

UNDERGRADUATE PART-TIME PROGRAM APPLICATION

STUDENT'S NAME: LAST, FIRST, MIDDLE _____ W _____
STUDENT I.D. NUMBER _____

Phone #: _____ - _____ Email: _____ COLLEGE: _____

I am applying for the PART-TIME PROGRAM Fall Winter Spring _____ for the following reason:
(Year)

Check one AND attach documentation as described at reg.ucsc.edu/students/part-time.html

LAST QUARTER GRADUATING SENIOR EMPLOYMENT FAMILY RESPONSIBILITIES HEALTH

CLASS LOAD:

Current enrollment: _____ credits

I will need to drop: _____ credits List classes to be dropped: Class number ,

Total credits I will be taking this quarter: _____ (You must enroll in at least 6 credits to remain eligible for financial aid.)

CONDITIONS:

- Students eligible for reasons of employment, family responsibilities, or health must reapply for the Part-Time Program each fall quarter or after a break in Part-Time status.
- *Part-Time status may affect your financial aid and deferred payment plan.* Contact these offices for more information. F-1 and J-1 visa holders must get their International Adviser approval.
- View your Part-Time status and adjusted fees on My.UCSC.edu where you can view and update your current addresses and phone numbers.
- To CANCEL your Part-Time status for enrolling in more than 10 credits or petition for credit, complete an "Undergraduate Part-Time Cancellation Form" and submit to the Registrar Office.

I have read and understand the instructions, limitations, and conditions for the Part-Time Program as outlined on the Registrar's website and fully understand their implications on my student status and quarterly fee assessment.

Student's Signature _____ Date _____

I HOLD AN F-1 OR J-1 VISA. INTERNATIONAL ADVISER SIGNATURE REQUIRED.

Adviser Signature (if required): _____

Office Use Only

Approved Processed By: _____ Date: _____ International Adviser Signature: _____

Not Approved Comments: _____ Date: _____

Pending – Waiting for documentation Pending – Need to follow-up to confirm documentation

UNDERGRADUATE PART-TIME PROGRAM APPLICATION

The Part-Time Program is designed for degree-seeking undergraduate students who for reasons of employment, family responsibilities, or health are not able to carry a full course load each quarter. Students completing their final quarter are also eligible, one time only, for the Part-Time Program.

Students approved for the Part-Time Program are restricted to 10 credits or fewer per quarter.

Students approved for the Part-Time Program are eligible for a 50% reduction in the Educational Fee. Nonresident students are eligible for an additional 50% reduction in the Nonresident Tuition portions of quarterly fees. The fee reduction does not extend to other quarterly fees. Students approved for Part-Time status pay full university registration and campus fees. Students who use the part-time fee reduction may not use the UC employee Reduced Fee Program.

To be eligible, apply by the deadline and satisfy one of the following:



Work AT LEAST 25 Hours per Week

- Submit a letter to the Registrar's Office from your employer on company letterhead, signed and dated, stating you are working **AT LEAST 25 Hours PER WEEK**.
 - If working on-campus: The letter must come from the Service Center (Staff Human Resources) of your unit. Ask your supervisor for direction and assistance.
 - If self-employed or employed by a family member:
 - You must have been self-employed at least six weeks prior to the start of the quarter in which you are applying for the Part-Time Program. Documentation must include a description of job duties, copies of the tax return, and a monthly calendar/appointment book showing hours worked.



Have Family Responsibilities

- Submit the dependent's birth certificate(s) in person to Registrar's Office.
- If caring for a member of the family for medical reasons:
 - Provide documentation from the family member's doctor identifying the student as the primary care giver and describing the care and the duration of care the student is providing.
 - Approval is determined on a case-by-case basis.



Have a Medical Need for a Reduced Course Load

- Submit documentation from your doctor (or in certain cases from the Disability Resource Center) recommending you take a reduced course load due to a serious or sustained illness or injury.



Be in Your Final Quarter

- Graduating students in their final quarter are eligible for one quarter of University Part-Time status. Apply to graduate on MyUCSC and submit a University Part-Time Final Quarter Approval form (requires College and Department(s) signatures).

Once approved, Part-Time status is valid through the remainder of the academic year. You must reapply if you wish to be considered for the Part-Time Program during the following academic year. To cancel the Part-Time Program mid-year, submit a cancellation form to the Office of the Registrar:

<http://registrar.ucsc.edu/forms/students/part-time-cancellation.pdf>