

Who does what in the Graduate Division?

Students may call on the following individuals in the Graduate Division for help in the areas listed.

Elizabeth Watkins, Graduate Dean and Vice Chancellor, Student Academic Affairs

ph 415/476-2310, email graduate.dean@ucsf.edu

- Oversight and administration of all graduate programs and postdoctoral scholars

Wendy Winkler Sawyer, Chief of Staff to Dean, Graduate Division and Vice Chancellor, Student Academic Affairs; Director, Student Financial Support

ph 415/476-6031, email wendy.winkler@ucsf.edu

- Questions about student academic appointment policy
- Information on financial support available, including extramural and merit fellowships

Veronica Nepveu, Executive Assistant to the Vice Chancellor

ph 415/476-2310, email veronica.nepveu@ucsf.edu

- General information about the Graduate Division and the Dean's Office
- To make an appointment with the dean/vice chancellor or the assistant deans

Michele de Coteau, Assistant Dean for Graduate Programs and Outreach

ph 415/502-3224, email Michele.deCoteau@ucsf.edu

- Confidential guidance on issues with mentors or colleagues, other concerns
- Information about diversity and outreach programs

Rick Wyllie, Director of Admissions and Student Progression

ph 415/476-2111, email rick.wyllie@ucsf.edu

- Applying to graduate programs
- Student progression issues
- Applying for the qualifying exam
- Advancement to candidacy
- Submitting the dissertation or thesis
- Filing fee applications
- Exceptional approvals, for example, attending part-time

Julia Clark, Outreach and Student Programs Coordinator

ph 415/514-3510, email julia.clark@ucsf.edu

- Questions about the Graduate Division's diversity and outreach programs (NIGMS/IMSD, UC LEADS, the Summer Research Training Program)
- Inside UCSF
- Questions about fulfilling responsible conduct of research requirements

Jeannine Cuevas, Communications Director

ph 415/514-4852, email jeannine.cuevas@ucsf.edu

- Questions or suggestions related to the Graduate Division or Postdoc Office websites or publications
- Sharing news or announcements with the student or postdoc communities
- Any internal or external communications issue
- Information about the Three Minute Thesis competition

Erik Rotman, Administrative Analyst

ph 415/514-4858, email Erik.Rotman@ucsf.edu

- General information about the Graduate Division and Postdoc Office
- Don't know who to talk to in the Graduate Division? Erik can refer you to the right person.
- Graduate Division Travel Awards
- Childcare Grants information and applications
- Information about the Discovery Fellows Program or related events

Graduate Division Annual Events

- Fall Celebration BBQ and Community Building Retreat (mid-September)
- Three Minute Thesis Competition (March)
- Commencement (May)
- Discovery Fellows Symposium (spring)

A Few Key Campus Resources for Graduate Students

- Graduate Division website: graduate.ucsf.edu
- Student Financial Aid: finaid.ucsf.edu
- Housing: campuslifeservices.ucsf.edu/housing
- Student Inside Guide: insideguide.ucsf.edu
- Diversity and Outreach Programs in the Graduate Division: graduate.ucsf.edu/diversity
- Office of Career and Professional Development: career.ucsf.edu
- Student Health and Counseling Services: studenthealth.ucsf.edu
- Student Success (website under development for fall 2015 launch): success.ucsf.edu