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University Policies & Procedures

The information in this handbook provides degree program-specific information that supplements the information included in the Graduate Division’s Graduate Policies and Procedures document. For detailed information on university policies, please refer to the above-linked document and/or Graduate Division's web site, or contact the Pharmaceutical Sciences Student Affairs Office (pharmsci-grad@uci.edu) for clarification.
Welcome to the Medicinal Chemistry & Pharmacology Graduate Gateway Program. As the Graduate Program Director, I am here to help you reach your goal, that is, to successfully complete your first year of your graduate studies and to transition to your chosen “home” department—Chemistry, Pharmacology, Pharmaceutical Sciences, or Molecular Biology & Biochemistry.

These four disciplines provide the scientific foundation of the drug discovery process. As such, I see our program as having the important responsibility of training researchers to become future leaders who will contribute to the wellness of humankind through the discovery of life-saving medicines. This is a noble commitment for students (and their teachers). You have been selected to join our program because we believe that you can strive to reach such great heights of excellence.

Your year in the MCP program will provide you with a unique opportunity to learn about these disciplines, and in so doing, to identify the laboratory you would like to join. You will have several classes and will also rotate through at least two laboratories. These rotations should give you the tools to help you to identify the project to which you would like to devote your research. After your first year, and your transition to the department in which you will ultimately earn your degree, you will begin to focus on your dissertation project and prepare for your advancement exam, a rite of passage that formally declares you ready for dissertation work.

The following years will be spent mostly in the lab, carrying out research for your PhD dissertation. The length as well as the requirements for your PhD will depend on your effort and on your ability to analyze and solve problems. Ultimately these requirements will be defined by your dissertation advisor and your dissertation committee. I have often been asked for guidelines regarding time to degree and PhD requirements. I expect students will take around five years to finish their degrees if they work hard and focus; and I expect you to have at least two published or accepted manuscripts in high caliber journals before defending your dissertation.

One day you will stand before your thesis committee and you will defend your PhD work. It will be a memorable day for you and your proud family when you will be granted the highest degree that can be awarded. I remind you that PhD stands for Philosophiae Doctor, which means that it is awarded for the yearning of wisdom, in science but also in life. I hope that your PhD studies will be a period when you will have time to reflect on life’s complexity while applying the scientific method to extend and enrich our knowledge of it.

In closing, I wish you the very best in your quest for excellence in our program at UCI. I am reminded of a quote from the Greek historian Thucydides who said: ‘How are we to divine the unseen future that lies hidden in the present’. In other words do your best while you can; you never know how it will impact the future.

Stephen Hanessian, PhD; FRSC; OC
Professor and Graduate Program Director
Program Advising

The MCP Gateway Program is administered by the Department of Pharmaceutical Sciences. Thus, in addition to the MCP Program Director, the Pharmaceutical Sciences Graduate Advisor is available for guidance on topics such as elective course selection, laboratory rotations, and research advisor matching.

Pharmaceutical Sciences Graduate Advisor

David Mobley
dmobley@uci.edu

We also encourage you to talk with current students and ask about their experiences in the program. Furthermore, the academic counselors in the Pharmaceutical Sciences Student Affairs Office can provide information on course enrollment, campus resources, policies, and procedures. Your academic counselor is assigned based on your last name.

Pharmaceutical Sciences Student Affairs Office

209 Steinhaus Hall
pharmsci-grad@uci.edu
(949) 824-1991
Course Registration

1. You are required to be enrolled in a minimum of 12 units and a maximum of 16 units of graduate or upper division courses each quarter. You will need approval from the Dean of Graduate Division for more than 16 units.

2. You are responsible for registering for courses to ensure that your fees are paid by the appropriate deadline each quarter; otherwise, you may be dropped from your courses and have to pay a late fee (see the Academic Calendar for details on due dates).

3. Graduate Division has a policy that any student who is not enrolled by the end of the 3rd week of the term will be dropped from the graduate program! NO EXCEPTIONS! To continue, you will need to re-apply following the procedures required for any new applicant (online application, application fee, letters of recommendation, GRE scores, etc.). To prevent this from happening, please ensure that you are registered before the 3rd week of the term.

4. Before registering for courses, you may need authorization codes for some courses you plan on taking. Contact your assigned academic counselor in the Student Affairs Office to receive your codes.

5. Search for courses online using UCI’s Web Schedule of Classes (WebSOC) and register in classes through UCI’s WebReg.

Registration Fees

The tuition and fees are generally paid by the department on your behalf. These fees include the mandatory Graduate Student Health Insurance Plan (GSHIP) premium. If you have insurance coverage from a different source, please file a health insurance waiver so that the department does not pay for duplicate coverage. Submission of this waiver is required each quarter.

If you have any other questions concerning registration, payment of fees, international student or non-resident problems, please see the Student Affairs Office, and they will be happy to answer your questions or send you to someone who can help.
Statement of Legal Residence

All students are required to complete a Statement of Legal Residence (SLR).

The Residence Deputy at UCI sends out an email to all incoming students that directs you to complete and submit your SLR online. This email also provides you with both your UCI Student ID Number and your “Application ID Number” that you will need to enter to complete the SLR. Please note that the “Application Number” is different than your “Electronic Application ID Number,” so be sure to use the Application ID Number you receive in the email.

Online Statement of Legal Residence Form

The SLR is an important step used to make a determination of residence classification for tuition purposes. You are required to file a SLR form with the Office of the Registrar regardless of whether you expect to be classified as a California resident or not. It is very important to complete your SLR in a timely manner. Your fees and tuition amounts are determined on the basis of your SLR information. Therefore, you cannot enroll in classes before your SLR is received and processed by the University.

All domestic students must establish California residency before the start of the Fall Quarter of their second year. California residents receive preferential tuition rates. If you fail to establish residency, you may be asked to pay the Non-Resident Supplemental Tuition (NRST) until your residency is established.

The requirements for establishing California residency are included on the Petition for Resident Classification. Any questions about establishing residency and your particular situation can be directed to the Resident Deputy in the Registrar’s Office.
The following is an excerpt from the University of California, Irvine catalogue concerning the scholastic requirements for graduate students:

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship and may be applied toward advanced degree requirements. However, upon petition, a UCI course in which a B- is earned may be accepted in partial satisfaction of the degree requirements if the student had a grade point average of at least 3.0 in all courses applicable to the degree. Graduate students may not apply courses graded Pass or No Pass toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification.

If you do not uphold these scholastic requirements, you may be subject to academic probation or disqualification.

We also take your progress very seriously. If you are not making satisfactory progress toward the doctoral degree, you will be notified in writing to make the necessary improvements in your academic status by a specific deadline.

The following is a list of examples that demonstrate unsatisfactory academic progress:
• A cumulative grade point average below 3.0; or
• A quarterly grade point average below 3.0 in two successive quarters; or
• Fewer than 24 units completed and applicable toward the advanced degree requirements in the last three quarters; or
• Failure to complete required courses or examinations satisfactorily within the period specified by the Pharmacological Sciences Program; or
• Failure to pass the comprehensive exam in two attempts; or
• Failure to progress academically within the Normal Time to Degree framework specified (see p. 9); or
• The appropriate faculty committee’s determination that there has not been satisfactory progress toward completion of the dissertation.

Additionally, the academic requirements for the MCP program include successfully matching with a faculty research advisor no later than the end of the Spring Quarter of your first year.

Please note: Any graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment or fellowship support or other financial awards.
MCP Curriculum Requirements

YEAR 1

During the first year, students in the MCP program must take four (4) core courses and at least two (2) elective courses from the list below. Elective courses not on the below list must be approved by the Graduate Advisor and may require a Graduate Division General Petition.

Required Courses
PHARM 254 – Introduction to Pharmacology
PHRMSCI 223 – Biological Macromolecules
PHRMSCI 250A/B/C – Current Topics in Pharmaceutical Sciences
PHRMSCI 277 – Medicinal Chemistry
PHRMSCI 280 – Lab Rotation/Research (or equivalent in the respective faculty’s department – CHEM, PHARM, or MB&B)
PHRMSCI 298 – Research Seminar

Elective Courses (select at least two)
Chemistry Department
CHEM 201 – Organic Reaction Mechanisms
CHEM 202 – Organic Reaction Mechanisms II
CHEM 203 – Organic Spectroscopy
CHEM 204 – Organic Synthesis I
CHEM 205 – Organic Synthesis II
CHEM 218 – Metallobiochemistry
CHEM 219 – Chemical Biology
CHEM 221A – Fundamentals of Molecular Biophysics

Molecular Biology & Biochemistry Department
MOLBIO 203 – Nucleic Acid Structure & Function
MOLBIO 204 – Protein Structure & Function
MOLBIO 206 – Regulation of Gene Expression
MOLBIO 211 – Biomolecular Structure Methods
BIOCHEM 212 – Signal Transduction & Growth Control

Pharmaceutical Sciences Department
PHRMSCI 274 – Nanomedicine
PHRMSCI 263 – Pharmacogenomics and Epigenetics
PHRMSCI 275 – Discovery Computing Techniques
PHRMSCI 278 – Emerging Technologies in Pharmaceutical Sciences & Medicine

Pharmacology Department (can be substituted for the PHARM 254 requirement)
PHARM 252 – Neurotransmitter and Drug Receptors
PHARM 255 – Chemical Transmission
MCP Curriculum Requirements Cont.

Additional Courses
PHARM 257 – Ethics in Research or equivalent (Responsible Conduct of Research training – [UC Learning Center](#) online modules – once completed, send the SAO the certificate of completion)
PHRMSCI 399 – University Teaching (or equivalent in the respective department for which you are TAing) – You must enroll in the course every quarter you are employed as a TA.

Advancement Exam
Completion of the PHRMSCI 250A/B/C course series, including the final paper, fulfills your advancement examination requirement.

Sample Study List

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<td><strong>CORE</strong></td>
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<td>PHRMSCI 277</td>
<td>PHRMSCI 250C</td>
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<td>PHRMSCI 250A</td>
<td>PHRMSCI 250B</td>
<td>PHRMSCI 298</td>
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<td>PHARM 254</td>
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<td>Electives</td>
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You must transfer to a home department by the end of Spring Quarter and completed the following forms:
- Department/Research Advisor Choice Form
- Change of Major

YEARS 2-5

See the handbook for the PhD program into which you are transferring for degree requirements beyond the first year.
Additional Curricular Requirements

Research Seminars
You must be enrolled in Research Seminar (PHRMSCI 298) each quarter during your first year. Refer to the handbook in the department for which you transfer regarding seminar course requirements beyond year one.

Research Lab Rotations
You are required to rotate through at least two faculty members’ laboratories during the Fall and Winter Quarters of your first year. A third rotation during the Spring quarter is optional if you have not identified a faculty mentor. The amount of time spent in the laboratory working on your rotation research should be negotiated with the faculty member whose lab you are rotating through. (If you wish to change your lab rotations you are required to notify the Graduate Advisor prior to making the change).

The purpose of the lab rotations is to obtain exposure to several areas of research and techniques. To obtain the maximum benefit from this program, it is best to familiarize yourself with each faculty members’ research and then consult with that faculty member about available space and potential projects. It is advisable that the search for a lab begins as soon as you are able during the summer preceding your first Fall quarter.

After the rotations, you must consult with the faculty member with whom you wish to pursue your dissertation research. At the end of your first year, you will be asked to complete the Departmental/Research Advisor Choice Form identifying the advisor you will begin working with in year two. The form is required and may be obtained from the link above or the PharmSci Student Affairs Office (pharmsci-grad@uci.edu). This form ensures that funding availability has been confirmed with both the selected research advisor and the department.

Once you have been placed in a lab, while it is obviously advantageous to remain in the same lab for the duration of their graduate school tenure, if necessary, you may change research advisors if you can find a suitable advisor and arrange for financial support. In general, this is discouraged because it can delay research progress, but in principle, it is possible. Thus you are strongly encouraged to consult with Student Affairs staff and the Graduate Advisor before making any major changes in this regard.
Graduate Student Funding

During the first year of study, the program covers tuition and fees (resident or non-resident tuition, campus fees, and health insurance) and a stipend/salary (amount to be determined on an annual basis). This funding will be provided by a combination of departmental or university scholarships, Graduate Student Researcher (GSR) positions, and/or Teaching Assistantships (TA). Beginning in the summer of your second year, financial support will be provided through your faculty research advisor from similar sources listed above, and may also include extramural grants and fellowships. For domestic students, Non-Resident Supplemental Tuition (NRST) will only be covered during year one, so it is important for non-resident students to establish California residency before the start of year two. For continued funding, students must maintain good academic standing and normal progress (see p. 14).

Direct Deposit
In order to receive your funding more rapidly, we encourage you to have your salary and stipend payments directly deposited into your bank accounts. Please complete the Earnings Disposition Form if you wish to receive this stipend/salary via direct deposit.

Graduate Student Employment

Teaching Assistantship
You are generally required to be a Teaching Assistant (TA) at least one quarter during year one, then as needed for funding and/or teaching experience during years two through five. You can TA available undergraduate courses in any department for which you are qualified. To be eligible for a TA position, you must be enrolled in at least 12 units and be in good academic standing. The position provides a salary, as well as all tuition, fees, and insurance. For detailed information on TA responsibilities and requisite qualifications, please see the Academic Personnel site.

All international students, including those with Permanent Resident status, must meet the English Language Proficiency requirement as specified by UCI Graduate Division:
• A score of 26 or higher on the speaking component of the TOEFL ibt,
• A score of 8 or higher on the speaking module of the IELTS, or
• A score of 50 or higher on the SPEAK exam at UCI.

The only exemptions to these exams are given to students who meet at least one of the below criteria:
• US citizenship,
• Completion of a four-year high school degree in the US,
• Citizenship in a country where English is either the primary or dominant language, as approved by UCI Graduate Council.

Graduate Student Researcher
Typically, after year one, students are frequently hired as Graduate Student Researchers (GSR) in their research advisor’s lab. In order to maintain a GSR position, you also must be enrolled in at least 12 units and be in good academic standing. The position provides a salary, as well as all tuition, fees, and health insurance.

Note: You cannot work more than 50% time combined for all on-campus positions.
Graduate Student Funding Cont.

Fellowships – Graduate Division
All continuing students should consider applying to any Graduate Division fellowships for which they are eligible. A list of all fellowships can be found on the Graduate Division Funding site. Some of the fellowships require departmental nomination, so keep a lookout for emails from the Student Affairs Office regarding department deadlines for applications, generally during the Winter Quarter.

Fellowships – Extramural
You are encouraged to apply for at least one extramural fellowship at some point in your graduate career. To explore extramural funding, such as NSF, visit the Graduate Division Extramural Fellowship page.

Another great funding opportunities link is http://sciencecareers.sciencemag.org/funding.

Furthermore, below is a list of publications that can be searched through the UCI Libraries online or on the main campus:

- The Grants Register
- Directory of Financial Aid/Minorities
- Directory of Financial Aid/Women
- Peterson's Guide: Grants for Graduate Students
Department Policies & Procedures

The following are the policies and procedures of the Graduate Program in Medicinal Chemistry and Pharmacology. Under exceptional circumstances one or more of these policies may be waived with approval of the Graduate Advisor.

General

1. For continued funding from any source, you must maintain good academic standing. See the Graduate Policies and Procedures document and below for the criteria of good academic standing.

2. We encourage you to apply for extramural and/or university fellowships. If you receive additional fellowship funding, any other funding may be reduced or eliminated, depending on the amount of the award, in order to maintain equitable stipend levels for all students.

3. You are not allowed to have concurrent employment while you are enrolled in the Graduate Program.

4. In order to be issued keys to the different labs and rooms in the department, you must obtain written permission from the PI. Keys are then checked out to you by the Administration Office (147 Bison Modular). For labs in other departments, contact their administrative offices for their key check-out protocol.

5. You are required to pick up mail from their mailbox regularly, read your email every day, and be responsible for any information and deadlines sent out. The administrative staff ONLY uses the uci.edu email addresses for student correspondence! Student mailboxes are located in the Student Affairs Office – 209E Steinhaus Hall.

Academic

1. You must maintain a cumulative GPA of 3.0 or higher. Graduate Division policy states that any student falling below a 3.0 GPA will lose their university funding, as well as their GSR or TA appointment.

2. If you receive a grade of U/NP or C or lower, you will lose your university funding, as well as your GSR or TA appointment, and would have to retake the course to continue.

3. If you receive a grade of B- or lower, you will also be required to retake the course and may lose university funding.

4. You are responsible for knowing class start dates well before the quarter begins. This is particularly important if you are taking courses in the medical school, as they are on a different academic calendar.

5. If you have been admitted under provisional status, you will have until the end of your first academic year to clear the provisional status by submitting final transcripts, GRE scores, etc. to the Graduate Division.

6. Policies within a particular course are to be determined by the instructor.

7. All course waivers need to be approved by the Pharmaceutical Sciences Student Affairs Committee.
8. Elective courses not on the electives list must be approved by the Graduate Advisor before enrollment.

9. It is your responsibility to secure a position in a faculty advisor’s lab and new home department by the end of the Spring Quarter. Failure to do so may result in your dismissal. To request an extension you will need to contact the Graduate Advisor and the Student Affairs Director.

10. Though usually taken shortly after year one, you are required to take the advancement exam or equivalent before the end of your second year.

   MCP students may complete this requirement by enrolling in and successfully completing PHRMSCI 250A/B/C.

11. After year one, you will be subject to the policies and procedures of your home department.
Graduate Student Representation

There are a couple ways to get involved with graduate student issues on the UCI campus.

The **Graduate Admissions and Recruitment Committee** for the Pharmacological Sciences and Medicinal Chemistry and Pharmacology Gateway programs welcome student representation. Student reps will help review graduate applications, perform interviews on potential candidates, participate at recruitment events, answer any questions from prospective students, and provide follow-up contact with top recruits. The Student Affairs Office will send out a call for any interested students in early Fall.

The **Associated Graduate Students (AGS)** is the campus-wide graduate student government organization. Each academic school on campus (ours is Medical Academics) is allotted one representative per 100 students. These are elected by the members of the school in the Spring for the following year. AGS is your main source of information regarding all issues affecting graduate students on this and all UC campuses. As a graduate student you can, through AGS, be a voting member on many campus-wide committees which influence the direction of university policy. In addition to representing all students on graduate student campus matters, they also provide resources such as travel grants, student event or project funding, area discounts, etc.
How many units of 299/280 Research should I take?
There is no set amount of research units you are required to take. Usually students will take any amount of units left over from the required courses that they have to take in order to be enrolled in 12 units total. For example, if you are taking 10 units of required courses, you can take two (2) units of research to the minimum amount of units per quarter. Third-year students and above will take 10 units of research since their 298 Seminar is two (2) units.

How often should I meet with the Graduate Program Advisor?
First year students should arrange a meeting with the Graduate Advisor as needed for help narrowing down elective courses or if they are having issues identifying a research advisor for year two. After the first year, students generally receive advising from their research advisor. However, the Graduate Advisor is available as necessary to discuss any academic, research, or personal issues a student may be having.

Who do I go to for questions about paperwork and/or requirements for Advancement, Dissertation, or other administrative issues?
All students may go to the Student Affairs Office (pharmsci-grad@uci.edu) for questions or concerns regarding administrative issues with enrollment, leaves of absence, normal degree progress, advancement, dissertation defense, financial issues, forms, UCI academic policies, etc.

Who do I go to if I have questions about my student employment?
Contact the Human Resources Coordinator, Tracy Calvert, at (949) 824-5365 or tclavert@uci.edu.

I am an international student and need help acclimating to UCI and US culture, to whom do I go for guidance?
A great resource for all international students is the UCI International Center. The UCI International Center, “counsels and assists international students, faculty, researchers, staff and scholars with immigration, orientation, employment and adjustment needs throughout their stay at the University of California, Irvine. In addition, the IC staff brings together international and American members of the UCI community for a variety of cultural, educational, social and recreational activities.”

The UCI Cross Cultural Center is another great resource to meet various organizations and clubs that focus on making transitions to UCI life easier, as well as getting involved on campus. Please visit http://www.ccc.uci.edu/ and click on Organizations to learn more.

How do I reserve a Conference Room?
We have two (2) conference rooms available for reserve on a first come, first served basis. Visit the PhamSci web site for the room reservation request. However, PharmSci-related courses take priority over all other reservations.

Does UCI offer child care services?
Yes, you can contact UCI Child Care Services at (949) 824-2100 or visit their website at: http://www.childcare.uci.edu/. Contact them as soon as possible, as there may be a waitlist to enroll your child for child care.
I am feeling stressed and overwhelmed and having trouble focusing on my studies. Is there someone I can talk to?
Yes, you are encouraged to contact the UCI Counseling Center at (949) 824-6457 or visit their website at:
http://www.counseling.uci.edu/. Call them or visit their office – 203 Student Services I – Mon-Fri 8:00 AM - 5:00 PM to schedule an appointment. In addition, you can also contact the academic counselors in the PharmSci Student Affairs Office who can refer you to any additional campus services.

If you are struggling in your courses or your lab rotations, please contact the Counseling Center, the SAO, and/or the Graduate Advisor early on so you can receive support in time to mitigate the issue before the end of the quarter. We are here to help!

I was assaulted and/or sexually harassed on campus. What do I do?
UCI is committed to creating and maintaining an environment in which all persons who live, work, and learn in our campus community can be free of all forms of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Every member of the University community should be aware that sex offenses are prohibited by law as well as our University policy and will not be tolerated.

Report any incidents to the Office of Equal Opportunity and Diversity or the Police Department as soon as possible. If you are not comfortable with these options, you may talk to an academic counselor and/or the Graduate Advisor with the knowledge that staff and faculty are mandatory reporters of these types of crimes. The Counseling Center and Campus Assault Resources and Education (CARE), however, can discuss it confidentially.

Please note, you are protected by law from any retaliation, and the UCI campus is here to help you through it.

How do I locate gender inclusive bathrooms on campus?
The LGBT Resource Center has created a map of all the gender inclusive bathrooms on campus.
Important Contacts

Graduate Program

David Mobley
Graduate Advisor
(949) 824-6383 | dmobley@uci.edu

Stephen Hanessian
MCP Program Director
(949) 824-5449 | shanessi@uci.edu

Pharmaceutical Sciences
Student Affairs Office

209 Steinhaus Hall
pharmsci-grad@uci.edu

Brittany Betancourt
Academic Counselor (A-Li)
(949) 824-0878 | bbetanco@uci.edu

Erin Ptaschinski
Academic Counselor (Lj-Z)
(949) 824-7314 | erin.p@uci.edu

Jill Richardson
Director of Student Affairs
(949) 824-9708 | jillkr@uci.edu

Department of Pharmaceutical
Sciences Administration

Ellen O'Bryant
Assistant Chair
(949) 824-1385 | eobryant@uci.edu

Trinh Tran
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(949) 824-5630 | ttran4@uci.edu

Tracy Calvert
Human Resources Coordinator
(949) 824-5365 | tcalvert@uci.edu

Anna Fung
Purchasing & Operations Coordinator
(949) 824-1239 | anfung@uci.edu

Additional Resources

Campus Resources
Graduate Division
120 Aldrich Hall
(949) 824-4611
grad.uci.edu

Student Health Center
501 Student Health (Bldg 5)
(949) 824-5301
shs.uci.edu

GSHIP Coordinator
(949) 824-2388

Office of Financial Aid and Scholarships
102 Aldrich Hall
(949) 824-8262
ofas.uci.edu

Counseling Center
203 Student Services I
(949) 824-6457
counseling.uci.edu

Career Center
100 Student Services I
(949) 824-6881
career.uci.edu

Office of Equal Opportunity and Diversity
103 Multipurpose Science and Technology Building
(949) 824-5594
oeod.uci.edu