

Welcome Grads!

Fiscal Overview

Department of Music

2024 - 2025



Department of Music Fiscal Team



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Department of Music Fiscal Team

The Department of Music Fiscal Team is here to help!

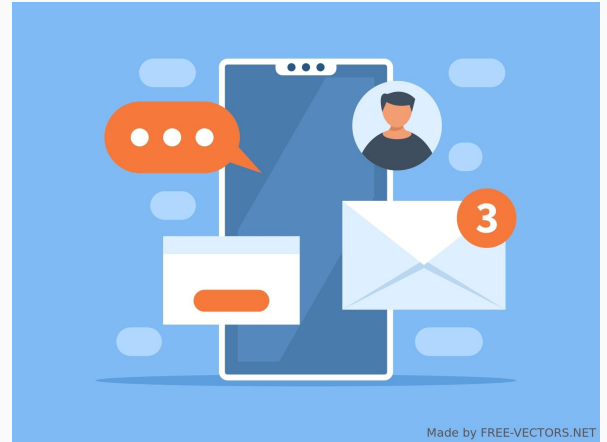
- Travel & Research Grants
- Reimbursements
- Payroll
- Triton Print & Digital Media
- Email Accounts
- Business Systems Account Issues

Departmental Travel & Research Grants

The Department MAY offer travel and research grants.

The Graduate Student Advisor will send out a call for applications via email. It is your responsibility to check your UCSD email.

Travel or research grants may be paid as a stipend. Stipend income is considered taxable income, however, UCSD may not withhold taxes. It is your responsibility to report taxable payments to the IRS.



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Graduate Travel & Research Grants

Limited amount of funding is available to support graduate students with travel expenses related to their professional development.

Eligibility Criteria

- Must be enrolled full time
- Registered during the grant period
- Within the graduate time limits for support
- In good academic standing

[Applications](#) and [Travel & Research Grant Policy](#) are on the Music intranet web portal!

Graduate Travel & Research Grants - Policy Highlights

Maximum amounts per Student

- \$750 for domestic travel
- \$1500 for international travel
- No more than \$1500 to a given student in one academic year
- \$4500 per student during the entire course of their graduate study (\$1500 for M.A. only students)



Graduate Travel & Research Grants - Important Things to Remember

Keep Your Receipts!

- All related expenses must be budgeted for in advance
- Applicable expenses include travel costs, lodging, and conference fees (but no meals)
- **Receipts are required in order to receive a stipend**
- Send receipts to the fiscal team after travel is completed
- Stipends are processed after travel has been completed



Additional Funding or Grants

Funding or Grants from other Departments

If you received funding or grants from other departments or schools, please inform the fiscal team. Send the fiscal team related award documents or email correspondences.

This is important since your fiscal team may need to help coordinate the transfer of funds or take various actions to make sure you receive the award or reimbursement.

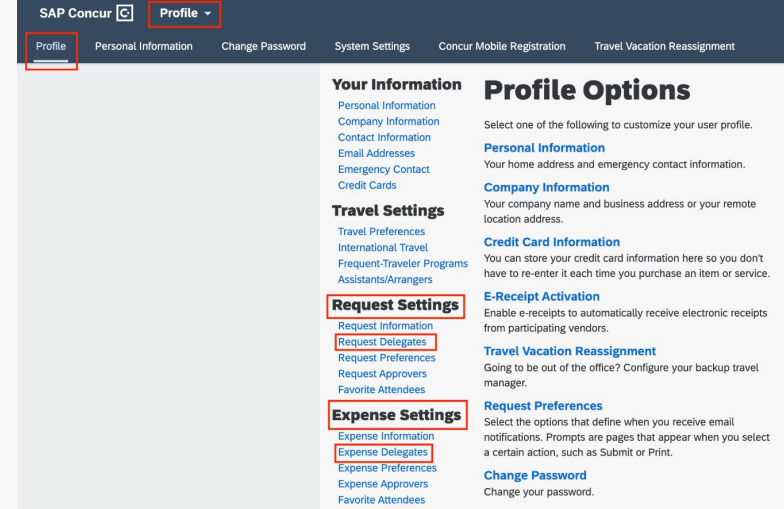
If you don't keep your fiscal team in the loop, there could be delays in your award payment or reimbursement.

Reimbursements - Concur

[Concur](#) is UC San Diego's travel and expense system. Some awards or reimbursements will need to be processed in Concur.

Add your Fiscal Staff as your Request and Expense Delegates!

- [Add a Delegate Guide](#)
- Make sure to use our ucsd emails!
(mipineda@ucsd.edu and
orochelle@ucsd.edu)



Payroll - UCPath

[UCPath](#) is the University of California system-wide payroll, benefits, human resources, and academic personnel system.

You can...

- Update personal information
- View your earnings and tax statements
- Enroll in [direct deposit](#)
- And much more!



Triton Print & Digital Media

[Triton Print & Digital Media](#) provides campus customers a variety of printing services, including online ordering, large-format printing, business cards, stationery and digital publishing.

- [Wepa – Student Printing](#)
- [Triton Print Connect](#)



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Locations:
Campus Service Complex - Building A
Gilman Service Center - (1st floor Gilman Parking Structure)
Ph. 858-534-3020

Hours:
Monday-Friday 8:00am - 4:30pm

Email Accounts

You will have two Active Directory email accounts - one for student status and one for employment.

Please remember that your employment email will be necessary for employment related purposes.

In the first week of October, be on the lookout for an email “UCSD Employee Account Information” and follow the instructions as soon as possible.

Business System Account Issues

Contact Olivia Rochelle and Trevor Henthorn regarding email or business systems account issues.

Business Systems Account Locks when...

- There are too many failed login attempts
- The account hasn't been used in a while (10 weeks)

Make sure you can log into your business systems account in advance of important deadlines (ex. EGrades).

Important Resources & Links

The [Department of Music Intranet](#) page holds important resources and links including request forms, policies and information.

- Request Forms
- Policies
- Graduate Student Handbook
- Info for Graduate Students
- Publicity and Promotions
- And more!

Music Intranet - For Graduate Students



Below are some common links for Graduate Students.

For a complete list of forms, see the [request forms](#) page.

The below fees will be assessed to a student's TritonLink account. Students are responsible for checking their TritonLink account for the below fees to avoid delinquency.

- Doctoral advancement to candidacy (\$50)
- Master's thesis submission fee (\$25)
- Filing fee in lieu of registration (\$188)
- Re-admit Fee (\$120)

Once the appropriate form is submitted to the Graduate Division, the corresponding fee will be charged directly to the student's financial TritonLink account.



[Department of Music Graduate Student Handbook](#)

[Enrollment and Registration Deadlines 2022-23](#)

[IA Application for 2022-23 Department TA Assignments](#)

Information on [Parking](#) and Commuting

- [U-Pass Program \(Free for Grads\)](#)

Thanks!

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