



UNIVERSITY OF CALIFORNIA, BERKELEY

DEPARTMENT of CHEMISTRY NEWSLETTER

Department of Chemistry, 419 Latimer Hall | <http://chem.berkeley.edu>

Department Updates

GRADUATE UNIT

Qualifying Examinations

Qualifying Examinations will begin this month for 2nd year graduate students. Exams are generally held in the office of the QE committee chair and usually being at 1:15 p.m. Exams run anywhere from 2 to 3 hours in length.

Course Review Sessions and One-Time Room Requests

Fall 2009 Course Review Sessions and one-time room requests should be submitted to Lynn Keithlin (419D Latimer, keithlin@berkeley.edu) two weeks prior to the event. Same-day requests placed after 10a.m. will not be accepted by the Scheduling Office.

Textbook Orders

It is time to place Spring 2010 textbook orders. To ensure adequate time for delivery, orders are due by October 16. Orders may be placed via the following:

- On line through the adoption system (<http://www.efollett.com>, passcode 0554)
- Called into the Cal Student Store (510-642-9000, ext.682)
- Emailed directly (text@berkeley.edu or 0554txt@fhg.follett.com)
- Faxed (510-642-6102, in care of Spring 2010 Course Textbook Orders).

Fall 2009 Course Information Reminder

Faculty have received an email notice requesting information on Chem 298 group seminar meetings as well as Chem 300 GSI meeting times and locations. Requested information should be sent to Lynn Keithlin (keithlin@berkeley.edu) by October 7.

2010 Applications for Graduate Admission

The online application for fall 2010 graduate admissions is now available. The application deadline is Dec. 20, 2009.

UPCOMING DEADLINES

Fall 2009 Course Information Deadline	October 7
Spring 2010 Text Book Order Deadline	October 16

GRADUATE UNIT CONTINUED

Spring Visits 2010

Please mark your calendars for the following Spring Visits!

- February 26
- March 5
- March 12
- March 19

Filing Fee Reminder

Filing Fee is a reduced fee for graduate students who are advanced to candidacy and have completed all requirements for the degree except for filing the doctoral dissertation. Filing fee is not a form of registration. The Spring 2010 Filing Fee application deadline is January 22, 2010. For more information, including Filing Fee requirements, please reference the "Faculty Support Administrator Quick Reference Guide" (found on the Department Website under INFO FOR STAFF), or the Graduate Student Bulletin Board (www.cchem.berkeley.edu/currentstudent/).

ACADEMIC UNIT

Faculty Annual Reports

The deadline for faculty members to submit their BioBib Report and Report of Category I and II Compensated Outside Professional Activities (also known as APM-025 Report) for academic year ending June 30, 2009, was August 31, 2009. If you have not done so, please submit your reports to the Department. Electronic templates of the forms are available at <http://apo.chance.berkeley.edu/forms.html>.

Early Postdoctoral Scholar Appointment Termination

A resignation letter addressed to the Faculty Sponsor (PI) is required whenever a postdoc voluntarily requests to end an appointment early. Please attach the letter to the Personnel Action Form (PAF) and submit both documents to the Academic Personnel Office in the Department.

Out of the Office:

Aileen Harris: October 14-16 for SACNAS Conference
Carisa Orwig: October 14-19 for SACNAS Conference

Next Issue:

November Updates and Events