeley is a busy urban campus, parking near campus is severely limited, metered, and time-restricted. Students living within two miles of the campus are not eligible to purchase parking permits. Berkeley is well-served by public transit, and many students prefer to walk or bike to campus. All graduate and undergraduate students pay a mandatory student fee for a Class Pass validation sticker issued at the beginning of the fall and spring semesters that provides year-round access to AC Transit buses anywhere they go, including to San Francisco and Stanford University.

For a list of parking and transportation services go to: [http://pt.berkeley.edu/](http://pt.berkeley.edu/)

**Student AC Transit Class Pass.** The Class Pass makes it possible for registered students to ride free of charge on AC Transit (including the transbay lines to San Francisco) all semester long. The fees are covered by your registration fees. All you need to do is pick up your Class Pass at the Cal One Office.


**Campus Shuttle Information:** [http://pt.berkeley.edu/around/transit/routes](http://pt.berkeley.edu/around/transit/routes)

**Parking Permits.** [http://pt.berkeley.edu/pay/permit/student](http://pt.berkeley.edu/pay/permit/student)
Bicycle Commuting, Security, and Licensing. Both the City of Berkeley and the University offer an extensive network of bike and pedestrian friendly bike routes, and efforts are ongoing to improve access and facilities for cyclists and walkers. To avoid bicycle theft, make sure to properly lock your bike to a rack using a high-quality U-lock. Always lock the wheels and frame of your bike to a rack in a well-lit, well-traveled area.

UC Berkeley Bike Safety: http://police.berkeley.edu/prevention/bike.html#lock

UC Berkeley Bikeways:
http://pt.berkeley.edu/sites/pt.berkeley.edu/files/content/UCB_BikeNetwork_0.pdf

City of Berkeley Bike Information: http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=6580

City of Berkeley Bikeways:
http://www.ci.berkeley.ca.us/uploadedFiles/Public_Works/Level_3_-_General/Bikeway_Network.pdf

This is your best resource to figure out to get where you want to go is From here you can find a bus routes and schedules, check to see the traffic on local highways and locate BART stations and schedules.

Car Sharing. UC Berkeley has a variety of car sharing services on, or just adjacent to campus including City CarShare, Zipcar and Enterprise Rent-a-Car. Each service provides its members with short-term car rentals. Car-sharing is an excellent alternative to automobile ownership for students. Use a vehicle when you need it for grocery runs and errands instead of owning, insuring, parking, and maintaining your own vehicle.
http://pt.berkeley.edu/around/drive/share