

Caltech

FRESHMAN ADVISING HANDBOOK
2016-2017

INFORMATION FOR FRESHMAN ADVISORS
2016-2017

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compiled by
The Dean of Students Office

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CALTECH

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Much of the information in this handbook has been taken from the Caltech catalog, which can be consulted for more details.

GENERAL INFORMATION

Each freshman advisor is assigned seven or eight advisees, and the freshman advising process should involve discussions as a group over coffee and donuts, lunch, or on a hike as well as individual meetings with any student about whom you have concerns or who wants to see you. Your students have been assigned to you independent of their intended major. These advising groups provide a way for the advisees and the advisor to talk about issues associated with the curriculum and Caltech, and about concerns associated with the transition from high school to college.

Please plan on organizing at least two to three meetings for your group during each of the first two quarters. Funds are available to support lunches or other opportunities for social interaction with your advising group.

A meeting during the third week of each term would be a good time to check how the term is starting out; note that Add Day each term is during that week. Another meeting in the seventh week should be late enough for advisors to have received the freshmen progress reports, and this week is just before Drop Day and prior to when the registration period for the following term opens. A list of important dates during the year begins on page 17 of this handbook.

The advisor should be available during New Student Orientation, especially during the Advisor/Advisee Breakfast scheduled for September 22nd or 23rd. During spring term, students may also want to meet with you prior to declaring their major. Of course, you should also be available to meet individually with your advisees, especially if they are in academic difficulty and need your guidance.

At a recent Student-Faculty Conference, a committee on academic advising presented the following list of ideal advisor characteristics:

- Is approachable
- Communicates availability and expectations to advisees
- Is flexible and sensitive to students' needs
- Meets with advisees outside of the office at least once a year
- Provides academic and research guidance (is familiar with undergraduate courses within the option, is willing to discuss problems the student is having, can discuss the pros and cons of choices such as overloading)
- Is familiar with the counseling center and is comfortable referring students when appropriate
- Is a resource for students interested in graduate school
- Knows advisees well enough to write them recommendation letters.

Conscientious advisors respond whenever possible when their advisees try to contact them, such as by e-mail, even if it is just to say they are out of town.

The Student-Faculty Conference committee recognized that an advisee has responsibilities also, which include:

- Makes a reasonable attempt to seek out his or her advisor
- Does not wait to the last minute before looking for the advisor, for example, to obtain a signature
- Communicates expectations and needs to the advisor
- Is responsive to the advisor's efforts
- Keeps advisor informed of academic progress and long-term goals. Advisees should come prepared for each meeting.

Counseling

In most cases, you are the first Caltech faculty member to have one-to-one contact with your advisees. You should discuss their academic and personal goals as well as related non-academic issues. Try to establish relationships with your advisees so they feel comfortable asking your advice and come to you for more than signing their drop/add cards. You can be not only a source of information but also one of inspiration for your advisees. It will help students if you establish and post regular office hours or make alternative arrangements for the students to find you when needed.

Occasionally, a freshman will not find Caltech to be a good match for their abilities or interests. In such a case, transferring to another school may be the best option during or just after the freshman year, before a poor academic record is acquired. The deans have experience in helping students with transfer decisions.

If students have questions that you cannot answer, refer them to one of the counselors or offices from the lists beginning on page 22. Advisors can be an important part of the Caltech safety net by being tuned in to their advisees' mental health. Important information is provided on the Counseling Center's website at www.counseling.caltech.edu, especially the suicide/depression link and the other links on various types of mental disorders. See also the information on the Health and Counseling Center on pages 15 and 22.

Academic Oversight

As a freshman advisor, you will evaluate the course loads your advisees propose, taking their academic performance into consideration. Unless done electronically through REGIS, your signature will be required on registration cards, add and drop cards, and petitions (typically reinstatement requests, overloads, or undergraduate student sabbaticals).

If you will be away for an extended period or if you will not be available around Add Day and/or Drop Day, please let the deans know by calling x6351 or emailing them at barbara@caltech.edu or Inye@caltech.edu. The deans will be happy to notify your advisees of your schedule, so they can see you before you leave. This notification may prevent students from waiting until the last minute and having no alternative but to get a dean's signature instead of yours. The deans and the registrar are making a special effort to encourage students to see their advisors. You can also send an e-mail to all of your advisees as a group through REGIS, such as to inform them you will be away from campus.

Freshman Progress Reports and any midterm deficiency notices for your advisees will be emailed to you before Drop Day. Please review them and follow up quickly with advisees who are doing poorly. It is important to do this in a timely manner so the students have a chance to take appropriate measures, including possibly dropping a class by the deadline. Ask each advisee to make an appointment to discuss difficulties as they arise, rather than waiting for you to contact them. Progress Reports are also issued at the end of the term.

A student who is having trouble in a class should be asked whether he or she attends class, visits the teaching assistants during office hours, and participates in a study group. Encourage the student to meet directly with the instructor for advice. The Deans' Office offers a tutoring program that is free to the student being tutored, and the tutor is paid from office funds. A student needing a tutor may suggest one or pick from a list of volunteers. If a class has no volunteers signed up, the deans will try to find a suitable tutor.

If a student needs extra time to finish an assignment in a class, he or she should approach the instructor or head teaching assistant for an extension. Most classes have extension policies, and some classes have one free extension per term. The deans are always willing to talk to students about extensions, but do not have the power to grant them. In certain cases, such as illness or the student being away for a significant period of time representing the Institute in some worthwhile capacity, the deans will write a recommendation that an extension be given.

Students whose grades make them academically ineligible normally may petition the deans for initial reinstatement and must petition the Undergraduate Academic Standards and Honors Committee (UASH) for subsequent reinstatements. Eligibility requirements are listed beginning on page 10.

THE DEANS' OFFICE

The Dean of Undergraduate Students is Kevin M. Gilmartin (kmg@hss.caltech.edu) Barbara Green (barbarag@caltech.edu) and Lesley Nye (lnye@caltech.edu) are the Associate Deans of Undergraduate Students. Lesley works closely with the undergraduate houses and supervises the Resident Associates. The deans can be reached by phone at x6351. The Deans' Office is located in room 210 of the Center for Student Services. Beth Larranaga (rosel@caltech.edu) is the office administrator. Although the Deans' Office is mentioned frequently in this handbook, here is a concise list of the roles of the deans that may be of interest to freshman advisors.

In assisting students with their academic work, the deans provide advice, recommend extensions and incompletes if conditions warrant, help with UASH petitions, approve leaves and reinstatements, approve underload and overload petitions, identify students with mental health issues, make referrals to the Counseling Center, meet with students on a regular basis when necessary, arrange for accommodations for students with disabilities, provide free tutors, act as a liaison between students and faculty, and intervene with faculty on students' behalf. The deans also sign for the advisors when they are not available, provide loans or grants to students in emergency situations, approve requests from close-to-finishing students to march in commencement, and interface with the Housing Office to accommodate students with special housing needs. The deans are responsible for student discipline, and they deal with academic violations of the honor code as well as non-academic behavioral issues such as violations of the alcohol and fire policies. Funds administrated by the deans provide opportunities for summer research for female students off campus and a variety of scholarly activities for all students through the Housner Fund. The deans serve as a resource for advisors, and see this handbook as an important contribution to effective advising.

Caltech complies with laws to ensure equal opportunity for qualified students with disabilities. Such cases should be referred to Dean Green who will investigate to determine if accommodations are warranted. An example of an accommodation is allowance of extra time on exams for a student with attention deficit disorder.

Students in need of short-term financial assistance can see the deans about a no-interest loan or discuss a loan with the Financial Aid Office (see pages 16 and 22). The deans also have access to emergency funds that can, for example, pay for a trip home in case of a family emergency or pay for a medical procedure not covered by insurance. These funds are provided as grants, not loans, and are intended for students who lack adequate financial resources.

CORE INSTITUTE REQUIREMENTS

A Caltech education requires not just depth of an option, but also considerable breadth in basic science, humanities, and social science. Caltech's core curriculum prepares students for the interdisciplinary nature of contemporary research in science and technology. This encourages a culture of problem solving, collaboration, and communication while providing valuable experience in all fields of science. Significant study in the humanities and social sciences is an important component of Caltech's core curriculum, giving alumni the ability to navigate the societal, political, and economic factors that influence, and are influenced by, their work.

The following requirements are applicable to incoming freshmen for 2016-17.

Course

Freshman Mathematics (Ma 1 abc)

Freshman Physics (Ph 1 abc)

Freshman Chemistry (Ch 1 ab)

Freshman Biology (Bi 1 or Bi 1 x)¹

Menu Class (currently Ay 1, Ch/APh 2, ESE 1, EST 2, Ge 1, or IST 4)

Freshman Chemistry Laboratory (Ch 3 a or Ch 3 x)²

Additional Introductory Laboratory

Scientific Writing³

Humanities Courses

Social Sciences Courses

Additional Humanities and Social Sciences Courses

Physical Education

1. *Bi 8 or Bi 9, are acceptable alternatives to Bi 1 or Bi 1 x for students with a strong background in Biology.*
2. *This requirement can also be met by completing Ch 3 x, Ch 4 a, Ch 8 or Ch/ChE 9.*
3. *This requirement can be met either by taking a course approved by the student's option to satisfy this requirement or En/Wr 84. Must be taken on grades.*

Menu Classes

Menu classes are specifically designed for breadth. The intent of the menu class requirement is to introduce students to a subject that they did not plan to study. In many cases, it is the only class in that subject that they ever take; in other cases, they may decide to take more classes in that subject as a result. Students cannot take a menu class in a subject that they have already taken classes in or in their current option. This requirement must be completed by the end of sophomore year. Classes to satisfy the menu requirement are Ay 1, Ch/APh 2, ESE 1, EST 2, Ge 1, IST 4. These classes are all 9 units and are taught in the 3rd term.

Introductory Laboratory Requirement

All students are required to take at least 12 units of laboratory work in experimental science during their freshman and sophomore years. Ch 3 a or Ch 3 x (6 units) shall be taken during the freshman year. The additional 6 units must be chosen from the following: APh/EE 9 a (6 units), APh 24 (6 units), Bi 10 (6 units), Ch 4 ab (9 units), Ch 8 (9 units), Ch/ChE 9 (9 units), EE/ME 7 (6 units), Ge 116 (6 units), Ph 3 (6 units), Ph 5 (9 units), Ph 8 bc (3 units per term) or a more advanced laboratory. Computational laboratory courses may not be used to satisfy this requirement.

Humanities and Social Sciences Requirement

All students must complete 108 units in the Division of the Humanities and Social Sciences. Of these, 36 must be in the humanities and 36 in the social sciences, in each case divided equally between introductory and advanced courses. The remaining 36 may be drawn from humanities and social sciences, including HSS tutorial courses and 9 units of either Wr 1 or Wr 2. They may not include BEM 102.

Entering freshmen are required to take two terms of freshman humanities; that is, humanities courses numbered 50 or below in the Caltech catalog. Successful completion of two terms of freshman humanities is a prerequisite for all other humanities courses, except for foreign languages. It is not a prerequisite, however, for introductory social sciences. The freshman humanities classes may be taken in any two terms of the freshman year.

To encourage breadth, students will have to take their two freshman humanities classes in different disciplines chosen from English, history, philosophy and film. No more than 18 units of freshman humanities may be counted toward the 108-unit requirement.

While beginning, intermediate, and advanced language courses do not count toward the 36-unit humanities requirement, every term receives credit toward the final 36 units of the 108-unit requirement in HSS, except for courses in a student's native language.

Since writing is an important method for developing and sharing ideas, all freshman humanities courses and other humanities courses numbered above 90, with the exception of some foreign languages, require at least 4,000 words of composition. Instructors give extensive feedback on written work and help students improve their prose. As entering students may not be fully prepared for the writing in freshman humanities, all freshmen and transfer students take a writing assessment before the beginning of the fall term. On the basis of this assessment, some students may be required to pass *Wr 1,2,3,4 and/or 50* before entering freshman or advanced humanities classes.

The 108-unit requirement in the humanities and social sciences averages to one course per term over four years. Freshmen who have room in their schedules should be advised to complete one of the two required introductory social sciences courses. These must be selected from the following list: either An 22 or An 23, Ec 11, PS 12, Psy 13. Included in the 12 humanities and social science courses, students must take at least 3 writing-intensive courses and these must be taken on grades.

See the Caltech catalog for more details on the humanities and social sciences requirement.

SPECIFIC INFORMATION FOR FRESHMEN ADVISORS

The Registrar's Office is room 125 in the Center for Student Services and may be reached by phone at x6354. The primary contact for undergraduate matters is Gloria Brewster (x6355, ghb@caltech.edu). The registrar's website at www.registrar.caltech.edu contains the course schedule (day, time, location, grade scheme, etc. of every course offered) for the current and prior terms, the list of option representatives, the academic calendar, religious holiday calendar, master schedule for core classes and large classes, UASH information and petition forms, and the Advising Arena. Within the Advising Arena, you will find sections on roles and responsibilities of advisors and advisees, FAQs, and links to useful resources.

The registrar's information system, REGIS, can be accessed from the registrar's website or directly through www.access.caltech.edu. Within REGIS you will find a list of your advisees under the My Advisees link. From here you can email your advisees, generate transcripts and degree audits, record private advising notes per advisee that can be referenced later on, and place advising holds on students which would prevent them from registering for courses during open enrollment periods. Clicking on the student's name during an open registration period will bring you to their class schedule where you can approve it or request a meeting with the student. Also, through the My Advisees link an advisor can notify the registrar that the required annual meeting with each advisee has taken place. Since freshmen advisees are expected to have several meetings with their advisees throughout the year, this rule is intended mainly for upper-class advisees; nevertheless, the notification to the registrar is required for all students.

The Caltech catalog contains much information, including option requirements and course descriptions. The catalog can be accessed on line at the registrar's website.

Caltech courses are assigned a certain number of units, which nominally corresponds to the number of hours per week required inside and outside of class. For example, a 9-unit class typically has three lecture hours per week and 6 hours of work outside of class. It is not uncommon for a course to be "under-unitted", a situation in which a class takes more hours per week than the assigned number of units.

Students need to average 40.5 units a term to graduate in four years. The minimum course load is 36 units per term, unless a petition to underload is approved by the deans. First and second term freshmen will be limited to 45 units of classroom and laboratory courses. Although freshmen may register for up to 48 units, the remaining 3 units must be used for frontier ("pizza") courses, PE, PA or research. Students may take up to 51 units but it requires their adviser's approval for such an overload. To take more than 51 units, a freshman will need to convince you and a dean that an overload is appropriate in their case. The deans do not approve freshmen overload petitions for the first quarter, and approve them in the second and third quarters only when students have been performing exceptionally well in all their classes. Deadlines for approving overload and underload petitions are Add Day and Drop Day of a term, respectively, so petitions should be submitted in advance of these dates. Forms for overloads and underloads are available in the Registrar's Office, Deans' Office and their websites.

A student who underloads should consult with the Financial Aid Office (see pages 16 and 22) to see if any adjustments in his or her financial aid are triggered.

All permanent grades recorded for freshmen during the first and second terms will be either P, indicating pass, or F, indicating fail. If a first or second term freshman is enrolled in a course in which the instructor gives letter grades, the registrar will nevertheless record P for all passing grades. Pass/Fail grades are not used in computing the cumulative grade-point average. As a transition to letter grades in the third term, shadow grades are given for freshmen, but as mentioned above, only the grades of P or F are recorded.

Freshmen are enrolled in their first-term classes over the preceding summer. The registrar makes assignments according to the results of placement exams in math, physics and chemistry, a writing assessment exam, the students' course selections and priorities as indicated on their registration forms, and seat availability. An average unit load will be in the range of 42 to 45 units. Once orientation begins, freshmen can adjust their schedules by adding and dropping classes.

For second and third terms, freshmen will register via REGIS. Advisors will be notified by e-mail, and then they can log on and approve or request a meeting with the student. Advisors should have previously met with their advisees to discuss course selection. Adding and dropping classes in any term must be completed by the respective add and drop dates; refer to the calendar starting on page 17. Changes are entered on a yellow drop/add card obtained from the registrar, which always needs the advisor's signature. The instructor's signature should be obtained when adding a class, especially for those classes with limited seating (see listing in REGIS). When dropping a class, the instructor's signature is required after Add Day. Adding a class with a time conflict with another class utilizes an orange card, which requires signatures of the advisor and both instructors. Add/drop cards are available from the registrar.

Any placement questions for math, physics and chemistry should be referred to the respective departments. Placement exams allow students to skip various terms of Ch1, Ma 1, Ma 2, Ph 1 and Ph 2; full units are awarded for any term in which advanced placement credit is awarded. No credit is involved with the writing assessment exam; it is just a tool to determine whether a student can go straight into freshman humanities or whether a remedial writing course must be completed first.

About a fourth of the freshmen class, chosen from those who indicated an intended option of Chemistry or Chemical Engineering, is placed in Ch 3 a for the first term. Even though Ch 3 a is offered all three terms, these students should be discouraged from postponing this course because of the importance of getting the entire freshmen class through their chemistry lab core requirement while they are freshmen. One exception would be if a student who has been assigned Ch 3 a for the first term makes a persuasive argument to take the alternative Ch 3 x. Ch 3 x has an energy focus, and this will match some students interests more than Ch 3 a. Also note that Ch 3 a has been modified from 6 hours of lab a week to a one-hour lecture and one three-hour lab to make it easier to schedule.

Based on the results of their math placement exams, some students may be put in a special section of Ma 1 a (section 1) and then required to take Ma 1 d (*Series*, 4 units) along with Ma 1 b during the second term. Similarly, some students may be placed in Ma 8 (*Problem Solving in Calculus*, 3 units), which is taken simultaneously with Ma 1 a first term. Any freshman seeking to drop Ma 8 must attend the first week and then receive approval of the instructor. Freshmen cannot change sections of Ma 1 a without approval from the Math Department. For Ph 1 a, recommend to the freshmen that they stay in sections 1 and 2 (less advanced) or 9 and 10 (more advanced) if assigned. Students in sections 9 and 10 can take a second placement exam to try to place out of Ph 1 a and into Ph 2 a or Ph 12 a.

Freshmen cannot take Ma 1 and Ma 2 simultaneously.

Ma 1 bc and Ph 1 bc are each offered in two tracks: analytical and practical. Information will be provided at the end of the fall term by the respective departments to help the students choose a track. Freshmen enrolled in the physics practical track are encouraged to take Ph 8 bc (*Experiments in Electromagnetism*, 3 units each term) concurrently.

Sometime in the fall, a placement exam will be offered for students wishing to place out of Bi 1 and take a higher level Biology class. Either Bi 8 or Bi 9 can substitute for Bi 1 or Bi 2. Other substitutions may be possible. Students interested in majoring in biology or bioengineering should take Bi 8 and Bi 9 second and third terms, instead of Bi 1 third term. Freshmen should not take advanced courses like ACM 95 except in rare circumstances. Please do not approve registration for advanced courses unless the student has convinced both you and the instructor that it is a good idea.

Core institute requirements cannot be dropped except with the approval of a dean. Do not allow freshmen to drop any Wr courses if they are required to take these courses before starting freshman humanities. Freshmen humanities courses must be completed freshman year, or as soon as completing Wr 1 or 2 and/or 3. Postponing course work in humanities and social sciences often leads to trouble, particularly for students with a poor command of the English language.

Other First Year Courses

In addition to the required core classes described on the previous pages, freshmen are encouraged to participate in freshman seminar classes, frontier classes, research tutorials and other research opportunities. Starting in the 2011-12 academic year, Caltech began offering a series of freshman seminars in which 10-15 freshmen and a faculty member explore in depth an exciting topic in the lab, around a table, or in the field. There will be 10 offerings on a wide range of topics, including earthquakes, cosmology, and the science of music. These courses can be found in the catalog. Caltech also offers a series of “frontier courses” that involve a weekly presentation by a faculty member on a topic of current research. These courses often meet at lunch time and serve pizza; hence, students often refer to the courses as “pizza courses”. The frontier courses are an opportunity for students to meet the Caltech faculty and to hear about state-of-the-art research projects for the summer or academic year. There are a total of 10 frontier courses offered for freshmen in biology, chemistry, physics, geology and planetary sciences, engineering, computer science, chemical engineering, bioengineering, and electrical engineering and mathematics.

Currently there are three “research tutorials” for freshmen – one in physics, one in biology and one in chemistry. These tutorials have many of the same features as the freshman seminars. In physics, the research tutorial includes approximately seven freshmen and extends over three academic terms plus the summer. The purpose is to demonstrate how research opportunities arise, are evaluated and tested, and how the ideas that survive develop in larger projects. In biology and chemistry, the tutorials are offered in the winter and spring quarters and involve small group discussions on special areas or problems in biology, biotechnology and in chemistry.

More than 80% of Caltech students participate in research at some point in their academic career. Students may embark in research activities by registering for research credits with a faculty member, by working in a laboratory for pay during the summer or academic year, by completing a senior thesis, or by participating in Caltech’s Summer Undergraduate Research Fellowship (SURF) program. The SURF program is described in the catalog.

FRESHMAN SCHEDULING TABLE

The table below is a summary of the courses and scheduling information that will be sufficient for most freshmen. Some students will place out of required courses, and a few students will have to delay their freshman humanities requirement until they complete Wr 1, 2, or 3. Students have until the end of their sophomore year to complete the additional introductory laboratory and the menu course. First and second term freshmen are limited to 45 units of classroom and laboratory courses. A reasonable unit load for a freshman is between 39 and 45 units per term; 48 units is the maximum number of units student can register for; students may take up to 51 units with their adviser's approval for such an overload; and above 51 units requires an overload petition submitted to the dean (will not be approved for first-term freshmen).

Category	Courses	1 st term	2 nd term	3 rd term
		number of units		
Math	Ma 1 abc	9	9	9
Physics	Ph 1 abc	9	9	9
Chemistry	Ch 1 ab	6	9	0
Chemistry laboratory	Ch 3 a (or Ch 3 x)	6 units any term		
Biology	Bi 1 (or Bi 1 x)	0	0	9
Freshman humanities courses and introductory social science course	Note 1	9	9	9
Additional introductory laboratory	6 units chosen from list in Note 2			
Menu course	Note 3	0	0	9
Electives	Note 4			
Frontier ('pizza') courses	Note 5			0
Physical education	PE (see Caltech catalog)	3 units any term; total of 9 units are required to graduate		

Note 1. Freshman humanities courses are those listed in the Humanities section of the Caltech catalog numbered 50 or below. Two courses are required and they must be in different disciplines, the disciplines being English, history, philosophy and film. An introductory social science course can be selected from An 22 (Introduction to Sociocultural Anthropology, 9 units, 1st and 2nd terms), An 23 (Human Evolution, 9 units by announcement), Ec 11 (Introduction to Economics, 9 units, 1st and 2nd terms), PS 12 (Introduction to Political Science, 9 units, 1st and 3rd terms), Psy 15 (Social Psychology, 9 units, 3rd term), Psy 13 (Introduction to Cognitive Neuroscience, 9 units, 3rd term).

Note 2. APh/EE 9 a (Solid-State Electronics for Integrated Circuits, 6 units, 1st term), APh 24 (Introductory Modern Optics Laboratory, 6 units, 3rd term), Bi 10 (Cell Biology Laboratory, 6 units, 3rd term),

Ch 4 ab (Synthesis and Analysis of Organic and Inorganic Compounds, 9 units per term, 2nd term for part a, 3rd term for part b), Ch 8 (Experimental Procedures of Synthetic Chemistry, 9 units, 1st term), Ch/ChE 9 (Chemical Synthesis and Characterization for Chemical Engineering, 9 units, 3rd term), Ge 116 (Analytical Techniques Laboratory, 6 units, 2nd term) Ph 3 (Physics Laboratory, 6 units, 1st, 2nd and 3rd terms), Ph 5 (Physics Laboratory [electronics], 9 units, 1st term), Ph 8 bc (Experiments in Electromagnetism, 3 units per term, 2nd term for part b, 3rd term for part c), or a more advanced laboratory

Note 3. Ay 1 (The Evolving Universe), Ch/APh 2 (Introduction to Energy Sciences), ESE 1 (Introduction to Environmental Science and Engineering), EST 2 (Energy and Society), Ge 1 (Earth and Environment), IST 4 (Information and Logic)

Note 4. Partial list: foreign languages (see Languages section of the Caltech catalog; language courses count toward the additional 36 units of the humanities and social science requirement, but not the 36-unit humanities requirement), ACM 11 (Introduction to Matlab and Mathematica, 3 units, third term), CS 1 (Introduction to Computer Programming, 9 units, 1st term), CS 2 (Introduction to Programming Methods, 9 units, 2nd term), CS 3 (Introduction to Software Engineering, 9 units, 3rd term), CS 11 (Computer Language Shop, 3 units, 1st, 2nd and 3rd terms), EE 5 (Introduction to Embedded Systems, 6 units, 3rd term), Ma 17 (How to Solve It, 4 units, 1st term), Ph 20, 21 and 22 (Computational Physics Laboratory, 6 units per term, various terms).

Note 5. BE 1 (Frontiers in Bioengineering, 1 unit, 2nd term), Bi 2 (Current Research in Biology, 3 units, 1st term), Ch 10 ab (Frontiers in Chemistry, 3 units, 1st and 2nd term), ChE 10 (Introduction to Chemical Engineering, 3 units, 2nd term), CS 9 (Introduction to Computer Science Research, 1 unit, 1st term), BE 2 (Frontiers in Engineering and Applied Science, 1 unit, 1st term), EE 1 (Introduction to Electrical Engineering Seminar, 1 unit, 2nd term), Ge 10 (Frontiers in Geological and Planetary Sciences, 2 units, 2nd term), Ph 10 (Frontiers in Physics, 3 units, 1st term), Ma 20 (Frontiers in Mathematics, 1 unit, 1st term).

CHOOSING AN OPTION

All freshmen will be asked to choose an option during the third term, after which they will be assigned a permanent advisor in that option. Freshman advisors are not expected to be knowledgeable about every option, although it is suggested that they review the descriptive material contained in the Caltech catalog under each option. Advisors should encourage their advisees to discuss option choices with upper class students as well as with the undergraduate option representatives. (See list starting on page 19.) Many options have frontier or “pizza” courses (See note 5 of the previous section) or other events during the year that provide useful information. A list of such events will be made available to the freshman advisors so they can remind their advisees to attend.

ELIGIBILITY FOR REGISTRATION

Following the first two terms, which are taken on a pass-fail basis, freshmen will be ineligible to register if they failed to pass at least 27 units in the previous term. After the two terms of study, all undergraduate students must complete a minimum of 27 units with a grade-point first average of at least 1.9 in order to remain eligible to register for classes. In addition, students must earn an average of 36 units per term over each academic year (or three trailing terms if students were not in attendance for the entire academic year) for a total of 108 units. A student may be excused from the 33-unit eligibility requirement if the requisite petition has been approved, prior to Add Day, by the Dean or Associate Dean of Undergraduate Students. Under exceptional circumstances the deans may waive the requirement that such a petition

be approved prior to Add Day, but may do so only once during that student's career at Caltech.

Following their first ineligibility, students are to meet with the dean or associate dean of undergraduate students. The dean may choose to reinstate them, in which case they will be on academic probation. Alternatively, the dean may direct them to petition the Undergraduate Academic Standards and Honors Committee (UASH) for reinstatement. UASH will either approve their petition for reinstatement and place them on academic probation, or require them to withdraw from the Institute for at least two terms. Students who fail a core course or who fail to successfully complete 36 units, even though they remain in good standing, are required to meet with one of the undergraduate deans before being allowed to register for classes in the subsequent term.

Students who become ineligible a second time will be required to withdraw from the Institute for at least two terms. Summer does not count as a term. A student who has been required to leave the institute because of academic ineligibility may, after at least two terms of leave, petition the Undergraduate Academic Standards and Honors (UASH) Committee for reinstatement. The UASH Committee's decision regarding reinstatement will be based largely on whether or not such students have made good use of their time while away from the Institute. Useful activities include being gainfully employed, having an internship, engaging in a significant amount of volunteer work, or successfully completing courses at another college or university. The Committee will also expect that students applying for reinstatement will have completed work in all Caltech classes in which they had received an E or I grade.

Any student who becomes ineligible a third time will not be allowed to continue to enroll at Caltech.

Students who are ineligible may petition the UASH Committee to waive any of the rules listed above, but in order to do so they must first obtain permission from two of the following three individuals: The dean of undergraduate students, the chair of the UASH committee, and the registrar. Permission to file a waiver petition will be granted only under exceptional circumstances.

LEAVES AND REINSTATEMENTS

The deans may place a student on medical leave if conditions warrant, and return from medical leave requires approval of the deans. Decisions on leaves and returns are always made in conjunction with the senior director of health and counseling services and/or the medical director of the Health Center.

A student may be placed on involuntary leave for disciplinary reasons by the Dean of Students, usually with the recommendation of the Conduct Review Committee. For academic violations of the honor code, the Board of Control makes recommendations on leaves to the deans. In general, disciplinary leaves specify a minimum time away but are indefinite in the sense that reinstatement depends on certain conditions being met. All students placed on involuntary leave have a procedural review conducted by the vice president for student affairs before the decision is final. Decisions on reinstatement are made by the deans, with consideration given to recommendations by the Board of Control when a leave is for academic violations of the honor code.

A student who is academically ineligible to register must withdraw voluntarily or petition for reinstatement, either immediately or later when the student feels ready to return. The deans can approve a first-time reinstatement petition; after that, petitions must be submitted to UASH. [An

exception is in the case when a freshman accumulates 42 or more units of E and/or F grades, exclusive of PE; then the student must petition for reinstatement through UASH. He or she should first see the deans for academic counseling and advice on petitioning.]

When a petition for reinstatement is denied, the student is placed on leave and advised what, if anything, can be done while away to improve the student's chances of being readmitted. The advisor's written statement on the reinstatement petition is an important source of information that will be considered by the deans and UASH.

Some students consider taking time off from Caltech to pursue various activities. All students are eligible to take an undergraduate student sabbatical for up to one year, provided they are in good academic standing. An undergraduate student sabbatical must extend over a period that includes at least one full term. An undergraduate sabbatical is not granted in the term immediately following reinstatement. A student seeking a sabbatical must complete the sabbatical petition and obtain his or her advisor's signature and seek approval from the deans. Return from a sabbatical does not require any application or petition. Students considering a sabbatical should be encouraged to discuss their plans with the deans and the Financial Aid Office staff. If the student fails to complete the sabbatical petition form, the Registrar's Office will consider the student as withdrawn, and reinstatement will be necessary if the student wishes to return.

Any time a student separates from the Institute, a withdrawal card must be completed in the Deans' Office, which is then forwarded to the registrar and other appropriate offices. The effective date of withdrawal is entered by the deans. A student who withdraws after Add Day of a term receives a mark of W in each class for which he or she was enrolled. These marks are not used in computing grade point average. Any student can voluntarily withdraw up to the last day of classes and receive W marks in their classes instead of grades. If a student leaves without filing the withdrawal card, the grades entered on the transcript will be those reported by the instructor or F grades for courses in which grades are not reported. Except for students with approved sabbaticals, any withdrawn student must go through some process with the deans or UASH to be reinstated.

A student who withdraws during a term is liable for a prorated amount of tuition based on the Title IV Federal Regulations. (Fees are not prorated.)

E & I GRADES

At their discretion, instructors may give students who have not completed their work for a course by the end of the term a grade of E (signifying extension). The grade E indicates deficiencies that may be made up without repeating the course. If the instructor does not specify a date on the grade report sheet for completion of the work, students receiving an E will have until Add Day of the following term to complete their work for that course. Instructors may, however, require the work for the course to be completed by an earlier date, or a later date could be specified.

If a student receives an E and does not complete the work by the completion date, the grade will be changed to an F. Adequate time must be afforded to instructors to grade the work and to submit the final grade to the registrar.

With the written permission of the instructor, a student may extend the E grade past the completion date, but doing so will cause an additional E grade to be counted. Each additional extension of the E will be until the date specified by the instructor or until Add Day of the following term, but in each case will require the written permission of the instructor and the counting of an additional E grade.

After an undergraduate student has been awarded the grade of E six times, he or she is not

eligible to receive E grades in any subsequent term. However, a petition for an E in a subsequent term may be approved by UASH in an exceptional case. Such a petition requires the support of the instructor and the deans.

An E grade is also used as a provisional pass for Math 1a. Some students who receive an E in Math 1a are given a "double or nothing" deal where, if they pass Math 1b, then they also retroactively pass 1a, but if they fail 1b, they also fail 1a.

The grade of I (signifying incomplete) is given only in case of sickness or other emergency that justifies non-completion of the work at the usual time. It is given at the discretion of the instructor, after approval by the deans. Often, the request for an I grade will come from the deans, who are familiar with the student's situation; in this case, the instructor will generally defer to the deans and grant the I. The time period within which the grade of I is to be made up should be indicated on the grade sheet, or if not, students receiving an I will have until Add Day of the following term to complete their work.

E and I grades are not considered in calculating a student's grade-point average.

UNDERGRADUATE RESEARCH

Many students chose to come to Caltech because of the wealth of undergraduate research opportunities available. In 2010, approximately 48% of the freshman class participated in SURF at the end of their first year. Freshman may face special challenges in finding a SURF project--they know fewer faculty, are not as familiar with research on campus, and are often under the impression that no one would want to work with an inexperienced student. As a freshman advisor you have the opportunity to help students navigate this path. Students should be encouraged to attend SURF Information Sessions and begin thinking about possible SURF projects by the end of Fall term. SURF applications, along with the supporting proposal, are due on February 22, 2017. Awards are made on April 1.

Connection to individual faculty members is a key factor in students' academic success. While freshman advising is one connection, mentoring from a research advisor is another. Through their participation in an undergraduate research project, students are able to understand and navigate the research process--from effectively developing a research question, to critiquing data, and communicating one's research findings.

For further information regarding the SURF program, contact the Student-Faculty Programs Office, 330 Center for Student Services, (626) 395-2885, sfp@caltech.edu, or visit the Student-Faculty Programs website at <http://www.sfp.caltech.edu>.

The deans also offer between three and six fellowships every summer funded by the Noland endowment and the Monticello Foundation for female students to do research at off-campus locations, as well as a Beckman Political Internship that is open to any student. In addition, the deans operate the Housner endowment, which provides about \$100,000 every year for scholarly activities for undergraduates, such as research projects, robotics competitions, and travel to academic conferences. Refer to www.deans.caltech.edu for details.

THE HONOR SYSTEM

The Caltech Honor System is embodied in a single phrase: *“No member of the Caltech community shall take unfair advantage of any other member of the community.”* Both academic and non-academic affairs are considered to be under the honor system. The system for undergraduates is governed by the Board of Control (BoC), whose chair is currently Kate Evans and by the Conduct Review Committee (CRC) composed of students, staff, and faculty (co-chaired by Lesley Nye and Carly Robison). The BoC deals mainly with academic violations, while the CRC is concerned with non-academic situations, including violations of Caltech’s alcohol/drug or fire policies. A faculty member or TA who suspects an academic violation of the Honor System should e-mail boc@ugcs.caltech.edu directly, or contact one of the deans (x6351) before taking any other action.

A student being investigated for an honor code violation may consult with his/her advisor. The advisor should not get involved directly in the judicial process, but rather counsel the student to cooperate fully. Any concerns that the advisor has about the situation should be brought up with the deans. The Honor Code handbook can be found here:

https://deans.caltech.edu/documents/176-honor_code_handbook_2016.pdf

Violations of Caltech’s harassment policy and sexual violence policy are dealt with by a process separate from the BoC and CRC. Refer to the Caltech catalog.

TITLE IX

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination on the basis of sex in federally-funded education programs or activities.

At the California Institute of Technology we take compliance with Title IX seriously and we are committed to providing an environment free from discrimination, including discrimination on the basis of sex.

The following are examples of types of sex-based discrimination that are prohibited by Title IX:

- Sexual harassment and sexual violence, including sexual assault, that occurs in connection with Caltech academic, athletic, extracurricular, or Institute programs, regardless of the location.
- Failure to provide equitable opportunity for a student or employee based on sex.
- Lack of athletic opportunities for women.
- Discrimination on the basis of gender, gender expression, and gender identity.

CALTECH COUNSELING RESOURCES

1. The Dean of Undergraduate Students is Kevin M. Gilmartin; and Barbara Green and Lesley Nye are the Associate Deans for Undergraduate Students. Students should be referred to the deans for help with both academic and personal problems. Tutors are available through the Deans' Office, as well. The deans can be reached at x6351 and are located in Room 210 in the Center for Student Services.
2. The Counseling Center staff is helpful with distress resulting from adjustment, stress, relationships, depression, substance abuse, academics, and any other problems that affect a student's well being. Jennifer L. Howes, the Director of Health and Counseling Services, can be reached at x8331 and is available for consultation with you regarding any advisee.
3. The Caltech Center for Diversity is responsible for fostering and furthering the community that supports underrepresented students, women, and members of the LGBT community. The office provides confidential support, advocacy, and crisis intervention services. They assist students with a variety of concerns, such as harassment, sexual harassment, relationship violence, stalking, or sexual assault. They develop and implement retention programs, respond to day to day issues and concerns that arise with students, and sponsor educational support and leadership development programs. They also coordinate several mentoring, networking, and other academic support programs for women in science and engineering. The staff of the Caltech Center for Diversity can be reached at x8103.
4. For confidential resources, students may access the Counseling Center staff and Erin-Kate Escobar x3221 and Taso Dimitriadis x8108 in the Caltech Center for Diversity. Talking to any of these individuals does not constitute reporting an incident involving a member of the Caltech community to the Institute. These offices can provide you with support and can guide you through Institute procedures. Students may also contact the CCD main line at x6207.
5. The Residential Life Coordinators (RLCs) are professional staff who live in residence, supervise the Residential Associates, and serve as resources to the graduate and undergraduate communities. They work closely with student leaders, Upperclass Counselors, the Deans' Office, Housing, the Counseling Center, the Center for Diversity, and other offices to support and enhance student life on campus.
6. Resident Associates (RAs) are graduate students who live in the undergraduate houses. They know many of the students personally and are a good resource for them. RA's review the freshman progress reports and deficiency notices with each freshman. Contact information for the RAs is available on the Deans' Office website.
7. The Title IX Coordinator is the designated official with primary responsibility for coordinating the Institute's compliance with Title IX. The Assistant Vice President for Equity, Accessibility, & Inclusion Initiatives and Title IX coordinator is Felicia Hunt. Visit: <https://titleix.caltech.edu/>. She can be reached at x 3132.
8. The Registrar's Office can help answer questions about core requirements, registration, courses and grading. Mary Morley is the registrar and can be reached at x6354.

9. The advisors in International Student Programs (ISP) provide information about U.S. immigration regulations. They (and they alone) can sign Caltech immigration documents. In addition, the international advisors are always available to discuss cultural adjustment difficulties that students may experience. ISP also sponsors a variety of social, educational and cultural programs open to the entire Caltech community. The advisors in ISP see all Caltech students on a walk-in basis or by appointment. The office is located in the Center for Student Services. Laura Flower Kim, Associate Director of International Student Programs, can be called at x2110 or the general number of the ISP Office is x6330.

10. The Career Development Center (CDC) helps students with career planning and applying for graduate or professional school. Students planning to go to medical school or enter health professions should talk to the pre-health program advisor, James Berk, x6364, soon after coming to Caltech. The CDC holds a fall and spring career fair at which students can learn about full time and summer internships in a number of areas. The CDC runs an on-campus recruiting program for full time positions and in some cases summer internships. Students who wish to find paid positions as tutors off campus can register on the CDC site. For further information and contact information, go to <http://career.caltech.edu>. Students are seen by appointment or in set walk-in counseling times.

11. Fellowships Advising and Study Abroad helps Caltech undergraduates seek out information on, and apply for a wide variety of highly competitive fellowships for study both in the U.S. and abroad after graduation. In addition to fellowships advising, FASA also runs Caltech's official study abroad programs. These offer students the opportunity to study science, math, economics and engineering and receive Caltech option or general credit. Some programs allow students to study subjects in the humanities or social sciences. Participating universities are the University of Cambridge, University of Copenhagen, Danish Technical University, University of Edinburgh, University College London and Ecole Polytechnique. FASA also administers the competitions for the San Pietro Summer Travel Prize and the Bishop Summer Study Abroad Fellowship. Go to <http://fasa.caltech.edu/> for further information. Students can call x2150 to schedule an appointment with Lauren Stolper the Director.

12. The Financial Aid Office can be very helpful to students who have questions about their financial aid packages and additional sources of financial aid. Don Crewell is the director of financial aid and can be reached at x6172.

IMPORTANT FRESHMAN DATES 2016-17

First Term- 2016

September 18	Orientation Begins with New Student Check-In 9:00 am - 2:00 pm Center for Student Services
September 22	Breakfast with Advisees (1) 8:30 am Dabney Garden
September 23	Breakfast with Advisees (2) 8:30 am Dabney Garden
September 21 - September 30 th <i>Shortly after the end of Rotation Week you will receive a your advisees' housing assignments & MSC address</i>	Rotation Week
September 26	Beginning of Instruction, First Term
October 14 <i>Plan on an increased advising load as this day approaches. Consider an advisee group meeting.</i>	Add Day
October 26 - November 1	Midterm Examination Period
November 12 <i>Meet your advisees' parents at a luncheon at the Athenaeum.</i>	New Student Parents' Day
November 7 <i>Review reports and discuss deficiencies with advisees prior to Drop Day.</i>	Midterm Progress Reports & Deficiency Notices Due
November 16 <i>Plan on an increased advising load as this day approaches. Consider an advisee group meeting.</i>	Drop Day
November 24 - 25	Thanksgiving Recess
November 17 – December 2 <i>Be available for advising.</i>	Registration for Second Term
December 7 - 9	Final Examinations
December 14	End-of-Term Progress Reports Due
December 10 - January 3	Winter Recess

Second Term - 2017

January 4	Beginning of Instruction, Second Term
January 16	Martin Luther King Day Holiday (classes do not meet)
January 25 <i>Plan on an increased advising load as this day approaches. Consider an advisee group meeting.</i>	Add Day
February 3 - 9	Midterm Examination Period

February 20	Presidents' Day Holiday (classes do not meet)
February 13	Midterm Progress Reports & Deficiency Notices Due <i>Review reports and discuss deficiencies with advisees prior to Drop Day.</i>
February 22	Drop Day <i>Plan on an increased advising load as this day approaches. Consider an advisee group meeting.</i>
February 23 - March 10	Registration for Third Term <i>Be available for advising.</i>
March 15-17	Final Examinations
March 20	End-of-Term Progress Reports Due
March 18-April 2	Spring Recess

Third Term – 2017

April 3	Beginning of Instruction, Third Term
April 21	Add Day <i>Plan on an increased advising load as this day approaches. Consider an advisee group meeting.</i>
May 3 -9	Midterm Examination Period
May 15	Midterm Progress Reports & Deficiency Notices Due <i>Review reports and discuss deficiencies with advisees prior to Drop Day.</i>
May 24	Drop Day <i>Plan on an increased advising load as this day approaches. Consider an advisee group meeting.</i>
May 25 - June 9	Registration for First Term, 2017-18 <i>Be available for advising.</i>
May 29	Memorial Day Holiday (classes do not meet)
June 14-16	Final Exams for all undergraduates (except seniors)
June 16	Commencement

UNDERGRADUATE OPTION REPRESENTATIVES

(URL: https://www.registrar.caltech.edu/academics/ug_option_reps)

Aerospace (Minor)

Beverley J. McKeon, 207 Firestone Lab., MC 105-50, x4460, mckeon@caltech.edu
Christine Ramirez, Option Manager, x4750, cramirez@caltech.edu

Applied & Computational Mathematics

Peter Schoeder; 306 Annenberg, MC 305-16; x4269; ps@caltech.edu
Maria Lopez, Option Manager; 341 Annenberg, MC 305-16; x3034; mlopez@cms.caltech.edu

Applied Physics

Oskar Painter, 266 Watson, MC 128-95, x8008, opainter@caltech.edu
Jennifer Blankenship; Option Manager; 106 Watson, MC 128-95; x8124; jennifer@caltech.edu

Astrophysics

Lynne Hillenbrand; 218 Cahill, MC 249-17; x6587; lah@astro.caltech.edu

Biology

Bruce Hay; 308A Kerckhoff, MC 156-29; x3399; haybruce@its.caltech.edu
Raina Beaven, Option Admin; 109 Kerckhoff, MC 156-29; x 2393; rbeaven@caltech.edu

Bioengineering

Changhuei Yang; 262A Moore Laboratory, MC 136-93; x8922; chyang@caltech.edu
Linda Scott, Option Admin; 116A Kerckhoff, MC 156-29; x4389; scottl@caltech.edu

Business Economics & Management

Jaksa Cvitanic, 319 Baxter Hall, MC 228-77; x1784; cvitanic@hsscaltech.edu

Chemical Engineering

Konstantinos Giapis; 219 Spalding, MC 210-41; x4180; giapis@cheme.caltech.edu
Kathy Bubash, Option Admin; 206 Spalding Lab, MC 210-41; x4193; Kathy@cheme.caltech.edu

Chemistry

Mitchio Okumura, 104 Noyes Lab., MC 127-72, x6557, mo@caltech.edu
Amy Woodall-Ojeda, Option Admin; 168B Crellin Lab, MC164-30; x3904; amy.ojeda@caltech.edu

Computer Science (and minor)

Chris Umans; 311 Annenberg, MC 305-16; x5725; umans@cs.caltech.edu
Maria Lopez, Option Admin; 341 Annenberg, MC 305-16; x3034; mlopez@cms.caltech.edu

Control & Dynamical Systems (Minor)

John Doyle; 210 Annenberg, MC 305-16; x4808; doyle@cds.caltech.edu
Maria Lopez, Option Admin; 341 Annenberg, MC 305-16; x3034; mlopez@cms.caltech.edu

Economics

Robert Sherman, 119 Baxter Hall, MC 228-77, x4337, sherman@caltech.edu

Electrical Engineering

Ali Hajimiri; 302 Moore Lab, MC 136-93; x2312; hajimiri@caltech.edu
Tanya Owen, Option Manager; 136 Moore Lab, MC 136-93; x8817 tanya@cns.caltech.edu

Engineering and Applied Science

Azita Emami; 335 Moore, MC 136-93; x8417; azita@caltech.edu

Tanya Owen, Option Admin; 136 Moore Lab, MC 136-93; x8817 tanya@caltech.edu

Engineering and Applied Science (CNS concentration)

Pietro Perona; 104A Moore Lab, MC 136.93; x4867; perona@caltech.edu

Tanya Owen, Option Admin; 136 Moore Lab, MC 136-93; x8817 tanya@caltech.edu

Engineering and Applied Science (MS concentration)

Brent Fultz, 239 Keck Lab, MC 138-78; x2170; btf@caltech.edu

Jennifer Blankenship, Option Manager 106 Watson Lab, MC 128-95; x8124; jennifer@caltech.edu

English Option (and minor)

Dehn Gilmore; 315 Dabney, MC 101-40; x1749; dwg@caltech.edu

Sinikka Elvington, Option Admin; 301 Dabney Hall, MC 101-40; x1724 elvington@caltech.edu

Environmental Science and Engineering (Minor)

Andrew Thompson; 224 Linde+Robinson, MC 131-24; x8345; andrewt@caltech.edu

Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

Geology Option

Michael Lamb, 270 Arms, MC 170-25, x3612, mpl@caltech.edu

Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

Geobiology Option

Alex L. Sessions; 108A N Mudd, MC 100-23; x6445; als@gps.caltech.edu

Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

Geochemistry Option

George Rossman; 357 Arms, MC 170-25; x6471; grr@gps.caltech.edu

Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

Geophysics Option

Jennifer Jackson; 354 S. Mudd, MC 252-21; x6780; jackson@gps.caltech.edu

Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

Geological & Planetary Science (Minor)

Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

History Option (and minor)

Warren Brown, 204 Dabney, MC 101-40, x4482, wcb@caltech.edu

Fran Tise, Option Admin; 201 Dabney, 101-40; 3609 ftise@hss.caltech.edu

History (minor)

Warren Brown; 204 Dabney Hall, MC 101-40; x4482; wcb@hss.caltech.edu

Fran Tise, Option Admin; 201 Dabney, 101-40; 3609 ftise@hss.caltech.edu

History and Philosophy of Science

Diana Kormos-Buchwald; G100; 363 S Hill, MC 20-7; x8048; diana_buchwald@caltech.edu

Sarah (Emily) de Araujo, Option Admin; 363 S Hill, 20-7; 8028 emilya@caltech.edu

History and Philosophy of Science (Minor)

Diana Kormos-Buchwald; G100; 363 S Hill, MC 20-7; x8048; diana_buchwald@caltech.edu
Sarah (Emily) de Araujo, Option Admin; 363 S Hill, 20-7; 8028 emilya@caltech.edu

Mathematics Option

Nets H. Katz, 166 Sloan Lab, MC 253-36, x2326, nets@caltech.edu

Mechanical Engineering Option

Guillaume Blanquart; 255 Gates-Thomas Lab, MC 104-44, x4306, g.blanquart@caltech.edu

Philosophy Option (and minor)

Christopher Hitchcock; 210 Dabney, MC 101-40; x3602; cricky@hss.caltech.edu
Fran Tise, Option Admin; 201 Dabney, 101-40; 3609 ftise@hss.caltech.edu

Physics Option

Gil Refael, 164 W. Bridge, MC 149-33, x4705, refael@caltech.edu

Planetary Science Option

David Stevenson; 172 S. Mudd, MC 150-21; x6534; djs@gps.caltech.edu
Julie Lee, Option Admin; 160 Arms Lab, MC 170-25; x6455; jlee@gps.caltech.edu

Political Science Option

Mike Alvarez; 103 Baxter Hall, MC 228-77; x4089; rma@hss.caltech.edu

Structural Mechanics

John Hall; 211 Thomas; MC 104-44; x4160; johnhall@caltech.edu

USEFUL CALTECH OFFICES AND CONTACTS

Deans' Office (academic and mental health issues; accommodations for disabilities; petitions such as underload, overload, sabbatical and reinstatement; tutoring arrangements; behavioral issues; emergency loans and grants; back-up advisor functions)

210 Center for Student Services

Kevin M. Gilmartin, Dean of Undergraduate Students: X6351, kmg@hss.caltech.edu

Barbara Green, Associate Dean of Undergraduate Students: x6351, barbara@caltech.edu

Lesley Nye, Associate Dean of Undergraduate Students: X6351, lnye@caltech.edu

For additional information: www.deans.caltech.edu

Health and Counseling Center (physical and mental health issues, health insurance)

1239 Arden Road

Jennifer L. Howes, Director: x8331, jhowes@caltech.edu

Call 4701 to page the on-call psychologist during after hours.

After hour's physical health: call 626-584-2421 and ask to speak to Dr. Stuart Miller.

For additional information: www.counseling.caltech.edu, www.healthcenter.caltech.edu

Registrar (registration, grades, progress reports, UASH issues, assignment of permanent advisors)

125 Center for Student Services

Mary Morley, Registrar: x6354, mmorley@caltech.edu

Kim Mawhinney, Associate Registrar: x1797, kim.mawhinney@caltech.edu

Gloria Brewster (primary undergraduate contact): x6355, ghb@caltech.edu

For additional information: www.registrar.caltech.edu

Financial Aid (financial aid packages, scholarship requirements, loans)

383 S. Hill, (Second Floor) MC 20-90

Don Crewell; Director; x6172; dcrewell@caltech.edu

Martha Michel, Associate Director: x6533, mmichel@caltech.edu

International Student Programs (immigration matters, advising related to social and cultural issues)

250 Center for Student Services x6330, isp@caltech.edu (north wing)

Laura Flower Kim, Associate Director: x2110, laura.flowerkim@caltech.edu

Daniel Yoder, International Student Advisor: x6330, dyoder@caltech.edu

Caltech Center for Diversity (advising and programming for women, underrepresented minority and LGBTQ students; confidential resource)

255 Center for Student Services

Caltech Center for Diversity (advising and programming for women, underrepresented minority and LGBTQ students; confidential resource)

255 Center for Student Services

Hanna S. Song, Senior Director for Diversity: x2303 hsong@caltech.edu

Taso Dimitriadis, Assistant Director for LGBTQ Services & Programs for the Caltech Diversity Center: x8108 taso@caltech.edu

Erin-Kate Escobar, Assistant Director for Women's Services & Programs for the Caltech Diversity Center: X3221 ekescoba@caltech.edu

Career Development Center (career advising, internships, pre-med program)

310 Center for Student Services

Lauren Stolper, Director: x2150, lstolper@its.caltech.edu

Mandy Casani, Assistant Director: x6433 mcasani@caltech.edu

James Berk (pre-health program): x6364 jberk@caltech.edu

Fellowships Advising and Study Abroad

319 Center for Student Services

Lauren Stolper, Director: x2150, l Stolper@its.caltech.edu

Student Activities and Programs (clubs, student activities)

165 Center for Student Services

Tom Mannion, Senior Director for Student Activities and Programs: x6174, m annion@caltech.edu

Housing and Dining (practical issues regarding food & housing infrastructure, room assignments)

160 Center for Student Services for Housing

Maria Katsas, Acting Director of Housing: x6176, m aria@caltech.edu

Jonathan Webster, Senior Director of Dining Services: x8174 j webster@caltech.edu

Title IX (Discuss a Title IX concern, seek information or support around a Title IX issue, or to file a complaint)

205 Center for Student Services

Felicia Hunt, Assistant Vice President for Equity, Accessibility, & Inclusion Initiatives; Title IX Coordinator x 3132 t itleixcoordinator@caltech.edu

California Institute of Technology
Pasadena, California 91125