School of Public Policy Information
<table>
<thead>
<tr>
<th>NAME</th>
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<th>RESPONSIBILITIES</th>
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</thead>
<tbody>
<tr>
<td>FERNANDO CORTEZ</td>
<td>INFORMATION TECHNOLOGY ANALYST</td>
<td>PROVIDES I.T. HELP DESK SUPPORT</td>
</tr>
<tr>
<td>CHRISTINA HART</td>
<td>EXECUTIVE ASSISTANT TO THE DEAN</td>
<td>SUPPORT TO THE DEAN, OFFICE MANAGER</td>
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<tr>
<td>TONI LAWRENCE</td>
<td>DIRECTOR OF DEVELOPMENT</td>
<td>FUNDRAISING FOR THE SPP</td>
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<tr>
<td>JASMINE MEJIA</td>
<td>ACADEMIC PERSONNEL AND HUMAN RESOURCES ANALYST</td>
<td>EMPLOYMENT: FACULTY AND STUDENT</td>
</tr>
<tr>
<td>VERONICA RUIZ</td>
<td>ASSISTANT DEAN AND CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER</td>
<td>OVERSEES FINANCIAL AND ADMINISTRATIVE OPERATIONS OF THE SPP</td>
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<tr>
<td>LUIS ALVAREZ</td>
<td>FINANCIAL AND OPERATIONS MANAGER</td>
<td>ANALYTICAL SUPPORT FOR ALL FINANCIAL AND OPERATIONS FUNCTIONS IN THE SPP</td>
</tr>
<tr>
<td>ANGIE GONZALEZ</td>
<td>ACADEMIC SUPPORT ANALYST</td>
<td>EMPLOYMENT: STUDENTS AND STAFF</td>
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</tbody>
</table>
| MARK MANALANG | COMMUNICATIONS SPECIALIST                              | • MARKETING AND COMMUNICATIONS  
• EVENTS COORDINATOR  
• STUDENT AMBASSADOR PROGRAM       |
| BRIAN NAKAMURA | CAREER COUNSELOR AND INTERNSHIP COORDINATOR            | PLANNING AND ORGANIZING UNDERGRADUATE AND MPP CAREER SERVICES AND INTERNSHIPS    |
| WILL SUH     | STUDENT AFFAIRS COORDINATOR                           | RECRUITMENT, ADMISSIONS, ENROLLMENT, AND ACADEMIC ADVISING OF MPP STUDENTS      |
STUDENT AFFAIRS WORKFLOW

Student Affairs:
- MPP Program
- Time to Degree
- Program Content
- Your First Stop

Courses:
- Enrollment
- Curriculum
- Advising

General Questions:
- Student Life
- Referrals
- Financial Aid

Student Affairs:
- Oversight
- Admissions Approvals
- Program Changes

Courses:
- Exceptions
- Approvals

Specific Questions:
- Unique circumstances
- Internship Approvals

Student Affairs:
- Career Counseling and Internships
- Your First Stop

Career:
- Advising and Counseling
- Networking
- Referrals

Internships:
- Enrollment
- Advising
- Networking

UCR SCHOOL OF PUBLIC POLICY
THE SPP STUDENT AFFAIRS CENTER

• LOCATED IN INTS 4120
• ONE STOP SHOP FOR:
  • ACADEMIC ADVISING
  • CAREER AND INTERNSHIP ADVISING AND PLACEMENT
  • STUDENT GROUPS: SPP AMBASSADOR PROGRAM, SPP GSA
  • MARKETING AND COMMUNICATIONS
  • EVENT COORDINATION
• BUSINESS HOURS: 8 AM TO 5 PM
THE SPP STUDENT AFFAIRS CENTER STAFF

Will
Walk-Ins: M-F 4-6 PM
Appointments: bookme

Brian
Walk-Ins: Mondays 4-6 PM
Appointments: bookme

Mark
Appointments: bookme

UCR SCHOOL OF PUBLIC POLICY
THE SPP STUDENT HUB

• LOCATED IN INTS 4115
• AVAILABLE FOR STUDENTS
  • MEETING SPACE
  • COMPUTERS
  • STUDY AREA
  • PROJECTOR AND SCREEN
• HOURS: TBD
MPP STUDENT RESOURCES

- RESOURCE PAGE: spp.ucr.edu/mpp/resources.html
- FORMS:
  - QUARTERLY ADVISING
  - TIME TO DEGREE
  - ENROLLED STUDENT FORMS (GRADUATE DIVISION)
- GRADUATE STUDENT HANDBOOK
- STUDENT CONTACT INFORMATION (UCR E-MAIL)
QUARTERLY ENROLLMENT

• EVERY QUARTER: MINIMUM OF 12 UNITS
• PROCESS:
  • ACCESS THE QUARTERLY ADVISING FORM
  • SEND VIA E-MAIL TO WILL SUH
  • RECEIVE CONFIRMATION TO ENROLL IN COURSES
  • ENROLL VIA GROWL
• FALL QUARTER
SPP GENERAL INFORMATION

• EMPLOYMENT/FINANCIAL SUPPORT
  • TA/GSR APPOINTMENTS
• QUARTERLY REVIEWS
  • GPA, TA EVALUATIONS
• ORDERING
• 911 EMERGENCY NUMBER
  • UCR POLICE DEPARTMENT
• ‘R CARD

UCR SCHOOL OF PUBLIC POLICY
IMPORTANT DATES: FALL QUARTER

• FIRST DAY OF THE QUARTER: SEPTEMBER 24TH
• ADD/DROP DEADLINE (VIA GROWL): OCTOBER 9TH
• LAST DAY FOR FEES/ENROLLMENT: OCTOBER 16TH
• LAST DAY OF INSTRUCTION: DECEMBER 4TH
• FINAL EXAMS: DECEMBER 5TH - 11TH
• HOLIDAYS: NOVEMBER 11TH, 26-27TH
• WINTER BREAK: DECEMBER 14-31ST
• WINTER QUARTER STARTS: JANUARY 4TH
UPCOMING EVENTS

• GRADUATE DIVISION ORIENTATION
  • TODAY STARTING AT 1:30 PM IN UNLH 100
  • LEARN ABOUT IMPORTANT CAMPUS RESOURCES AND SERVICES

• MPP LAUNCH EVENT
  • FRIDAY SEPTEMBER 25TH STARTING AT 6:00 PM
  • STUDENTS PLEASE PLAN TO ARRIVE AT 5:30 PM FOR A BRIEF RUN THROUGH
SPP Student Organizations
Overview

• SPP Student Ambassador Program
• Policy 360
• SPP Graduate Student Association (GSA)
SPP Student Ambassador Program

- For academically excellent students who want to represent the SPP and its programs
- Scope of participation:
  - Marketing campaigns
  - Media (talking to reporters)
  - Photo/video shoots
  - Events: Community service, recruitment events, seminars
- Open to all qualified SPP students (undergraduate and graduate students)
SPP Student Ambassador Program (cont.)

• Why join?
  • Your degree is only as good as your School’s reputation – be involved in helping establish the SPP brand
  • Ambassador-only networking opportunities
  • Leadership/public-speaking development opportunities
  • Special recognition at events
  • Serving as the student face of the SPP in marketing material
SPP Student Ambassador Program (cont.)

• How to be an SPP Student Ambassador
  • Applications open Winter 2016
  • Interview process:
    • Search Committee
    • Dean
Student Perspective: Being an SPP Student Ambassador
SPP Graduate Student Association (GSA)
SPP Internship Program

• Spearheaded by Mayor Ron Loveridge
• Growing list of partner agencies include:
  • Counties of Riverside and San Bernardino, Cities of Riverside and Ontario, Riverside and San Bernardino Sheriff’s Departments, Eastern and Western Municipal Water District, etc.
• Open to undergrad and grad public policy students
Student Perspective:
The SPP Internship Program Experience
Events

• Bringing big names to UCR to talk policy
• Past speakers include:
  • Michael Huerta (FAA Administrator)
  • Dave Jones (CA Insurance Commissioner)
  • Robert Reich (Former Labor Secretary)
• Upcoming speakers:
  • Kevin de Leon (CA Senate pro Tem)
  • Mac Taylor (CA Legislative Analyst)
  • Public Policy Institute of California
  • David Brinkman (CA Desert AIDS Project)

spp.ucr.edu/events