

[View this email in your browser](#)

# Berkeley Social Welfare

## Student Services Graduate Student Advising Newsletter



**April 24, 2020**

### Topics Covered

- [Introduction to the Student Services Newsletter and Your GSAO](#)
- [Setting Up Your UC Berkeley E-Mail Account](#)
- [Communications & Filtering Important E-Mails](#)

---

## Introduction to the Student Services Newsletter and Your GSAO

---



Welcome to Cal and Berkeley Social Welfare! My name is Nicole Rucinski and I serve as the Graduate Student Affairs Officer (GSAO) for the School. The GSAO is a title within the University that allows for students, faculty, and staff to identify within a department the "go-to" person for graduate student matters. We advise on degree requirements, course enrollment policies, student funding matters, campus resources, and many other facets that make up the student experience. We help solve and triage problems and refer, when necessary, to other campus units. As such, if you ask an instructor or fellow student a question, they may offer a four-word reply, "Go talk to Nicole." And that's me.

Because most questions come up routinely at certain points of the year, I developed this "Student Services Newsletter" to summarize important information that you need to be aware of usually a little bit in advance of when you need to know it. The newsletter goes out just about every Friday afternoon. Over the course of the summer, I'll be sending out information related to e-mail, list-serves, degree requirements, course enrollment (which takes place in late-July), and other topics that I feel you should know before we start together in late-August. Please review the information below which has an ACTION ITEM and some guidance on how to organize yourself for the information that will be coming your way this summer.

Originally, I made my journey to the Bay from my home state of Wisconsin, where I earned my Master's degree in Clinical Mental Health Counseling. I see my advising role as an opportunity to collaborate with you all, and to provide the resources to best support and facilitate your academic success. I truly value and respect the work within the field of Social Welfare, and I look forward to getting to know you all as you make your way through graduate school. When I'm not on campus, I enjoy traveling (when time allows), getting outside for hiking and camping excursions, shameless car-singing, writing, and cuddling with my big orange cat, Oliver.

[<Back to Top>](#)

---

## Setting Up Your UC Berkeley E-Mail Account

---

**Important note: All future communications will be sent to your Berkeley email account ONLY. Please find details below for setting this up if you have not yet done so.**

**One of the key pieces of success to your graduate school experience is communication. All UC Berkeley students are required to have a bConnected account - your official campus e-mail, calendar, and document sharing account. Your campus e-mail address is based on your online identity (your CalNet ID aka Student ID Number followed by @berkeley.edu), and it will be used by professors, departments, and university administration to send you important information on registration status, enrollment, financial aid, and class assignments.**

**A few things to note... First, all official communications from the School must be sent to your official campus e-mail account. We cannot send e-mails to your personal e-mail accounts due to FERPA regulations meant to protect your confidentiality. Second, you are responsible for communications sent to and from your “@berkeley.edu” address and data stored in your bConnected account. Be sure to review important campus policies for computer use, email and online data security.**

---

**ACTION ITEM:** If you have not already done so, go to <http://bConnected.berkeley.edu> to create your bConnected account.

**Please complete this action by next week Friday, May 1st, so you receive the next Newsletter on time.**

[<Back to Top>](#)

---

## Communications & Filtering Important E-Mails

---

All important information from me, including the weekly Graduate Student newsletter, will be coming to you through designated advising email accounts.

**MSW and Concurrent Program (MPP or MPH) Students Look For:**

**SW MSW Advisor** - [sswmsw\\_advise@berkeley.edu](mailto:sswmsw_advise@berkeley.edu)

**Phd and Combined MSW/PhD Students Look For:**

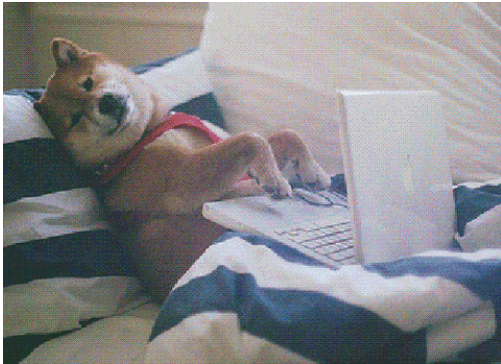
**SW PhD Advisor** - [swphdadvisor@berkeley.edu](mailto:swphdadvisor@berkeley.edu)

Please pay close attention to any messages you receive from your designated advising account, and read all content thoroughly.



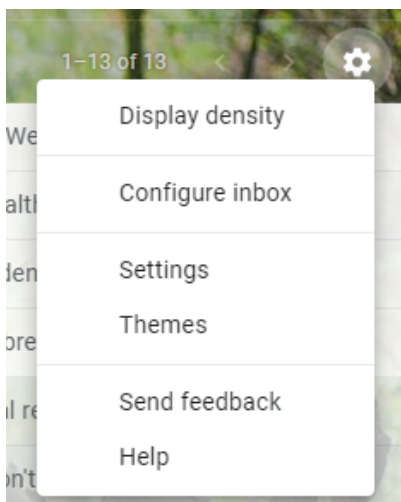
**Please note:** Forwarded announcements may come from my personal email ([nicoler@berkeley.edu](mailto:nicoler@berkeley.edu)). The information that is most important and relevant will always come from your designated advising account. I ask that you send all inquiries to the appropriate

## SETTING UP FILTERS



I recommend setting up filters so that you don't miss any important information coming from Student Services!

In the upper-right corner of your bMail Inbox screen, you will see a gray gear icon. Click on that to extend the menu and select “Settings”



The screen will refresh and you will have a variety of menu options across the top. “Labels” allows for you to create folders to organize your e-mail. “Filters” allows for you to automatically direct incoming e-mail into specific “Label” folders.



**I cannot stress this enough:** you will be getting A LOT of e-mail from a variety of campus entities. It is important to utilize your “Labels” and “Filters” to ensure that your attention is drawn to specific senders, ideally your instructors and the Student Services Team. I would highly

1. Bob Teague, Assistant Dean, Director of Student Services – [bteague@berkeley.edu](mailto:bteague@berkeley.edu)

2. Nicole Rucinski, Graduate Student Affairs Officer –

**MSW and Concurrent Students:** [sswmsw\\_advise@berkeley.edu](mailto:sswmsw_advise@berkeley.edu)

**PhD and Combined Program Students:** [swphdadvisor@berkeley.edu](mailto:swphdadvisor@berkeley.edu)

3. Cassandra Castillo, Undergraduate Student Advisor – [c.castillo@berkeley.edu](mailto:c.castillo@berkeley.edu)

4. Sara McCarthy, Admissions Advisor – [saramc@berkeley.edu](mailto:saramc@berkeley.edu)

This filter will enable you to see specifically when the Student Services Team is trying to communicate with you. I will start sending out key pieces of information about financial aid, course enrollment, and orientation in the coming weeks. Please check your campus e-mail at least once a week during the summer to stay on top of our communications.

[<Back to Top>](#)

---

## COVID-19

---

We understand that during this unprecedented time of uncertainty, there are many questions you may have about what the Fall semester will look like. Please remember that we are all in this together. This is a complex set of circumstances we find ourselves in, and we are all waiting, as the public health picture remains uncertain.

For current information regarding Berkeley's plans for resuming instruction this Fall, I encourage you to monitor the campus [COVID-19 FAQ page\(link is external\)](#) (see questions under the "Instruction" heading); and the Division of Student Affairs [Fall 2020 FAQ page\(link is external\)](#).

We will also post any new information or updates on our [Newly Admitted MSW Students](#) web page. Any new information specific to Social Welfare students will be communicated to everyone (via Newsletter), and also posted here, as soon as it becomes available.