

**From:** [Dean of the Graduate Division](#)  
**To:** [Dean of the Graduate Division](#)  
**Subject:** Graduate Division Operations Status Update (Please feel free to share this with your students)  
**Date:** Wednesday, March 18, 2020 7:06:05 PM

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March 18, 2020

TO: DEPARTMENT AND GROUP CHAIRS  
DEPARTMENT MSOs

GRADUATE ADVISORS

GRADUATE COORDINATORS

ASSISTANT DEANS

PROGRAM DIRECTORS

PROGRAM MSOs

Cc: GRADUATE DIVISION STAFF

FR: JAMES ANTONY, Dean of The Graduate Division

SUBJ: Graduate Division Operations Status Update (*Please feel free to share this with your students*)

Due to the ongoing COVID-19 situation, The Graduate Division staff are working remotely during business hours (Monday-Friday from 8:00 a.m. until 4:30 p.m.) and **our physical office space is closed**. We are focused on business continuity and aim to deliver the same high levels of service to our graduate students and campus partners as we would if we were located in our offices.

For urgent matters during business hours, please call 1-858-534-3555 to speak with our reception staff, who have forwarded all calls to their remote work locations. If you do not get an immediate answer, it is because we are on the line with another person. Feel free to call back, or leave a voicemail with a name, student PID (if applicable), and phone number (with area code) so we can return your call. Below is additional information from each of our units:

### **Academic Affairs**

Graduate Academic Affairs has temporarily moved to a paperless submission process via email. We recently sent out a message to faculty and graduate coordinators describing these revised procedures. We understand that it may take some time for everyone to migrate over to this process, and that some students currently have signed hardcopy forms they want to submit. In this case, they can email a picture and/or scanned copies of the forms to the appropriate Academic Affairs adviser. They should hold onto the hardcopies until further notice. We have posted these instructions on our front door, so that students who show up with physical forms know what to do. Student advising will continue in a remote manner. A current Academic Affairs staff list can be found here: <https://grad.ucsd.edu/about/meet-the->

[team/academic-affairs/index.html](https://collab.ucsd.edu/team/academic-affairs/index.html)

### **Financial Support**

At this time, our financial services staff continues to work on all graduate student financial transactions, and we anticipate being able to process everything without disruption. **All graduate students should immediately sign-up for direct deposit if they haven't yet done so:** <https://sfs.ucsd.edu/student-accounts/direct-deposit.html> Please continue to follow the deadlines listed here: <https://collab.ucsd.edu/x/FZ3bB>. A current Financial Support staff list can be found here: <https://collab.ucsd.edu/display/GDCP/Staff+Profiles>

### **Student Affairs & Admissions**

Graduate Admissions staff continue to process admits for summer and fall 2020. There has been no interruption in Graduate Admissions processing. Feel free to reach out to your Graduate Admissions evaluator via email or phone. If students need to submit official transcripts for graduate admissions, please instruct them to bring the sealed transcripts to the Financial Aid & Scholarships Office After Hours Drop Box, located on the third floor of the Student Services Center. A current Admissions staff list can be found here: <https://grad.ucsd.edu/about/meet-the-team/admissions/index.html>

Outreach, Recruitment, and Retention staff are working remotely and are available via email and phone. Any student meetings are being scheduled via Zoom. Diversity fellowship nominations continue to be reviewed and announced on a weekly basis; the final nomination deadline will be March 25, 2020. A current Student Affairs staff list can be found here: <https://grad.ucsd.edu/about/meet-the-team/student-affairs/index.html>

Thank you for your understanding. As always, please feel free to reach out to us if you have any questions. We always appreciate your collaboration, especially now during these challenging times.

James Antony  
Dean, The Graduate Division