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Dear Members of the Spring 2017 Washington Program,

I want to extend my personal congratulations on your admission into the U.C. Berkeley Washington Program. I am eager to begin working with you in the orientation process and in the formal part of our program, once you arrive in Washington, D.C.

This is a program that changes lives. But it is also one that requires both a personal style and rigor that is not necessarily vital to success on the home campus. In this regard, we will ask of you an organizational approach and focus that is critical to your success on the Berkeley Washington Program. Our orientation sessions will emphasize this, as do the pages that follow in this booklet.

Again, I congratulate you and hope that your preparation for Washington not only educates you as to what is required for success in a rigorous work/study program but also generates enthusiasm for what lies ahead.

Dr. Helen Shapiro
Executive Director
## I. IMPORTANT DATES

### SPRING 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival/Housing Begins</td>
<td>Jan 7, 2017 and Jan 8, 2017</td>
<td>Saturday, 8am through Sunday, 9 pm, Jan 7, 2017 and Jan 8, 2017</td>
</tr>
<tr>
<td>Mandatory Photo Session</td>
<td>Jan 7, 2017, and Jan 8, 2017</td>
<td>Saturday, 8:00am – 9:00pm, Sunday, 8:00am – 9:00pm</td>
</tr>
<tr>
<td>Mandatory Orientation</td>
<td>Jan 9, 2017</td>
<td>Monday, 11:00am</td>
</tr>
<tr>
<td>All UCDC Photo</td>
<td>Jan 9, 2017</td>
<td>Monday, 2:15pm</td>
</tr>
<tr>
<td>How Washington Works</td>
<td>Jan 9, 2017</td>
<td>Monday, 4:00pm</td>
</tr>
<tr>
<td>Internships Begin</td>
<td>Jan 10, 2017</td>
<td>Tuesday</td>
</tr>
<tr>
<td>1st day of Instruction</td>
<td>Jan 10, 2017</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Jan 16, 2017</td>
<td>Monday</td>
</tr>
<tr>
<td>Presidents</td>
<td>Feb 20, 2017</td>
<td>Friday</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>March 27-31, 2017</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>Last day of Internship</td>
<td>April 21, 2017</td>
<td>Friday</td>
</tr>
<tr>
<td>Last day of Instruction</td>
<td>April 21, 2017</td>
<td>Friday</td>
</tr>
<tr>
<td>Departure/Housing Ends</td>
<td>April 22, 2017</td>
<td>Saturday 1:00pm</td>
</tr>
</tbody>
</table>
II. INTRODUCTION TO WASHINGTON D.C.

You may check into the UC Washington Center on Saturday, January 7th, 2017 from 8am-through Sunday, January 8th at 9pm. Each student must make his or her own travel arrangements to Washington, DC.

The residential and academic orientations at the UC Washington Center will take place on Monday, January 9, 2017 at 11:00am. **This meeting is MANDATORY for all students.** We need your full attention at that moment.

III. WHAT TO TAKE CARE OF IN BERKELEY

A. **Registration and Enrollment in Washington, DC**

You should pay your Spring Semester 2017 registration fees as you normally would. **Register for the research seminar (C196A) and the internship (C196B) before you leave Berkeley, via CalCentral. You will also enroll in the research seminar on Go Sign Me Up, a database used by the UC Washington Center for scheduling classrooms.**

Berkeley Washington students also enroll in one elective class. **You will only enroll for the elective course on via CalCentral.** Our program will share elective courses with the University of California Merced, University of Michigan, University of Notre Dame, and University of San Francisco, whose programs are also located at the UC Washington Center. This means that Berkeley students will have access to elective courses taught by those schools’ faculty. All of these courses will have Berkeley course titles and numbers. Course descriptions will be posted on the UC Washington Center website (under “class descriptions” at [www.ucdc.edu](http://www.ucdc.edu)). Under the drop-down menu, click on Spring Semester 2017 courses. Print out the syllabus from the elective course that interests you and ask your major advisor if it will fulfill major requirements (often an advisor’s approval is required and may be given if similar to a campus course.)

Finally, Berkeley Washington faculty often sponsor independent research (normally 199 courses) for a limited number of students. These courses are therefore an alternative to enrolling in an elective course, but are only available on a P/NP basis, and as such, tend not to be accepted as major requirements.

If you will be completing work to satisfy an incomplete grade, this must be done before the beginning of your Washington semester, given the rigor of the Berkeley Washington Program. If you are pursuing an independent study while on UCDC, it is your responsibility to enroll in the proper courses and to make arrangements with your sponsoring professor to satisfy those requirements. Further, if you are approaching graduation and are still in need of specific courses to fulfill graduation requirements, **make sure the Washington courses satisfy those needs before you leave for Washington.** Regarding requirements in your major, check with your major advisor. Regarding requirements outside your major, do a degree check with an L&S advisor as soon as possible.
B. Financial Aid

Many students have inquired about their financial aid package. The most current information we have is that your financial aid packages will be adjusted to reflect the additional cost of living in Washington, DC. Expect to receive an award letter with this adjustment before leaving for Washington, DC. Our program does have its own Financial Aid Office. You may reach them by email at travelaid@berkeley.edu or phone at (510) 643-1182 if you have financial aid questions or concerns.

IV. CHECKLIST: BEFORE YOU GO

Notify the UC Berkeley Washington Program offices of any changes in your contact address or phone over the break.

Change local address at the registrar’s office or via BearFacts. Suggested address:
Your name (first and last name)
The U.C. Washington Center (optional)
1608 Rhode Island Avenue N.W., 4th Floor
Washington, DC  20036

A note about mail forwarding (when you leave the Center in April): The U.S. Post Office, in an effort to cut costs, now refuses to forward mail sent to the UC Washington Center. Given that the Center itself cannot afford to absorb the cost of forwarding student mail, you will need to be careful to notify all organizations that have been sending you mail about your next address.

Get any routine health exams and extra prescriptions from your regular provider, as these benefits are often not available or are more expensive outside your local service area. Ask for copies of your health insurance cards or forms for proof of insurance. If you have the Student Health Insurance Program (SHIP), the office is on the third floor of the Tang Center, room #3200, and they can give you information. Familiarize yourself with the use of SHIP while in Washington. Go to the “How to use SHIP” and then the “When you are off-campus and need care,” prompts of the student health insurance website at: www.uhs.berkeley.edu/students/insurance to make sure you can identify potential Washington, DC providers. Also, keep in mind that SHIP members are responsible for an initial amount (historically, $200) in charges each plan year. Finally, make sure you know the nature of any other health insurance coverage you may be using while in Washington, DC (out-of-state coverage may vary greatly).

Meet with your major and minor advisors to clarify plans for your Washington curriculum and for future requirements. Be sure to get any major advisor codes you will need for Spring 2017 registration.
Make sure you can access the Berkeley Library on-line from a remote location and obtain needed passcodes. You may want to obtain Melvyl access, Lexis-Nexis access, etc. If you have a laptop, learn how to set up the library’s Proxy Server before you leave. Lynn Jones is a research librarian on campus who can suggest specific databases for your project: ljones@library.berkeley.edu

If appropriate, put yourself on the L&S Degree List online when you register for Spring 2017 classes.

Firm up travel plans, including ground transportation if you are flying.

Shop for any additional winter or professional clothes. Some students have suggested bringing at least one suit and waiting to arrive on the east coast before buying more clothes. Or you can order warmer clothing from outdoor companies online by looking for sales early and having it shipped to the Center. (Keep in mind that there are more outdoor clothing retailers in D.C., you do not have a car, and looking early saves money.)

V. WASHINGTON-RELATED INFORMATION

A. Internship Component / Introduction

The first few days of work are an opportunity for you to observe the routine of your office. What is the substantive work of the office? How do co-workers interact? What seems to be the status of interns? Does this status seem to be fast and firm or is there wiggle room? Who is my supervisor and how accessible is this person? Also, try to imagine how you might integrate your work with your research interests. So the first week is primarily a time of observation—getting to know the lay of the land before you attempt to navigate it.

One concrete task that does need to be accomplished in the first week is the completion of your internship agreement. These agreements are distributed at the academic orientation. You should arrive the first day at your internship with the uncompleted agreement. In consultation with your internship supervisor, you will complete the agreement by writing a concise statement of the general objectives and purpose of the internship, identifying specific tasks and activities, expected end-product or activities to be accomplished, and criteria for evaluating your performance. This completed form should be returned to the Berkeley program assistant as soon as possible. Students without completed internship agreements cannot continue their internship beyond mid-semester. This is a formal contract between the University of California, Berkeley and the sponsoring organization and therefore must be completed.

Success at your internship also requires realistic expectations as to how the office operates. Remember that many offices initiate interns through mundane tasks, and if you don’t perform these well, there is little justification for them to move you to more substantive
ones. Also, always keep in mind that you will have good and bad days, experiences that are wholly positive and others that are mixed—or worse. Try to pace yourself; integrate the lessons of the classroom, workplace, and the city itself into your experience. Get as much as possible from each encounter, meeting, frustration, success and misfortune.

**B. Dress Recommendations**

You should come to Washington, DC prepared to dress in business attire each day you work at your internship. In general, professional attire in Washington is more conservative than in California. For men, relatively conservative suits and ties are strongly recommended. A jacket and tie is virtually a must. For women, conservative blouses, skirts (knee-length), dress pants, dresses or suits are expected. Depending on the office, pantyhose, closed-toed shoes, and a blazer may be required as well. All students should bring comfortable shoes for walking to and from the metro. Many Washingtonians wear sneakers to work and change to dress shoes when they arrive. Please check in with the office in which you are placed to double-check on the dress code.

Your spring semester here will begin with cold and end with warm weather. You’ll need a warm coat, hat, scarf, gloves, and boots. Keep in mind that Washington weather can be very unpredictable with periods of unseasonable heat or cold. It rains sporadically, so bring an umbrella.

**C. Housing at the UC Washington Center**

Please read closely your housing contract and the UC Washington Center Residential Handbook. For the current online copy of the Handbook, go to “residential services” under “students” at the Center Web site (www.ucdc.edu). You will also receive a printed copy when you arrive.

**D. Student Facilities at the U.C. Washington Center in Washington, DC**

The best overall review of student facilities is contained in the UC Washington Center Residential Handbook

**Computing Facilities**

The computing facilities at the UC Washington Center include a computer lab with 5 Windows-based PCs connected to a network laser printer. These systems can be used by UC students 24 hours a day, 7 days a week. Internet and e-mail access are available on all systems. Anti-virus software is on all systems in the computer labs. This software detects viruses on external storage drives and will disinfect/clean them. Students are encouraged to bring their own laptops. For use at the UC Center, these computers must be registered. For details of this registration process at the Center and other available computer services, refer to http://www.ucdc.edu/support.cfm. Students are requested to be very careful when using external drives that have been used on systems outside the UC Washington Center, including their internship and personal computers.
**Internet Access:**
New or recent editions of the ‘Internet Explorer’ browsers are installed on all computers in the lab. For reading and printing files, Acrobat Reader is also available.

Bring an Ethernet cable. Questions/concerns can be addressed or other information obtained from the PC support staff at the following e-mail address: support@ucdc.edu.

**E. Transportation**

**By Air**
Two major airports serve Washington -- National Airport (DCA) and Dulles International Airport (IAD). National Airport is closest to the Center at approximately 15 minutes (a $15 cab ride) and Dulles is slightly further away at approximately 45 minutes (about a $55 cab ride). You can also arrive at Baltimore-Washington International (BWI) which is about 45 minutes north of Washington, DC and about at $55 cab ride. If arriving to Dulles or BWI, you may want to consider Super Shuttle ($26 for van share) as a more economical alternative to a taxi (Center’s zip code is 20036, and is Washington, DC, NW near Farragut West/North).

**Directions To The Center**  —  Keep this with you when you travel to assist the taxi, Uber, Lyft, or shuttle driver.

**From Washington Reagan National Airport:**
- Take George Washington Parkway to Route 66 East
- Follow 66 East to Constitution
- Turn Left on 17th St
- Turn left on Rhode Island from 17th St.
- The Center is on the Right across from the Beacon Hotel

**From Dulles Airport:**
- Take the Dulles Access Road for 16 miles until it becomes Route 66
- Follow Route 66 East (towards Washington)
- Cross over the T Roosevelt Memorial Bridge
- Continue on 66 East/ Constitution and follow the instructions above

**From Baltimore Washington International Airport (BWI):**
- Take 295 South toward Washington to Route 50 West
- Follow Route 50 West (New York Avenue) to Massachusetts Avenue
- Turn Right on Massachusetts Avenue and follow to Scott Circle
- Turn Right on Rhode Island Avenue as you exit the Circle
- The Center is on the left, just past the Courtyard Marriott Hotel.
F. Bank Accounts

Please double-check with your bank to make sure that it has branches in Washington, DC. Wells Fargo and Bank of America are popular in DC. While there are numerous area branches of Bank of America, you must deposit money through a teller if you have a California account because California has a separate system for accounts. Please make sure that you bring the debit/credit cards that you need (in addition to necessary identification) and be protective of them. Notify your bank that you will be moving to D.C. so that out-of-state card activity is not flagged as fraud.

G. Cell Phones

For emergency purposes, the Washington Program requires all students to have cell phones. Double-check with your cell phone company to make sure that you are on a national plan. Also, confirm your minutes allowance and what the roaming location/fees are. You do not want any surprises down the road, especially if you need to be calling family, friends, and people for your research.
VI. FYI — MISCELLANEOUS INFORMATION

ABOUT WASHINGTON, DC

Diamond-shaped, the District is 10 square miles and is divided into 4 quadrants: NW, NE, SW, SE, with the U.S. Capitol at the center. North Capitol Street, South Capitol Street and the National Mall radiate like spokes from a wheel. Lettered streets run east to west. Numbered streets run north to south. Avenues named for U.S. states run diagonally and intersect with the east-west, north-south streets at traffic circles. Before setting out, be sure that you know the right quadrant for your destination. A given address may be found in any of the 4 quadrants.
VII. USEFUL TELEPHONE NUMBERS

Alfreda Brock, Program Administrator, (202) 974-6391
   E-mail: alfreda.brock@ucdc.edu

Chantel Quintero, Program Administrator, (202) 974-6381
   E-mail: chantal.quintero@ucdc.edu

Marcia Condon, Program Coordinator, (510) 642-9102
   E-mail: ucdc@berkeley.edu

Tang Center, Student Health Insurance Program, (510) 642-5700
(For non-emergency health-related events you will need a referral from the Tang Center.)

AIRPORTS (http://www.metwashairports.com)
   Baltimore Washington International (BWI), 1-(800) 435-9294, (301) 261-1001
   Washington DC (Dulles) International (IAD), (703) 572-2700
   Washington DC (National) (DCA), (703) 417-8000

BUS
   Greyhound and Peter Pan-Trailways, 1-(800) 231-2222, (301) 565-2662, (202) 371-2111
   The Washington, DC, downtown bus terminal is located at 1005 First Street N.E., a short walk to Union Station Metro (red line).

RAIL/TRAIN
   Amtrak, 1-800-USA RAIL (1-800-872-7245)
   http://www.amtrak.com, (202) 906-4971
   Fax: 202-906-4974
   Service to/from BWI Airport to/from Washington DC’s Union Station Metro

   MARC Train Service (Maryland Commuter Rail Services), (410) 859-7422
   http://www.libertynet.org/~dvarp/MARC/
   Fax: 410-859-5713
   Service to/from BWI Airport to/from Washington DC’s Union Station Metro.

   Metro (bus and rail information), (202) 637-7000,
   http://www.wmata.com/
   Weekdays (M-F) 6:00 am-10:30 pm and Weekends 8:00 a.m.-10:30 p.m.