

New Graduate Students Admitted for Fall 2004:

June 15, 2004

Congratulations on your acceptance to the University! I'm writing to welcome you to the department and to tell you a few things you should know before you arrive in Davis.

The Economics Department is located in the Social Sciences & Humanities Building (east of the UCD Bookstore).

Please come by the department before the quarter begins, to meet me and introduce yourself. My office is room 1135.

I will not be assigning you to an advisor for the year until a few weeks after the fall quarter begins. Advisors will be available after the fall quarter begins, during their office hours (office hours are not scheduled until after fall quarter begins). If you need to consult an advisor before fall quarter begins, please contact me for assistance.

The **Graduate Handbook** on the web provides detailed information about the M.A. and Ph.D. program requirements. You can find it through the UC Davis Economics Dept. Homepage <http://www.econ.ucdavis.edu/> (Click on Graduates, then on "Graduate Homepage", then on Graduate Handbook)

Also, on the web is a **Fall 2004 class schedule**. From the Econ. Dept. Homepage, <http://www.econ.ucdavis.edu/>

(Click on "Classes", then enter 2004 for the year and Fall for the quarter, and click on "submit". This is the most current economics course schedule for fall. It is more recent than the economics course listings in the UCD Class Schedule and Room Directory. You should check this schedule on the web again occasionally after you arrive here, because changes are sometimes made in course rooms and times even up to the beginning of the quarter.

Also, while viewing the Fall 2004 class schedule on the web, you can see a **List of course descriptions per course number** (from the bottom of that page, click on "Course Descriptions").

Also, on the web is a **list of courses that will be offered Fall, Winter and Spring**. From the Econ. Dept. Homepage, <http://www.econ.ucdavis.edu/> click on "Classes", then on "Course Forecast".

Also, on the web, you can view the **UC Davis General Catalog** at <http://registrar.ucdavis.edu/UCDWebCatalog/>

The latest General Catalog for 2004-2006 will probably be available around the beginning of July.

You can buy a 2004-2006 General Catalog for \$5.00 at the UCD Bookstore or you can order one by mail. The cost by mail is: \$10.00 (within the U.S.) or \$25.00 (international). You can pay by check or money order (payable to The UCD Bookstore); mail to UCD Bookstore Mailouts, 2828 Cowell Blvd., Davis, CA 95616. Or, if you phone your order to the store, (530) 752-2952, you can order by credit card (Visa, Mastercard, Discover or American Express.)

The "standard" courses that entering Ph.D. students take during fall quarter are: Econ. 290, Econ. 200A, and an elective course (a good elective course to choose is Econ. 210A which fulfills the Econ. History requirement). You can refer to the Graduate Handbook for further information.

Econ. 290 will be on MW 2:10 – 4:00 p.m.

Econ. 200A will be on TR 12:10 – 2 p.m.

Econ. 210A will be on MW 10 – 11:50 a.m.

All full-time registered graduate students must enroll in 12 units per quarter. Students who enroll in fewer than 12 units could lose their university employment or financial support.

If you will be a Teaching Assistant: New graduate students who are TA's during the Fall Quarter are allowed to postpone taking the elective course until the second or third year, (taking only Econ 200A and Econ 290) and they can sign up for 3 units of Econ. 299 to bring their unit total up to the required 12 units (they enroll in 9 units of course work and in 3 units of "299" to increase their unit total to 12). T.A.'s may use 299 units to adjust their unit total up to 12 without being required to do research or individual study to earn those units (they do their T.A. work instead of research or individual study to receive the 299 credit, unless they are at the stage in the graduate program where they should be doing some research).

If you do not know what 299 is, that is explained below.

What is 299? Econ. 299 provides unit credit (anywhere from 1- 12 units) for students to do individual study or independent research towards writing a thesis. Students nearing completion of their course work or done with their course work enroll in 299. Students choose an Economics professor to supervise them for the 299. Each professor has a different "CRN number" for 299 (and the CRN numbers are different each quarter). To sign up for 299, choose the appropriate professor, find out what their CRN number is (from Marilyn) and enroll using SISweb (**New Grad Students taking Econ. 299 should sign up using the Econ 299 CRN# of the GSC Chair, Professor Kevin Salyer; for Fall '04, the CRN# is 40206.** *But if you enroll in 299, please tell the 299 professor that you plan to do this and why, before the quarter begins, to be sure that the professor is aware of it and approves.*

It's important that you read the information in the Fall 2004 Class Schedule and Registration Guide, which you can buy (\$1.25) from the UCD Bookstore after you arrive in Davis. **It can also be viewed on the web at <http://registrar.ucdavis.edu/csrg/> It explains registration (how, where and when to enroll in courses and pay fees), lists classes offered fall quarter and includes other important information.**

Be sure to enroll in your classes and pay your fees by 4:00 p.m., **September 23**, to avoid the \$50.00 late fee. **The earliest you can enroll in classes is June 28th.**

Please keep me informed of your most current address, phone number, and e-mail address (if you have an e-mail address) both before and after you move to Davis, so I can reach you if anything urgent comes up.

I will set up a department mailbox for you, in room 1111, before the Math Camp begins. At first, it will be in the form of a file folder with your name on it, in a cabinet near the back of the room. *Your department mailbox is only for mail related to your graduate education or research, not for personal mail. Personal mail should be sent only to your home address (or a P.O. Box address, if you don't want to use your home address).* Please remember to check both your mailbox and email frequently because those are the department's main ways to communicate to you. You should also look at the graduate student bulletin board occasionally, to see posted notices.

Early in the Fall Quarter, the Economics Department will have a welcoming reception for new graduate students. It's our way to welcome you and introduce you to other graduate students, faculty and staff. I hope you'll plan to attend.

Significant dates you might find useful:

“MATH CAMP” (Lectures in Mathematical Methods) 2004:

Math Camp will begin:

Wed., Sept. 8 and will meet MWF 10 a.m. – 12 Noon, with some occasional one hour or longer discussion sessions on some afternoons. A more complete schedule of Math Camp will be provided separately.

Fee payment and course enrollment deadline - 4:00 p.m. **September 23, 2004**
(be careful not to miss the above deadline; a \$50.00 late fee will be charged after that)

English as a second language exam (Required of all new international grad. students) –
Sept. 22, 9:00 a.m. – 11:30 a.m., rm. 194 Chemistry

Fall Quarter Begins – Monday, September 27

Instruction Begins – Thurs., September 30

Grad. Student Reception – Wed., Sept. 22, 4:30 – 6:30 p.m.

Last Day to Drop courses by SISweb. – Wed., Oct. 13

Last Day to Add courses by SISweb – Fri., Oct. 15

Instruction Ends - Fri., December 10

Final Exams - Mon. - Sat., December 13 -18

Quarter Ends - Sat., December 18

If you have questions or concerns about anything, just let me know. I can be reached at (530) 752-0743 or by e-mail: mldexter@ucdavis.edu except during times noted below:

July 23 - Aug. 9, I will be away on vacation, returning on Monday, Aug. 9.

Again, I welcome you to the department and look forward to meeting you.

Sincerely,

Marilyn Dexter
Graduate Secretary