## Updates Since 1 September 2009

<table>
<thead>
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<th>Date</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Sep 2009</td>
<td>Changed contact for extension programs to Michael Mrache at <a href="mailto:mfmrache@ucsc-extension.edu">mfmrache@ucsc-extension.edu</a>.</td>
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</tr>
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<td>30 Sep 2009</td>
<td>Added SlugMail information to “Your UCSC Identity (CruzID) Account is Pre-assigned” in Section 1.</td>
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</tr>
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<td>Added link to SlugMail e-mail: <a href="http://its.ucsc.edu/service_catalog/slugmail/">http://its.ucsc.edu/service_catalog/slugmail/</a></td>
<td>22</td>
</tr>
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<td>Corrected link to <a href="http://senate.ucsc.edu/aagc/">http://senate.ucsc.edu/aagc/</a></td>
<td>70</td>
</tr>
<tr>
<td>Contents</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Welcome</td>
<td>iii</td>
<td></td>
</tr>
<tr>
<td>1. Introduction to UCSC</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Advising</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Catalog</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Catalog Rights</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>College Affiliation</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Transfer Students</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Enrolling in Courses</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Course Credit</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Address Changes</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Student Records</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Veterans</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Computing Facilities and Technology Services</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>2. Paying for Your Education</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Your Financial Commitment to the University</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Funding for Undergraduate Student Projects</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>3. Degree Requirements</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>University Requirements</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree Work Sheet</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Quick Reference to General Education Requirements</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Declaring Majors and Minors</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Extension of Enrollment</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>4. Measuring Academic Progress</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>Evaluating Academic Performance</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>Grade Notification</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>UCSC Undergraduate Grading Policies</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>Grade Point Averages</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Academic Standing and Minimum Progress</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Minimum Progress for All Undergraduates</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Academic Trouble</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Final Examinations</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>
Contents

5. Educational Options .......................................................... 73
   Credit from Another Institution ............................................. 73
   Exchange Programs .......................................................... 75
   Cross-Enrollment ........................................................... 76
   Extension Courses ........................................................... 77
   Field and Internship Programs ............................................. 78
   UCDC Program ............................................................... 80
   UC Center in Sacramento (UCCS) ......................................... 81
   Special Approval Courses (Individual Study) ......................... 82
   Limited Status and Second Baccalaureate ............................. 83
   Summer Programs ........................................................... 84
   Student-Directed Seminars ................................................ 85

6. Withdrawal, Leave of Absence, and Readmission ....................... 86
   Withdrawal from the University .......................................... 86
   Leave of Absence .................................................................. 88
   Administrative Cancellation ................................................. 89
   Reinstatement After Lapse of Student Status ......................... 90
   Readmission ....................................................................... 91

7. When You’re Ready to Graduate ............................................ 92
   Graduation/Degree ........................................................... 92
   Transcripts ......................................................................... 95

8. Services and Opportunities from A to Z ................................. 96
   Appendix A ................................................................. 126
   UCSC Principles of Community .............................................. 126
   Nondiscrimination Statement ................................................ 126
   Federal Student Right-to-Know Act ....................................... 126
   Crime Awareness and Campus Security Act ........................... 127
   Appendix B ................................................................. 128
   Appendix C ................................................................. 132
   Appendix D ................................................................. 135
   Appendix E: Petitions, Forms, and Actions; and Waviers or Appeals .......... 137
   Appendix F ................................................................. 140
   Glossary ........................................................................... 141
   Index ............................................................................. 143

This publication was prepared by the Office of the Registrar. Send any suggestions to the Publications Editors, MS: REGISTRAR, 459-2750, (e-mail: registrar@ucsc.edu).

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1 September 2009
Welcome

Dear UC Santa Cruz Student,

Welcome to a new academic year! I am pleased that you are part of our UCSC community, and I hope that 2009-10 will be filled with learning, growth, and new discoveries for you.

Although I have served as the Chancellor since 2006, I’ve been a professor of Astronomy and Astrophysics at UCSC for 37 years — and I know that you have made an excellent choice by pursuing your undergraduate education here.

Despite the challenges posed by California’s financial crisis, we continue to build and expand our world-recognized programs. This fall we will offer a new undergraduate B.S. degree in physics education, a new economics/mathematics combined B.A. degree, and a new minor in science, technology, engineering, and mathematics (STEM) education. In addition, we have new concentrations in bioeducation for the biology B.A., science education for the Earth sciences B.S., and integrated critical practice for the film and digital media B.A.

Work is progressing on our expanded and updated McHenry Library, designed to be a truly 21st-century library, featuring wireless networking throughout the building and in the lawn area outside, a film and music center, a visual resource center, and a “cyber study” room and café. The McHenry Addition has opened already, and the McHenry Renovation, the second phase of the project, is now under way. Our new Digital Arts Research Center, scheduled for completion this fall, will house the expanding digital arts program, providing more space for studios and music and theater classes.

UCSC’s faculty and staff continue to be dedicated to your success and growth. Our faculty are renowned for their commitment to teaching, and undergraduates regularly have the opportunity to work closely with them in furthering knowledge through research. I encourage you to take advantage of the abundant opportunities UC Santa Cruz has to offer.

On behalf of the entire UCSC community, I extend my best wishes for a successful and enjoyable year.

Sincerely,

George R. Blumenthal
Chancellor
Professor, Astronomy and Astrophysics
Advising

University of California, Santa Cruz (UCSC), offers a wealth of advising resources, including college and department academic advisers, faculty advisers, career counselors, Educational Opportunities Programs (EOP) advisers, psychological counselors, disability resource specialists, financial aid advisers, and others. Seek advice early on as you develop your academic plan and at any time you experience academic difficulty. To take best advantage of advising sessions, come prepared with questions and concerns after reviewing the information provided in the UCSC General Catalog, this handbook, the Schedule of Classes, and your college and department handbooks and web sites. For additional information on advising, see advising.ucsc.edu.

If you are a new student:
Your college will provide information about its advising program at the summer, fall, and winter orientations. Find out the name of an adviser you can talk to and visit this adviser soon after you arrive on campus. If you are transferring from another institution, also see Services for Transfer and Re-Entry Students (STARS) (page 115).

If you have general academic questions or are experiencing academic difficulty:
Go to your college office to make an appointment with an adviser. Each college has academic advisers and preceptors—specialized staff members who assist students with general planning issues such as choosing appropriate course loads, maintaining good academic progress, and integrating majors and minors into an overall academic plan. All of the colleges have drop-in advising available. Find out your specific college’s advising schedule early in the quarter.

If you need information on a particular major:
College and department contact information is available at advising.ucsc.edu/student/declaration/declaration.html. Specific major information is available. If you have further questions, contact the major of interest department office. The department staff adviser can provide preliminary advising and refer you to an appropriate faculty adviser. Also, consult the UCSC General Catalog and the department’s web site. Your faculty adviser may serve as a mentor in your field, recommending courses and helping you refine your educational goals; however, most faculty will expect you to get advice about general education courses from your college and lower-division prerequisites from your department.

How to declare your major:
The major you listed on your original application for admission to UCSC does not constitute your formal declaration of major. It is considered only a proposed major or area of interest. You are required to formally declare your major no later than the end of your sophomore year by meeting with both college and department advisers and filing a Study Plan — Declaration of Major/Minor petition. The form and instructions are available at advising.ucsc.edu. You will not be allowed to enroll in subsequent quarters with an “undeclared” or “proposed” major. Junior transfer students must formally declare a major no later than the deadline during their second quarter of attendance at UCSC (see the Academic and Administrative Calendar at reg.ucsc.edu/calendar).

If you have declared a major:
Your advising is done primarily through your department. Be sure you contact your department assistant if you have questions about your study plan. If you have questions about general education requirements, academic standing or progress to degree, be in touch with your college adviser.

If you have questions about your career options or graduate school, consult with both faculty in your major and advisers at the Career Center. If you plan a career in medicine or in other health-related fields, see Health Science Career Advising (page 107).

For counseling in personal, family, or psychological matters, see Counseling and Psychological Services (page 98).
Keep Records!

In order to fulfill your responsibility for planning your education, you should keep an up-to-date portfolio containing the following kinds of information:

- transcripts from all schools attended;
- test results from entrance exams, language exams, placement exams, and advanced placement;
- copies of communications to and from the university;
- contact information for your advisers and faculty members;
- statements of account showing registration, housing, and other charges and payments.

You are responsible for responding to all communications sent to you by the university. Check the MyUCSC portal and your UCSC e-mail account often.

Make use of the UCSC General Catalog, Schedule of Classes, and this handbook.
Academic Integrity

Academic integrity is the cornerstone of a university education. Academic dishonesty diminishes the university as an institution and all members of the university community. It tarnishes the value of a UCSC degree.

All members of the UCSC community have an explicit responsibility to foster an environment of trust, honesty, fairness, respect, and responsibility. All members of the university community are expected to present as their original work only that which is truly their own. All members of the community are expected to report observed instances of cheating, plagiarism, and other forms of academic dishonesty in order to ensure that the integrity of scholarship is valued and preserved at UCSC.

In the event a student is found in violation of the UCSC Academic Integrity policy, he or she may face both academic sanctions imposed by the instructor of the course and disciplinary sanctions imposed either by the provost of his or her college or by the Academic Tribunal convened to hear the case. Violations of the Academic Integrity policy can result in dismissal from the university and a permanent notation on a student's transcript.

Please see the Appendix B (page 127) for the full policy and disciplinary procedures on Academic Integrity. This policy and set of procedures was effective September 1, 1999. Students and instructors are also urged to review the Academic Integrity web site at www.ucsc.edu/academics/academic_integrity/index.html.
Catalog

The UCSC General Catalog is your main source of reference for courses offered at this campus. It is available for sale at the Bay Tree Bookstore and can also be accessed via the web at reg.ucsc.edu/catalog. Under each course-sponsoring agency (department, program, college, division), the catalog lists current courses with their descriptions, general education codes, prerequisites, and instructor(s). In addition, the catalog includes general admission procedures, general education and other graduation requirements, descriptions of each of the colleges, and UCSC faculty. The official requirements for each major are listed in the catalog, and students commit to a major program based on a particular catalog. (See Catalog Rights, page 5.)
1. Introduction to UCSC

Catalog Rights
Effective for all undergraduates who entered in fall quarter 1993 or after, students may follow the degree requirements from either the UCSC General Catalog published at the time of entering UCSC or subsequent catalog(s). Students need not follow a catalog in its entirety, but may elect to follow different catalog years for their college requirements, university and general education requirements, the requirements of their major(s), and the requirements of any minor(s).

The catalog year will initially be set for the first year of enrollment at UCSC. Students may elect to follow requirements from other catalog years(s) when filing the Proposed Study Plan/Declaration of Major/Minor. All requirements for graduation outlined in the catalog(s) selected must be met before graduation. Changing catalog year(s) is done by submitting a new Proposed Study Plan/Declaration of Major/Minor.

Students transferring from other collegiate institutions may elect to meet as graduation requirements one of the following:

- those in effect at the time of transfer to UCSC;
- those subsequently established; or
- those in effect when the student entered a previous collegiate institution, provided that entry was not more than three years prior to the time of transfer to UCSC.

Students who seek readmission to UCSC after a break in attendance greater than two years (six regular quarters) must adhere to the graduation requirements in effect at the time of readmission or those subsequently established.

Students who entered prior to 1993 should see an adviser. Their catalog year for graduation, whether the year they entered UCSC or a subsequent year, will be decided at the discretion of their major department and/or their college.
1. Introduction to UCSC

**College Affiliation**

Every undergraduate is a member of one of UCSC’s 10 colleges. The college system is designed to foster intellectual, cultural, and residential communities within the larger campus community. Although the colleges are similar in their educational missions, they differ in subtle ways: their intellectual and social traditions, the different designs of their student governments, and the predominant interests of their students and faculty.

The smaller scale of your college promotes ongoing, informed, and supportive relationships when you seek advice and help from advising staff, residential life staff, faculty advisers, and others in the community. Whether for understanding and negotiating the bureaucracy or advice about complex personal problems, the college office is a good place to start asking questions about anything that affects your academic work or social life while a student.

Many student activities are coordinated through the colleges. Students interested in initiating programs or activities should contact the college programs coordinator (CPC).

**Your Academic Records at the College**

While the MyUCSC portal contains a great deal of academic records information that you may access 24 hours a day, the college office houses limited unofficial academic paper records, such as copies of petitions, correspondence, advising notes, etc., for advising purposes. College advising staff can help interpret your record, understand good progress, resolve problems, and develop a general academic plan. Unofficial transcripts, grades, and performance evaluations are available online through the MyUCSC portal. You may also inspect your file during business hours. At the beginning of each quarter, you should go to your college office to have your student ID card validated.

**College Mailbox**

All undergraduates residing on campus are assigned a college mailbox. If you live off campus, check with your college office about receiving a mailbox assignment. Check your college mailbox, the MyUCSC portal, and your UCSC e-mail account often. Crucial and time-sensitive messages from faculty, your college, your department office, the library, and the Offices of Financial Aid, Housing, and Student Business Services are regularly sent to your college mailbox and via e-mail. It is your responsibility to collect and read this mail in a timely manner.

**Changing College Affiliation**

If you want to transfer to a different college, the change must be approved by both the current college and the prospective college. Your transfer will normally be approved if it is justified by closer proximity to faculty and other resources central to your major program.

Due to space constraints, a change of college may void any housing guarantee you have. If you live on campus and are considering a change of college, you should discuss this with the housing staff at both your current college and the college to which you intend to transfer. Your request for transfer may be denied if the requested college lacks space or if you are a senior (seniors must be affiliated with their new college for at least two quarters). Your request for transfer may also be turned down if you are not in good academic standing, if you have declared a college-sponsored individual major, or if you are subject to current or pending academic integrity or disciplinary action. You must satisfy the college core course requirements of your current college before your change of college is approved.

You must be currently enrolled in order to petition for a college transfer. If you have withdrawn or are on leave of absence from the university, you must return to the college in which you were last enrolled for your first quarter back. If you petition for transfer during your first quarter back, your transfer will be effective the following quarter.

**Change on Student Records**

Your change of college affiliation is not official until the start of the effective quarter. Immediately following the official effective date of transfer, your college records will be transferred to the new college by the former college, and you can begin to obtain advising at your new college.

**College Change Procedure**

- Pick up a petition at your college office. There is no charge for this petition.
- State your reason for the request on the form.
- Obtain the approval of both the current college and the new college. The academic preceptor and the college administrative officer sign college change petitions. (Please be aware that appointments may be necessary; start the process well in advance of the deadline.)
- If you live on campus, remember that the housing contract is for the academic year. Contact the residential life coordinator at the college to which you wish to move for space availability. Also, contact the residential life coordinator at your current college to request housing contract cancellation information.

<table>
<thead>
<tr>
<th>College Affiliation</th>
<th>Phone Numbers</th>
</tr>
</thead>
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<tr>
<td>Your Academic Records at the College</td>
<td>College Eight 459-2361</td>
</tr>
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</tr>
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<td>Porter 459-2273</td>
</tr>
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<td>Stevenson 459-4930</td>
</tr>
</tbody>
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1 September 2009
• File the petition at the Office of the Registrar before the deadline stated in the *Academic and Administrative Calendar*. You must order a new student ID card to show the change. The card may be ordered for a fee at ID Card Services, located on first floor of the Bay Tree Bookstore Building.
1. Introduction to UCSC

Transfer Students

Students who enter the university from the community college system or another four-year institution find themselves needing to adjust to UCSC’s policies and procedures. The following set of guidelines has been compiled to address the particular concerns raised by transfer students. Your success depends on utilizing advisers and office staff when you have questions or need help locating information in sources such as the UCSC General Catalog, the Schedule of Classes, this handbook, and the UCSC web sites that are designed to assist you. As you begin your major, it is important to have personal contact with faculty members in your field who may serve as mentors for graduate school or careers.

Be sure to attend the various academic orientations designed for transfer students, including the campus orientation program; your college’s academic advising orientation, department orientations, and workshops sponsored by Services for Transfer and Re-Entry Students (STARS). Introduce yourself to the advisers, and do not hesitate to ask for assistance while you get accustomed to this campus. Consult with your academic preceptor or other advisers at your college to learn success strategies for the special challenges provided by the quarter system. Contact your department assistant for guidance in your major or to help facilitate your enrollment if you have satisfied prerequisites at another institution. STARS is available to assist you with locating peers and finding a comfortable niche at UCSC. Tutoring is available in many fields.

Your Transfer Credit at UCSC

After you have been admitted to UCSC and all your final official transcripts from other colleges have been received, the Office of Admissions will evaluate your transfer credit. The evaluation shows which of your past courses are transferable to UCSC and how many credits you have accrued. It also shows which general education requirements you have satisfied, whether you have satisfied the Intersegmental General Education Transfer Curriculum (IGETC), and whether you have satisfied the University of California Entry Level Writing and American History and Institutions requirements. Students access this information through the MyUCSC portal by using the “View Degree Progress” link in the “Student Center” area of the portal. If this information is not available for your first enrollment period, contact a college or major adviser to help you select appropriate classes. It is an excellent idea to keep an unofficial copy of your transcripts from your previous schools. You should take these documents with you to all academic advising appointments.

Check your transfer credit carefully and report any missing courses and/or institutions to the Office of Admissions. Failure to list a college or university previously attended (including those attended concurrently while in high school) is a very serious matter and could lead to your dismissal from the university. Contact the Office of Admissions immediately about this matter. Transfer credit may be denied for courses completed at an institution not listed on your application.

If you have completed the IGETC at the time you enter UCSC, your UCSC lower-division general education requirements will be considered completed. If this information is not reflected through your Academic Advisement Report, contact the last California community college you attended to obtain the IGETC certification. Your certification must indicate that you have fully certified IGETC for the University of California. If you have received partial certification for UC, please contact the Office of Admissions.

If you are transferring from another UC campus and have completely satisfied the lower-division general education or breadth requirements of that campus, your UCSC general education requirements will also be considered complete. You must submit a letter from your previous UC campus verifying your completion, in full, of the requirements of that campus. Call the Admissions Office, 459-2131, for more information.

You may not transfer more than 105 quarter credits (or 70 semester credits) from two-year or community colleges. After that point, you may still receive subject credit. For example, if you have already transferred 105 quarter credits from a community college, you could still satisfy the American History and Institutions Requirement with a community college course; however, the credits from that course would not transfer.

Letter of Reciprocity

A Letter of Reciprocity is an official document that confirms that a student has satisfied all of the UCSC general education requirements. For fall 2009 or later, the Letter of Reciprocity confirms completion of all lower-division, general education requirements for students who follow the catalog rights for general education. Students may request a Letter of Reciprocity in person from the Office of the Registrar free of charge. Students who have satisfied their general education requirements by IGETC are not eligible for a Letter of Reciprocity.

Course Prerequisites for Enrollment

You may wish to enroll in a UCSC course that has prerequisites which you believe you satisfied prior to admission to UC Santa Cruz. Contact the office of the department sponsoring the course in which you
office of the Registrar

1. Introduction to UCSC

Transfer Students

• Your Transfer Credit at UCSC
• Letter of Reciprocity
• Course Prerequisites for Enrollment
• Declaring Your Major as a Transfer Student
• Financial Aid
• Course Selection Tips for Transfer Students

Transfer Students continued

wish to enroll. If your transfer credit satisfies the UCSC prerequisite, the department will enter the course equivalency into the computer system or issue a permission number, allowing you to enroll in the course via the MyUCSC Portal. You may arrange to review your transfer credit equivalencies with the department for your major at the time you initiate your petition for Proposed Study Plan Declaration of Major/Minor (see Declaring Majors and Minors on page 53).

Course Selection Tips for Transfer Students

• If you are concerned about which classes to enroll in before your transfer credit is evaluated, remember that students following UCSC general education requirements must satisfy a disciplinary communication (DC) requirement at UCSC; you may want to enroll in a course which satisfies this requirement. Beginning in fall 2009, a new Disciplinary Communication (DC) requirement will replace the Writing Intensive (W) requirement. Students of every major must satisfy that major’s upper-division DC requirement which will normally be met within one to three courses already required for the major. For detailed information on a major’s DC requirement, consult your major adviser or see the 2010-12 General Catalog. Most students also need to take at least one topical (T) course unless they enter with 105 or more transferable quarter credits. Students who complete the IGETC do not need to meet any additional general education requirements. By the time you are ready to enroll for your second quarter, you will have spoken with at least one adviser, decided on or declared your major, and formulated an academic plan, so it is a good strategy to pursue courses in your major or that are of interest to you during the first quarter.

• As you review the Schedule of Classes to select your courses, be aware that some classes may duplicate courses for which you have already received transfer credit. Read the catalog description and consult with the department offering the course if you have questions about duplication of credit (see Credit from Another Institution, page 73).

• Consider the day and time listing for both primary classes (such as LEC, LAB, STU, SEM) and secondary discussion sections and laboratories (such as LBS, SES, STS, etc.). You enroll in primary classes by entering the class number on the My UCSC enrollment system. For many classes, an associated secondary section or lab is required, and much of the class is conducted there. In this case, you must also enroll in the required secondary sections (refer to the quarterly Schedule of Classes for detailed instructions for enrolling in classes). Other courses may have optional secondary sections or labs which do not require that you enroll; you sign up for optional sections informally at the first class meeting. If you have child care or job-related constraints, let your instructor know so you can have consideration for specific section times. (Note: many departments “gate” a percentage of seats for transfer students to assure space in a desired or required class.)

• Some colleges offer a special section of their core course for transfer students. The core course serves as a graduation requirement for students who applied as first-year students. Junior transfer students are not required to take a college core course. If uncertain of your status, contact your college to verify whether you should sign up for the core course.

• Your department determines which of your advanced standing courses may be used to satisfy major and minor requirements. Contact your department for further information.

Declaring Your Major as a Transfer Student

Junior transfer students must declare a major by the deadline in their second quarter. Please check the Academic and Administrative Calendar for deadline information (reg.ucsc.edu/calendar). Specific information and the necessary form is available from advising.ucsc.edu. Check with the departments prior to your first quarter regarding major prerequisites. Most students are considered “proposed” or “undeclared” majors until they complete the declaration of major petition and gain acceptance into their chosen program. It is important to read the requirements in the UCSC General Catalog and seek advising from the major department early to be sure you meet the requirements necessary to declare the major.

There are certain restrictions on double majors and optional programs for transfer students because of the length of time it may take to complete the degree. Transfer students are expected to complete all university degree requirements and a single major upon completion of 180 credits (12 quarters). Junior transfer students are allowed a maximum of 9 UCSC quarters (three academic years) and 135 UCSC credits to complete a single major. It is also possible for transfer students to undertake double majors provided that all requirements for both majors can be completed by the end of 9 UCSC quarters (see Criteria for Double Major/Minor, page 54).

Similar restrictions apply to combined majors or major-minor combinations. Students should contact their college if they must go beyond 7 quarters as this requires approval.

1 September 2009
Petitions for declaring a major are available online at advising.ucsc.edu. Just click on the student link and find the Declaration of Major sites. If you have questions, contact your college’s academic adviser. For information regarding major requirements and department orientations, contact the appropriate department(s).

**Financial Aid**

Fall quarter transfer students must submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov by March 2 in the year preceding their transfer to UCSC in order to be considered for all available financial aid, including University Grants, California State Cal Grants, Federal Perkins and Federal Direct Loans, and Federal College Work-Study. Winter quarter transfer students must submit the FAFSA by the winter admission application deadline to be considered for all types of financial aid. If you apply and miss the priority deadline, you will be notified of eligibility for Federal Pell Grant and Federal Direct Loans. Your eligibility for other sources of aid will be considered on a funds-available basis only.

If you would like help completing the form, go to the Financial Aid and Scholarship Office on the second floor of the Hahn Student Services building. After you file the FAFSA with the federal processor, the Financial Aid and Scholarship Office will notify you via e-mail if any additional information is required. Requirements will be posted on your “To Do Lists” on the MyUCSC portal. Be sure to meet the deadline on your “To Do List” items in order to retain eligibility for all forms of financial aid. Generally, this date is June 15. For students admitted in winter, the deadline to complete your “To Do”s is December 20.

Transfer students are eligible to receive financial aid through their college or through their 15th quarter equivalent. The number of quarters of eligibility (15th quarter equivalent) depends on the number of credits you transferred to UCSC.

Information is available at the UCSC Financial Aid and Scholarship Office web site, financialaid.ucsc.edu.
Enrolling in Courses

The quarterly Schedule of Classes is your guide to enrolling in classes: it provides the appointment schedule for priority enrollment, the courses and their class numbers, course descriptions for courses offered, and instructions on how to access the MyUCSC Portal. Schedules are available at your college office and online approximately five weeks into the preceding quarter. Review the courses to be offered for the upcoming quarter and meet with an adviser from your college or major if you need assistance in selecting courses. Be sure to meet with your college academic adviser if you are in academic difficulty.

The UCSC General Catalog gives detailed descriptions of major requirements and each course you may wish to enroll in, including general education requirements, prerequisites, restrictions, and enrollment limitations. You may purchase a UCSC General Catalog at the Bay Tree Bookstore or view it online via the web at reg.ucsc.edu/catalog. Prerequisites alert you to the level of experience needed to successfully complete a course. Think twice about attempting a course for which you are not prepared. You should choose several alternate courses in case one of the courses you want is not available.

The university makes every effort to offer the courses listed in the UCSC General Catalog and the Schedule of Classes; however, changes may occur after publication. For updated scheduling information, visit the online Schedule of Classes at reg.ucsc.edu/soc.

The printed and online entry for each course offering is based on information submitted by the departments and colleges before the beginning of the quarter. Courses listed in the UCSC General Catalog and Schedule of Classes are subject to change through prescribed academic channels. New course proposals and changes are initiated by the departments and colleges and approved through the appropriate dean and the Committee on Educational Policy. Changes to the printed Schedule of Classes, e.g., cancelled classes, newly added classes, etc., are posted online through the searchable Schedule of Classes (reg.ucsc.edu/soc).

Read your quarterly Schedule of Classes for complete instructions on how to enroll via the Student Portal, complete a schedule planner worksheet, and review related information (who is eligible to advance enroll, how to obtain a permission number, secondary sections/laboratories, and help with technical difficulties). The Schedule of Classes also includes the Academic and Administrative Calendar for the campus, a campus map, fee information, and useful phone numbers.

Advance Course Information (ACI)

In addition to course descriptions in the catalog, syllabi for some courses are also provided by an online service called Advance Course Information (ACI). This information is available at the beginning of priority enrollment each quarter. The ACI address on the web is reg.ucsc.edu/soc/aci.

Enrollment Verification

You are advised to verify all enrollment transactions by viewing your schedule on the Student Portal. The MyUCSC Portal is available 24 hours a day, seven days a week and operates in real time, so any transactions can be immediately verified.

Use the MyUCSC Portal to confirm your courses, meeting times, and locations, and the grade option. Use the Student Portal to make any changes or corrections to your enrollments by the posted enrollment deadlines (see the Academic and Administrative Calendar at reg.ucsc.edu/calendar).

Auditing of Classes

You may audit (sit in on) a regular course with the permission of the instructor in charge. The instructor may allow you to attend course meetings, but only if adequate facilities are available after all students who wish to enroll officially have done so. The instructor is not obligated to devote time to your work. Auditors ordinarily do not write papers or take exams. Since you are not enrolled in the class, there is no record kept; and you receive no grade notation, evaluation, or credit. You are not eligible to audit classes if you’ve been barred or disqualified for academic or disciplinary reasons or have withdrawn or are on a leave of absence. You may not audit Summer Session courses.
Course Credit

Most courses at UCSC carry 5 quarter credits. The exceptions are described below.

Noncredit Courses

All physical education courses and a few other courses identified in the UCSC General Catalog are noncredit. Noncredit courses do not count toward your 15-quarter credits program of study, and you may enroll in as many noncredit courses as you wish. Be sure to enroll; a record of these courses might be important to you at another institution, and your enrollment is used to justify the program’s financial support.

Workload Credit Only Courses

Courses offered at UCSC which are preparatory for university-level work count for “workload credit only.” For example, the credits earned in Writing 11 are valid for financial aid purposes and academic standing, but do not count toward a baccalaureate degree. It is important that you officially enroll in these courses, because they affect your academic standing and/or eligibility for financial aid. These “workload credit only” courses are clearly identified as such in the catalog course descriptions.

One (1)-, 2-, and 3-Credit Courses

Some courses carry 1, 2, or 3 credits, because they require less work and meet for fewer hours than 5-credit courses (e.g., special interest seminars, laboratories, music lessons, and individual studies). The UCSC General Catalog shows the credit value for these courses after the course title, e.g., Music 9, Wind Ensemble (2 credits). The Schedule of Classes notes the number of credit hours for the course in the column immediately after the title:

MUSC 9-01 Wind Ensemble 2.0.

If you are in the Part-Time Program, you are advised to pay special attention to the number of credits assigned for each course in which you enroll so that you do not exceed the 10-credit enrollment limit. Students in the Part-Time Program are assessed full fees if they enroll in more than 10 credits.

How Course Credits Can Affect Financial Aid Status

Enrollment for financial aid purposes is measured after the deadline to add classes each quarter at the end of the third week of instruction. Students enrolled less than full-time as of the add deadline date will have their aid adjusted as described below. Enrollment changes after the third week will not result in financial aid adjustments unless:

• financial aid is awarded after the third week;
• the student receives all W grade notations; or
• the student withdraws before the end of the term from the university.

Credit values for financial aid eligibility are as follows:

• 12–15 credits is considered full time; however, you must obtain the approval of your academic preceptor if you enroll in 14 or fewer credits.
• 6–11 credits is considered part time, and financial aid may be reduced.
• 5 credits and fewer—you are generally not eligible for financial aid, although some students may qualify to receive a partial Pell Grant.

You will be required to repay any financial aid you receive for quarters in which you enroll less than half time. Check with the Financial Aid and Scholarship Office, 459-2963, for more information.

Your academic standing may be affected if your total enrollment (and credits satisfactorily completed) for one or more quarters is less than 15 credits.

A final reminder: If you do not enroll in classes, financial aid will not credit your student account.
Credit by Petition

Regularly enrolled students may obtain full academic credit for a course by challenging the course. Challenging the course entails passing an examination or completing an appropriate body of work supervised by a regular instructor for the course. The petition for such credit must be approved by the instructor of the course, the chair of the department offering the course (or provost, if it is a course offered by a college), and the provost of the student's college. Some courses are not considered appropriate for credit by petition.

For foreign language students, credit by petition may not be used by students whose language ability greatly exceeds the course level proposed for challenge. Petitions for credit for levels 4 and 5 cannot be filed in the same quarter. Contact the Language Program, 239 Cowell, 459-2054, for more information.

Use of Human Subjects in Activities for Course Credit

Should you propose to include the participation of humans as subjects in a research project for course credit or in any other activity, contact the Office of Sponsored Projects, 2901 Mission Street Extension, Suite D, 459-2779, before beginning the activity. “Participation of humans” includes interviews, surveys, questionnaires, and psychological testing, as well as medical or biological procedures. Federal regulations require that such projects be approved.
Student ID

Student Identification Card

The Student ID Card (which carries the student’s picture, name, student ID number, college affiliation, validation sticker, and library bar code) is issued to new students free of charge. New students receive their validation sticker (if all fees have been paid) when they pick up their new card; continuing students, however, will receive validation stickers from their college office. The sticker is applied once you have paid fees and serves as proof that you are registered. The college will be able to issue a sticker the business day after you have paid your fees at the Cashier’s Office.

The validated ID card allows you access to various campus offices and services, including the library, health center, field house, dining halls, and all Santa Cruz County Metro buses. Presentation of your student card is required by the Office of the Registrar for access to records and services. If the magnetic stripe on your card does not appear to be functioning properly, please bring the card to ID Card Services to have it examined. Lost and/or stolen cards cost $20 to replace. Exchanging a card (damaged card, change of name or college, new picture, etc.) costs only $5 so long as you turn in the old card. Replace your card at ID Card Services on the first floor of the Bay Tree Building, 459-2990. Normal business hours are Monday – Friday, 8 A.M. – 5 P.M.

Student Identification Number

Your seven-digit Student Identification Number is the numeric portion of your User ID for MyUCSC. It can also be found on your Student ID Card embedded in the library bar code number on the right side of each card, in the middle of the bar code between the two hyphens. It is critical to your academic records and is required for any inquiries you make.

Student Portal Password

Your password is required each time you use MyUCSC. Your password is assigned to you when you first receive your login information from the Office of Admissions.

We strongly suggest that you change your password and set up a password hint the first time you access MyUCSC. You may select a minimum of 8 characters (at least one character must be a digit) as your new password. You may also change your password or password hint any time thereafter.

It is extremely important that your password remain confidential. Do not give it to anyone. If you believe the privacy of your password has been compromised, change it immediately. If you forget your password, e-mail help@ucsc.edu to reset your password.
1. Introduction to UCSC Address Changes

Address Changes
It is important for UCSC offices to have access to accurate address information for all UCSC students. UCSC relies on the addresses on the UCSC Student Portal to send you official information. You must update your address each time you change your residence, or you will miss important documents and deadlines. Read through the definitions below to understand the different types of addresses maintained by UCSC before making changes.

E-mail (year round): Your UCSC e-mail address is often the primary address used by several administrative offices, including the Financial Aid Office and the Office of the Registrar and Student Business Services, to communicate with you. Once your UCSC account is assigned to you, ensure that you activate it as soon as possible.

You may forward your UCSC e-mail to another e-mail address if you prefer. It is crucial that you check your UCSC e-mail account often in order to ensure that you meet important deadlines and are aware of important campus announcements.

Mailing (year round): This should always be your current address. It is your responsibility to keep this address up to date and prevent important campus mail from being misdirected.

- Mailings to this address may include refund checks and general mailings from campus units. The Financial Aid and Scholarship Office uses this address for some mailings during the academic year.
- During fall, winter, and spring quarters, you may use a college address as your mailing address.

Summer: After spring quarter ends and before fall quarter begins, a college address is not a valid mailing address. For this reason, it is important to keep your mailing address updated during the summer, so you do not miss important communications and deadlines.

Permanent (year round): This address may be the same as your mailing address or the address of a relative. Your diploma will be sent to this address. This is also the address your 1098-T tax form will be mailed to.

Foreign: Required for students on F and J (non-immigrant) visas.

Residence: Required for students on F and J (non-immigrant) visas.
Student Records

Academic Records at UCSC

The Office of the Registrar maintains your official academic record. Instructors are responsible for correcting procedural or clerical grading/evaluation errors. Students are responsible for maintaining a file of their own academic records and notifying the Office of the Registrar immediately in person if there is any problem.

In order to keep informed about your academic record, the following important information should be tracked throughout your UCSC career.

- Enrollments
- Grade notations
- Credit earned for the quarter just completed and cumulative earned credits
- UCSC GPA, and UC GPA, if applicable
- Performance Evaluations for courses taken at UCSC

Carefully review and/or confirm your enrollments via MyUCSC. You are responsible for verifying that your enrollments and requests for letter grades or Pass/No Pass are correct. Errors regarding final grades and evaluations are the student's responsibility to resolve. See Grades on page 58 for more information on grade notations. Access to your performance evaluations is also available via MyUCSC.

If a general review of your academic record is necessary, go to your college office. For specific inquiries, go to the Office of the Registrar during normal business hours or call 459-4412.

Privacy of Records

The university maintains various types of records pertaining to students. Some are maintained for academic purposes; others, such as medical, financial aid, and employment records, are maintained for other specific purposes which may or may not be related to one's status as a student.

The disclosure of information from student records is largely governed by state and federal laws which have been incorporated into the University of California Policies Applying to Disclosure of Student Records. The purpose of these policies is to provide reasonable interpretations of the law and to protect your right of privacy.

In accordance with the federal Family Educational Rights and Privacy Act of 1974 as amended, university policies provide you with the following general rights:

- to inspect and review records pertaining to you in your capacity as a student;
- to have withheld from disclosure, without your prior written consent for release, personally identifiable information from your student records, with certain limited exceptions provided for in the law;
- to inspect records maintained by the campus of any disclosures outside the campus of personally identifiable information from your student records;
- to seek correction of your student records through a request to amend the records or a request for a hearing;
- to file complaints with the U.S. Department of Education regarding alleged violations of the rights accorded you by federal law.

Questions about your rights may be directed to the Registrar, 190 Hahn Student Services, 459-4412.

The full text of the University of California Policies Applying to the Disclosure of Information from Student Records is available online at http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc130.html. Students may review their records by submitting a request in writing to the custodian of the record in the appropriate office.

Public Information and Request for Nonrelease

University policy, consistent with the Family Educational Rights and Privacy Act of 1974 as amended, permits disclosure of certain categories of public information.

At UCSC the following information is considered to be a matter of public information and will be disclosed unless the student has requested that it be withheld:

- student's name;
- mailing address;
- e-mail address;
- local telephone number;
- college and major field of study;
- dates of attendance;
- class level;
degrees and honors received;
• number of credits currently enrolled;
• name, weight, and height of participants on intercollegiate athletic teams.
To have this information withheld from release, go to the Student Center on MyUCSC and select Privacy Settings from the drop down list in the Personal Information section. Be sure that you understand the implications of requesting a Nonrelease of Information. Every single item listed above will be withheld from public release. Once a Request for Nonrelease of Public Information is filed, it remains in effect until you rescind it via MyUCSC. Students who have requested a Nonrelease of Information have the option to release their information to be printed on commencement programs and honors lists. This release can be authorized on MyUCSC in the Privacy Settings section referred to above.
Students who do not wish to file a Request for Nonrelease of Public Information may request that their information not be published in the campus directory. This can be done on MyUCSC in the Privacy Settings section referred to above.
If you have any questions about the implications of the Nonrelease of Public Information, contact the Office of the Registrar, 190 Hahn Student Services, 459-4412.
International Students

International Scholar and Student Services (ISSS), within the International Education Office, provides visa services and immigration counseling to non-immigrant international students and Scholars. ISSS advises on issues concerning required course loads, finances, and employment plus a variety of other services to help international visitors adjust to academia and life in Santa Cruz. Forms and advising for extending visa stays, off-campus work approval, transfer of schools, and other information is available on at oie.ucsc.edu. International Scholar and Student Services is located in 107 Classroom Unit and can be contacted at 459-3550 or e-mailed at fvisa@ucsc.edu. General Office hours are located at http://oie.ucsc.edu/contactus.html.

If you are a nonimmigrant foreign student studying at UCSC, U.S. Citizenship and Immigration Services imposes additional regulations on your stay in the United States. You must comply with these rules in order to maintain your legal status (F-1 or J-1).

Please contact an International Student Adviser if you plan to do the following

- take a leave of absence
- change educational levels, major, visa status
- extend your studies
- transfer to another school
- apply for practical training
- travel outside the U.S. (even for a short vacation);

Also contact an international student adviser if you lose legal documents (I-20, DS-2019, I-94, passport)

The following are some relevant U.S. Citizenship and Immigration Services regulations for international students:

- you must maintain a full course load (minimum of 12 credits) each quarter and stay in good academic standing;
- you may not work off campus without Immigration Services approval;
- your passport, I-94 (Arrival and Departure Record), and I-20 or DS-2019 Form must be current and valid; see the international student adviser for information on how to renew it;
- you may not withdraw from the university or take a leave of absence without consulting with the international student adviser about your status;
- you must report a change of address on the Student Portal within 10 days;
- new students must attend the mandatory new student orientation at the beginning of the term;
- you must comply with all SEVIS regulations.
Veterans

Veteran Services, located in the Registrar’s Office, 190 Hahn Student Services, serves as a liaison between the Department of Veterans Affairs (DVA) and students who, as veterans, veterans’ dependents, or reservists, receive education benefits. The staff also assists with the Cal Vet program, which offers fee waivers to California residents who are dependents of veterans who have died or are disabled due to a service-connected disability.

If you are a veteran or a veteran’s dependent, contact Veteran Services as soon as you receive notification of admission to UCSC to ensure timely processing of your benefits claim.

VA Education Benefits

The New GI Bill

For information about the New GI Bill (Chapter 33) which is effective August 1, 2009, please refer to http://gibill.va.gov where you can sign up to receive updates as more details become available.

Satisfactory Progress Toward a Degree Objective

Veterans and veterans’ dependents receiving DVA educational benefits are expected to make satisfactory progress towards completion of a degree objective. Until you have decided on a major (degree objective) and have a study plan on file, benefits will be paid only for general education courses. If you remain on academic probation beyond two quarters without improvement, your benefits shall be subject to suspension. You are not paid for auditing a course.

Reduction in Course Load, W Grades, Withdrawals and Incompletes

Dropping a course or requesting a W grade notation will affect your payments; you are responsible for promptly reporting the drop or W to Veteran Services. If, due to mitigating circumstances, you drop a course or withdraw from the university, the reduction or termination of payments will begin on the effective date of the drop. If mitigating circumstances cannot be shown, the DVA will consider the effective date to be the first day of the quarter in which the drop or withdrawal occurs, and you will be charged for an overpayment from the first day of the quarter. A mitigating circumstance is defined as a circumstance beyond the student’s control that hinders the student from pursuing a program of studies. Incompletes are not reported to the DVA because at UCSC, incompletes convert to “F” grades if the work is not completed by a specific date.

Transfer Credit

The amount of transfer credit that satisfies UCSC graduation requirements (including major requirements) is reported to the Department of Veteran’s Affairs as “credit for prior training.” The DVA will pay only for the maximum number of quarters required to complete 180 credits. Call (831) 459-2709 if you have questions.

Priority Enrollment

At UCSC, veterans are one of the groups with priority enrollment appointment times. Included are: veterans receiving DVA education benefits and, upon documentation of their service, veterans who did not opt for education benefits; and any reservist who is called to active military duty compelling the reservist to take an academic leave of absence.

A veteran or reservist who is preparing to return to UCSC after a period of military service and who does not have a priority enrollment appointment time, should contact Veterans Services, 160 Hahn Student Services, (831) 459-2709 or email ggrodri@ucsc.edu.

Withdrawing from School in Response to a Call to Active Duty

If you have to withdraw in response to a call to active duty, notify your college and Veteran Services. If you are activated mid-quarter, the registration fees paid for the quarter are refunded. Once you know when you will return to UCSC, email your college adviser. The Readmission/Leave of Absence application fee is waived.

Academic and Support Services for Veterans

Services for Transfer and Re-Entry Services (STARS) provides a broad range of academic and personal support services to military veterans during their transition to the university and while they are enrolled as UCSC students. The main STARS office is located in room 216A of the Academic Resources Center. Contact staff at 459-2552, or visit the STARS web site (http://stars.ucsc.edu/veterans.htm).
Computing Facilities and Technology Services

Computing facilities and technology services at UC Santa Cruz are available to all students. We want you to be aware of these services so that you can take full advantage of the campus computing resources. Here are the key points:

- You are assigned a UC Santa Cruz Identity called CruzID, which is your e-mail address and account, as well as electronic login to many services, such as the network, computing labs, MyUCSC portal, and other campus services. Your CruzID (username@ucsc.edu) is assigned when you enroll for classes, before you come to campus. There is no cost for your CruzID account.
- UC Santa Cruz has an e-mail service for all faculty, staff, and students at no charge. It is expected that students communicate via their UCSC e-mail account (username@ucsc.edu). Student e-mail is called "SlugMail" and is powered by Google, Inc.
- UC Santa Cruz has a wireless network called CruzNet, with coverage in most student areas of campus. This means that if you have a laptop computer with a wireless network card or wireless network built in to your laptop computer, you’ll be able to sit down with a group of classmates in a serene setting among the redwoods, at a cafe or library to do your homework, and still have network access. Because of the wireless access, we highly recommend that you purchase a laptop or notebook computer. We have included minimum specifications below.
- The campus offers a high-speed residential data network called ResNet to all students living in university residential areas. The service cost is included in the housing fees. There are no additional fees for students who live in university residential areas to use the service, which includes technical support (by phone, or room visits when necessary) provided by Information Technology Services staff.
- If you don’t own a computer, or would like to work on homework assignments that require specialized software, there are 12 computing labs across the campus. Each lab is open to all students.

Information Technology Services (ITS)

ITS provides computing, network, telecommunication, media services, and instructional technology services to the campus. Central computing facilities provide universal services such as electronic mail, web, and file services. See its.ucsc.edu. ITS operates the UC Santa Cruz campus network, which interconnects personal computers, workstations, workgroup LANs, instructional computing labs, central computing facilities, and computer-equipped classrooms with each other, on-campus resources, and the Internet. In addition, a wireless access service called CruzNet is available to mobile users at some 200 locations. See cruznet.ucsc.edu for more information. On-campus network resources include academic, library, and administrative computing, database and information servers.

Purchasing a Computer?

If you are planning on buying a new computer, UC Santa Cruz recommends purchasing a laptop with both wired and wireless network capability. Last year, 98 percent of students who came to campus had a personally owned computer in their residential housing room.

An excellent source for purchasing computers and computer products is the university’s Bay Tree Bookstore, right on campus, slugstore.ucsc.edu, phone 459-2082. Through university-negotiated contracts, the bookstore offers a full line of Apple and Dell computers, as well as software and peripheral equipment. Because of your student status, pricing is almost always below outside market prices. And the bookstore works closely with campus computing specialists to be certain the equipment you buy will meet campus specifications, both wired and wireless. As an added convenience, Apple products can be ordered in advance through the bookstore, and be ready for pick-up when you arrive on campus.

Technology vendors frequently use the "Back-To-School" time frame for additional special pricing, so you might want to check with the Bay Tree Bookstore in July and August as you begin thinking about shopping for a computer. The Bay Tree Bookstore staff can help you make the right choices for your campus computing needs.

PC or Mac?

The campus community embraces both PCs and Macs, and in some circles, Unix-based Sun Solaris and Linux are popular. The Humanities Division and the Arts Division both are heavily Mac-oriented. The Social Sciences Division and the Physical and Biological Sciences Division use both Macs and PCs. The School of Engineering is primarily PC/Windows and PC/Linux (as well as Sun Solaris), and there is an emerging interest in Macintosh with the Unix-based OSX environment.
1. Introduction to UCSC

- Information Technology Services (ITS)
- Purchasing a Computer?
- PC or Mac?
- Your UC Santa Cruz Identity (CruzID) Account is Pre-assigned
- Computing Facilities and Policies
- Network and Phones for Students Living on Campus
- Modem Access for Students off Campus
- Computing Labs for Drop-in Use and Academic Classes
- Academic Course Materials on the Web
- Need Disability Accommodations for Computing?
- Need Computing Help?
- Need a Job?
- Related Information

If you are purchasing a PC, we recommend you purchase a laptop including a Pentium processor with a minimum 1.5GHz or equivalent microprocessor, 512MB or more of RAM, and a minimum 30GB hard drive. Please include a CD writer to use for backing up files. In general if you are purchasing a PC computer (and are not interested in repairing a computer yourself) we recommend that you purchase a computer manufactured by a major vendor such as Dell, which is highly rated for reliability and service. For software on a PC, we recommend Microsoft Windows XP or Microsoft Vista, with Microsoft Office, which includes Microsoft Word. Most faculty are accustomed to receiving student papers in Microsoft Word files.

If you are purchasing a Macintosh, a minimum of 1.2GHz processor is recommended. We recommend 512MB or more of RAM, and a minimum 30GB hard drive, running Mac OSX or higher. All new Mac PowerBooks are recommended.

CruzNet is designed for use with wireless network cards that are Wi-Fi compliant, IEEE 802.11b. WPA (Wi-Fi protected access) security is desirable but not required at present. The UCSC Bookstore maintains a stock of recommended wireless network cards.

For more recommendations on computer hardware and software please visit the ResNet web site at resnet.ucsc.edu. If you are not purchasing a new computer but bringing your own computer, please have at least 256MB memory, and Microsoft XP or Vista operating system. ResNet's minimum computer standards are posted at resnet.ucsc.edu/newstudents.

Your UCSC Identity (CruzID and E-mail) Account is Pre-assigned

Your CruzID is your UCSC account for e-mail. Faculty and other campus representatives will send e-mail about classes, important reminders, and information about student services to your UCSC e-mail address. Students are expected to check their UCSC e-mail for messages from faculty, staff, and other students. For example, your UCSC e-mail address (yourCruzIDaccount@ucsc.edu) shows up on e-mail lists that faculty use for classes. In addition to e-mail, this same UCSC account gives you access to the campus Instructional Computing Labs, dial-up network access from off-campus, and the central Unix timeshare systems.

Every UC Santa Cruz student is assigned a UCSC CruzID Identity account and e-mail address upon enrollment. You can activate your pre-assigned CruzID through the Student Portal at my.ucsc.edu.

There are two campus e-mail systems—CruzMail (for faculty, staff, and students) and SlugMail powered by Google (for students only). SlugMail is a new e-mail service for UCSC students powered by Google (same platform as Gmail) that offers a fast, feature-rich email option with plenty of storage. Students have a choice to use the main campus e-mail system, CruzMail, or sign up to use SlugMail. Either option allows students to keep using their UCSC e-mail address. SlugMail information available at: http://its.ucsc.edu/service_catalog/slugmail/

Computing Facilities and Policies

Campus academic divisions may also provide computing facilities and services to serve their specific disciplines. There may be additional rules or policies associated with these discipline-specific services and facilities. Please contact your department assistants for more information on divisional resources.

Because the Internet is a dynamic environment, you should be aware of the following:
- Students using UC Santa Cruz computing facilities and services must comply with the University of California state and federal policies and laws referenced at its.ucsc.edu/security/policies/.
- While that web page lists many of the university policies, it is in no way meant as an exhaustive and complete list. New regulations and policies and procedures are constantly evolving. Laws, policies, or other regulations on aspects not specific to networks or computing may also apply, e.g., student conduct, personnel policy or contract, sexual harassment laws, chain letter laws, or other regulations.
- Web pages at UC Santa Cruz (and beyond) are expanding and changing rapidly. Please send questions regarding any information found on the web to the web page author listed at the bottom of each web page.
- Please send questions or concerns about electronic abuses or harassment via e-mail to abuse@ucsc.edu.

Network and Phones for Students Living on Campus

ITS Telecommunications partners with Colleges and University Housing Services to provide in-room Internet access (called ResNet) and a university-owned and operated telephone system. Network services are available to undergraduate and graduate students living in university housing (except for the Camper Park). For assistance with network connections, students can contact ResNet at resnet@ucsc.edu or call 459-4NET. Please check the web site at resnet.ucsc.edu for more information.

Local telephone service is provided in every student room (except for the Camper Park and Family Student Housing). Students must use calling cards to place long distance calls.

30 September 2009
Computing Labs for Drop-in Use and Academic Classes

The ITS Instructional Technology Group manages 12 computer labs throughout the campus. These include the Digital Media Lab for students in the arts, social sciences buildings, and the Solaris Unix labs for students in the sciences and engineering. The 12 labs have more than 360 computers available for students to use, including PCs, Macs, and Sun workstations. See ic.ucsc.edu/labs/labdescriptions/arc/ for more information. Wireless access is available in most labs.

The computing labs are used like classrooms; they can be reserved by faculty or teaching assistants for instruction. When not reserved for instruction, the labs are available to students on a walk-in basis. Even if they are not teaching in the labs, many faculty request academic software to be installed in the labs so that their students can complete homework assignments. Every computer lab is open to every student, no matter what his or her major.

Technical training is available for students in the computer labs. In addition, faculty or teaching assistants can request Instructional Computing staff to conduct training sessions as part of an academic course.

Contact Instructional Support and Media Development at fitc@ucsc.edu, for more information.

More extensive lab information, including hardware and software specifications and hours of operation, is available at ic.ucsc.edu.

Academic Course Materials on the Web

The WebCT course management system is a tool to create sophisticated web-based course materials to supplement classroom instruction, but not to replace it. WebCT uses a web browser as the interface for the course. Faculty using WebCT can incorporate a wide variety of tools in their course site such as a course calendar, student conferencing system, electronic mail, group projects with student-created web pages, and quizzes. Outside of class time, students can use WebCT to view course materials, participate in web-based class discussions, collaborate on student group projects, and take quizzes. Faculty can use WebCT to see what materials students have viewed before they arrive in class. When faculty administer pre-class quizzes on WebCT, they can see what concepts students understand before class and then tailor the lecture accordingly. Students must have established their UCSC account to be enrolled in WebCT courses. See more information about WebCT and other UCSC course web sites at ic.ucsc.edu/docs/webct and ic.ucsc.edu/courses.

Need Disability Accommodations for Computing?

If you have a disability and require adaptive or assistive technology to use lab computers, library facilities, or other campus services, please contact the Disability Resource Center (DRC) right away so that they can coordinate services for you. Computing labs have common adaptive technologies—such as enlarged type for students with low vision and Dvorak keyboards for students with repetitive strain injuries. If you need accommodations, please call the DRC at 459-2089 (voice), or 459-4806 (TTY).

Need Computing Help?

If you need additional help with computer accounts, network access, or general computer questions, please contact the ITS Support Center. The Support Center is located at 54 Kerr Hall and is open Monday–Friday, 8 A.M.–5 P.M. Get help:

- Online: itrequest.ucsc.edu
- Phone: 459-4357 (459-HELP)
- E-mail: help@ucsc.edu

Need a Job?

ITS Instructional Technology Group has about 100 student staff positions, including lab consultants, who staff labs and assist students; technical support consultants, who maintain lab hardware and software; and web developers, who work on project teams to produce academic course sites. Please see icweb.ucsc.edu/apply/ for more information about the lab consultant and technical support specialist positions. See ic.ucsc.edu/faculty/webdev/ for information about the web developer program, and e-mail fitc@ucsc.edu if you want to apply.

The Information Resource Center hires student consultants through the UCSC Career Center. For more information, see www2.ucsc.edu/careers/.

Related Information

- Information Technology Services: its.ucsc.edu
- Computing Frequently Asked Questions: ic.ucsc.edu/help
- Bay Tree Bookstore (computer purchase): slugstore.ucsc.edu
1. Introduction to UCSC

- Information Technology Services (ITS)
- Purchasing a Computer?
- PC or Mac?
- Your UC Santa Cruz Identity (CruzID) Account is Pre-assigned
- Computing Facilities and Policies
- Network and Phones for Students Living on Campus
- Modem Access for Students off Campus
- Computing Labs for Drop-in Use and Academic Classes
- Academic Course Materials on the Web
- Need Disability Accommodations for Computing?
- Need Computing Help?
- Need a Job?
- Related Information

- CruzNet wireless network: cruznet.ucsc.edu
- SlugMail e-mail: http://its.ucsc.edu/service_catalog(slugmail/)
- CruzMail e-mail: cruzmail.ucsc.edu
- ResNet: resnet.ucsc.edu
- Activate your CruzID Account: my.ucsc.edu
- Computing Labs: ic.ucsc.edu
Your Financial Commitment to the University

Statement of Account
Each student at UCSC has a financial account administered by the Student Business Services Office (SBS) in 203 Hahn Student Services.

You can view your account activity on the MyUCSC Portal by selecting Financial Information, then Account and Billing.

At the end of each month, an invoice (also referred to as statement of account) for unpaid charges is viewable on the portal and Sallie Mae. The invoice includes a description of each item and instructions for making payment, contesting charges, and making inquiries. Unpaid charges appear on subsequent statements as “Balance Forward” and for reference you can access your prior invoices on the portal for up to one year.

Financial activity posted to the account is considered confidential. No information regarding financial activity may be released or discussed with a third party outside the university (e.g., parent).

For additional information including methods of payment, tips on reading the invoice, plus other billing FAQs, see sbs.ucsc.edu.

Billing Information and Payment of Campus Debts
UCSC’s billing is paperless. A statement of account is usually available at the end of each month on the MyUCSC portal and on Sallie Mae. A student can access Sallie Mae via their student portal. Once on Sallie Mae, the student enrolls themselves and can invite a parent or other payer to enroll. The student or invited parent/payer can view the bill and make an e-check payment or print a payment coupon and mail the payment to the Campus Cashier Office. More details can be found on sbs.ucsc.edu.

General payments are applied to the oldest charges first, including housing charges, but specified housing payments are applied only to housing charges. This type of payment is not available using Sallie Mae. Failure to pay campus debts results in holds on enrollment, financial aid, and use of university services. Payments may be made in person at the Cashier’s Office, located in 102 Hahn Student Services Building. The Cashier’s Office is open for service 9 A.M.–4 P.M., Monday through Friday. Or you may drop your payment into the depository, located on the outside wall of the north entrance of the Hahn Building, until 3 P.M. Payments dropped into the depository after 3 P.M. will be processed the next business day. The campus does not accept credit card payment for charges assessed on the Statement of Account.

Late Payment Fees
Payments received after the delinquent date on the statement of account may be subject to late fees. Late fees assessed by other campus units include late registration fees, miscellaneous charge-late fees, housing late fees (as noted in your contract), and a Deferred Payment Plan late fee. Additional information regarding other late fees can be found on the back of the Account Statement Text, in your housing contract and in the quarterly Schedule of Classes.

Past due charges other than registration or housing are subject to a monthly late charge of $12.50. Late payment of the first Deferred Payment Plan (DPP) installment of each quarter will be assessed a $50 late fee. Subsequent DPP payments received after the 20th of each month will be assessed a $15 late fee.

Contested Charges
You may contest a charge for up to 60 days after the initial billing date. If you believe there is an error on your statement, first, contact the Office of Student Business Services at oarinfo@ucsc.edu, call 459-2107, or stop by 203 Hahn Student Services. Additional instructions will be provided to you at that time.

To contest a $12.50 late payment fee, use the form at http://sbs.ucsc.edu/acrobat/LateContestForm.pdf.
2. Paying for Your Education

Your Financial Commitment to the University

- Statement of Account
- Billing Address
- Payment of Campus Debts
- Late Payment Fees
- Contested Charges
- Returned Checks

Returned Checks

A check returned by a bank will usually be automatically presented twice to the maker’s bank. All checks returned to UCSC from a bank are subject to returned check charges. The returned check charge for the first returned check during an academic year is $25. The returned check charge for any subsequent check returned during an academic year is $35 each. The returned check charges are in addition to any other departmental late fees. For example, if the check included payment for registration fees, you would be assessed the returned check fee and a $50 late registration fee. Payment for a returned check must be made by certified funds (cashier’s check, money order, or cash) at the Cashier’s Office. Failure to immediately redeem a returned check may result in the forfeiture of current and future registration and enrollment. Future check cashing privileges may also be suspended.
Registration Fees

If You Decide Not to Attend

If you decide not to attend UCSC, notify the Office of the Registrar in writing before the first day of the quarter. A form for this purpose is found online at reg.ucsc.edu/Forms/Cancellation_Notice.pdf. Your registration fee assessment will be reversed, and any payment made will be refunded with the following exceptions:

- For new students, the $100 Statement of Intent to Register is nonrefundable.
- For continuing and readmitted students, all fees reversed except a service charge of $10.
- Any other campus debts are deducted from your refund.

If you are enrolled, once the quarter begins you must withdraw from the university by filing a Withdrawal/Leave of Absence (LOA) form at your college office. If not on campus to initiate the petition, write or e-mail your college advising staff and request to withdraw. The adjustment of fees for withdrawals is determined by the University of California refund schedule (see Withdrawal, Leave of Absence, and Readmission on page 85). You must withdraw by the first day of instruction to receive a full refund of registration fees.

At UCSC, registration has two components: enrollment in classes and payment of required quarterly fees. The deadlines for fee payment are in the quarterly Schedule of Classes and on the web at reg.ucsc.edu/calendar. Registration fees include general university fees set by the Regents of the University of California and UCSC campus fees. Fee amounts are subject to change without notice. Refer to reg.ucsc.edu/Fees/fees.html for the latest information on registration fee amounts as well as an itemized list of registration fees. Because you may have other debts to the university, any “Balance Forward” shown on your invoice and new charges posted prior to the registration fees must be paid to complete registration. If you are unsure about the amount due, contact Student Business Services.

Nonresident Tuition Fee

Students who do not qualify as California residents for tuition purposes at UCSC are assessed nonresident tuition each quarter in addition to their other fees. Every new and reentering student, including a student returning from a leave of absence of a year or more, is required to complete a Statement of Legal Residence for residence classification purposes. Failure to file the form results in assessment of nonresident tuition by default. Nonresidents who believe that they will qualify as California residents in a future quarter must petition for the change of status in person to the Campus Residence Deputy in the Registrar’s Office prior to the beginning of the quarter for which the change is expected.

For a more complete statement about Residence for Tuition Purposes at the University of California, consult the General Catalog appendix. If you have any questions about your residence status, make an appointment to see a Campus Residence Deputy at the Registrar’s Office, 459-2709. No other university personnel are authorized to supply information about residence requirements for tuition purposes.

Deferred Payment Plan (DPP)

The Deferred Payment Plan (DPP) is an alternative method of paying registration fees. DPP allows your fees—including the Undergraduate Health Insurance Fee—to the extent not covered by scholarships, loans, or other financial aid to be paid in monthly installments. Students can apply on a quarterly basis for the three-month plan or for a yearly nine-month plan (for fall, winter, and spring quarters). A nonrefundable application fee of $25 for the three-month plan and $60 for the nine-month plan is required. Any student in good financial and academic standing may apply for DPP by submitting a Deferred Payment Plan Application to Student Business Services. Students receiving financial aid sufficient to pay registration fees in full are not eligible for this plan. You will be denied the use of DPP if you have unpaid prior debts or if you have a history of payment difficulty. For more information about DPP, see the web site at http://sbs.ucsc.edu/; contact Student Business Services, 459-2107; or e-mail oarinfo@ucsc.edu.
Part-Time Program: Reduction in Fees

Students who are unable to pursue a bachelor’s degree on a full-time basis due to family obligations, health restrictions, or continuing, permanent employment may be eligible for the Part-Time Program. Students in their final quarter before graduation may participate in the Part-Time Program; however, last-quarter approval may be granted once. To apply, follow the instructions and application (reg.ucsc.edu/students/part-time.html). Students who have been approved for this program may pursue a degree in any major offered at UCSC, enrolling in a maximum of 10 credits each quarter. Part-time students have access to the same facilities and are eligible for the same campus and college services as full-time students.

Students who qualify for the Part-Time Program pay full university registration and campus fees but receive a 50% reduction in the educational fee and, if applicable, nonresident tuition. Students who do not qualify for the Part-Time Program but feel that they have a legitimate reason to enroll in less than 15 credits should see their college academic preceptor. The reduction in fees applies only to students in the Part-Time Program.

Financial Aid and Minimum Progress
Progress toward the degree for Part-Time Program students is calculated in terms of courses attempted and passed. In order to maintain your eligibility for financial aid and remain in good academic standing, you must maintain minimum progress. Part-Time Program status may affect your financial aid award (see section on Course Credit, page 12).

Cancellation of Part-Time Program
If you intend to enroll in more than 10 credits, follow the instructions (reg.ucsc.edu/students/part-time.html) to return to full-time status.

Registration Late Fees
The Office of the Registrar assesses two different late fees each quarter:

- A $50 late registration fee is assessed if your registration fees are received by the cashier after the deadline; your check is returned by the bank or otherwise nonnegotiable, e.g., not signed (see Returned Checks on page 24); or payment is insufficient to pay the total amount due.
- A $50 late enrollment fee is assessed if you are enrolled in no class by the Enrollment Deadline. Students are assessed a total of $100 in late fees if both fee payment and enrollment occur after this date.

The Office of the Registrar waives a late fee only when lateness is a result of one of the following circumstances:

- delays resulting from action or inaction by UC personnel; be prepared to show documentation, such as a note from the staff member responsible;
- a sudden and debilitating illness or an accident verified by Student Health Services or your family doctor;
- a death in your immediate family.

The Request for Waiver of Registration/Enrollment Late Fee is available online at reg.ucsc.edu.
Registration Fees continued

Payment of Registration Fees

Registration fees and any unpaid prior balance are due in the Cashier’s Office no later than the fee payment deadline. If fees are not paid in full by the deadline, a late registration fee of $50 is added to the account.

The campus does not accept credit card payment for registration, housing, or miscellaneous debts. For payment options, see sbs.ucsc.edu.

Payments may be made in person at the Cashier’s Office, located in 102 Hahn Student Services Building, open for service 9 A.M.—4 P.M., Monday–Friday. Or you may drop your payment into the depository, located on the outside wall of the north entrance of the Hahn Building, until 3 P.M. Payments dropped into the depository after 3 P.M. will be processed the next business day.

Check the MyUCSC portal on the last day of each month for a new statement of account. If your statement of account does not include registration fees as expected, contact the Office of the Registrar at 459-4412 before the payment deadline.

The student is responsible for meeting the registration deadlines even if a third party pays the bill.

The Deferred Payment Plan (DPP) is an alternative method of paying registration fees. DPP allows your fees—excluding the Undergraduate Health Insurance Fee—to the extent not covered by scholarships, loans, or other financial aid to be paid in monthly installments.

For more information about DPP, see the Student Business Services web site at sbs.ucsc.edu; contact Student Business Services, 459-2107; or e-mail oarinfo@ucsc.edu.

Fee Waivers

Students in certain programs and categories are entitled to a partial waiver of fees. These include some veterans’ dependents and University of California career employees (See Employee Reduced Fee Program at shr.ucsc.edu/topics/training-development/misc/reduced-fee-guidelines.htm.)

If the registration fee assessment on your statement of account does not reflect your fee waiver, call 459-4412 before the payment deadline for further information.

Financial Aid Recipients

If you are offered financial aid, you have accepted the aid awards listed on the MyUCSC portal you have enrolled in classes, and you have completed student loan entrance interviews and loan promissory notes as necessary, most types of aid will be posted as credits to your UCSC billing account each quarter. This includes all awards you have accepted: student loans, federal, state, and university grants; and scholarships administered through UCSC. Work-Study income is earned on the job and therefore is not posted to your account.

You must use your own resources to pay any remaining balance due. If your financial aid (or other payments) or if your pending aid (listing of your accepted aid awards prior to the beginning of the term) exceed the amount you owe the university, a refund will be issued to you beginning the first week of each quarter. If you signed up for Direct Deposit with the Student Business Services Office, the credit will be directly deposited in your personal bank account. If not, a check will be printed and mailed to your mailing address during the first week of the quarter. If you have a zero balance (0 as “Amount Due”), you are not required to take any action unless you do not plan to attend. In that case, notify the Office of the Registrar.

If you are enrolled in at least 6 units, have accepted student loans, federal, state, or university grants, or campus-administered scholarships, and no credits appear on your statement, review “Holds and To Do’s” on the MyUCSC portal. If you still need assistance, contact the Financial Aid and Scholarship Office, 459-2963, before the registration deadline for further instructions.
Financial Aid

The Financial Aid and Scholarship Office is located on the second floor of the Hahn Student Services building in room 205 and is open for service 8 a.m.-5 p.m. Monday through Friday. Information is available by phone 8 a.m.-5 p.m. Monday through Friday (except on Tuesdays when phones are answered beginning at 9 a.m.) at 459-2963 and at the web site financialaid.ucsc.edu.

Many financial aid questions can be answered by the professional staff who work at the main counter and on the phones in the Financial Aid Scholarship Office. Financial aid advisers are also available to see students on a drop-in basis and by appointment. Advisers can assist in a variety of areas including: helping students who are experiencing difficulty meeting their educational and living expenses, counseling, money management, and assisting those who are looking for alternative resources to fund their educational expenses. Each student has an assigned adviser; assignments are organized alphabetically by the student's last name.

The Financial Aid Scholarship Office coordinates the awarding of scholarships, grants, work-study, meritorious scholarships, and loans to UCSC students. To apply for financial aid, submit a Free Application for Federal Student Aid (FAFSA) by March 2 prior to the academic year for which you need assistance. You must also submit supporting documents requested by the Financial Aid Office (such as tax returns) by June 15. Applications received after these priority deadlines will be considered for University Grants, Perkins Loans, and Work-Study on a fund-available basis. Federal Pell Grants and Federal Direct Loans are available for late applicants who meet the eligibility criteria.

If you obtain financial aid and then do not carry a full course load, you may lose all or part of your aid (see How Course Credits Can Affect Financial Aid Status on page 12 for more details). You may also lose your financial aid if you do not maintain satisfactory academic progress. Undergraduates are expected to finish their bachelor's degree after 12 quarters of college attendance. In unusual circumstances, undergraduates may receive up to 15 quarters of full-time enrollment (or the equivalent for students with transfer courses.) Units earned in the UC Santa Cruz Summer Session are counted with other transfer units. The college must approve enrollment beyond 12 quarters. Students are not eligible to receive aid beyond the 15th or equivalent quarter. Financial aid recipients will receive written notification of their final quarter of eligibility beginning three quarters before their final quarter of aid eligibility.

For an extension of financial aid eligibility beyond the allotted 15 quarters, submit a detailed written explanation of why you need additional time to complete your undergraduate degree objectives and a Petition to Extend Enrollment approved by your college, to the Financial Aid and Scholarship Office. (Your college's approval of your petition is required, but does not constitute extension of financial aid eligibility.) You will normally be informed of the decision within two weeks after submission. Appeals may be approved only for truly unusual cases and not to compensate for poor planning or poor performance.

Financial aid funds in excess of university charges are disbursed quarterly by Student Business Services (SBS). Students must be enrolled in at least 6 units. By completing a Direct Deposit Application and submitting it to SBS, financial aid remaining after all charges are paid will be directly deposited into a personal bank account. If you are not signed up for direct deposit, a paper check will be generated and will be mailed to your mailing address (on the MyUCSC portal) by Student Business Services. For more information, call 459-2107. Student Business Services is located in 203 Hahn Student Services Building. You can sign up for direct deposit through the MyUCSC portal by going to accounts and billing, direct deposit.

Scholarships

Each year more than 10,000 students or about 6 out of every 10 undergraduates are assisted with scholarship opportunities.

All students, both entering and continuing, will be automatically considered for UCSC Scholarships based on their admissions application and/or academic record. Scholarships do not have to be repaid. Scholarships are generally given in recognition of outstanding academic achievement and potential. Approximately $1,600,000 per year is awarded in merit scholarships. The four categories of scholarships available to UCSC undergraduate students are listed below. Many of these scholarships require a student to demonstrate financial aid eligibility. Be sure to complete the Free Application for Federal Student Aid (FAFSA) annually to be considered for all types of scholarships.

- Regents Scholarships are awarded to undergraduates at the University of California in recognition of outstanding academic achievement, regardless of financial need. For freshmen, the Regents Scholarship is $20,000 paid over four years and for entering junior transfers, the amount is $10,000 paid over two years. Amounts for continuing students vary depending on their grade level at the time of appointment. Recipients must meet GPA and academic requirements in order to renew the award. (Must meet Admissions Application deadline to qualify.)

- Campus Merit Scholarships are awarded to students who demonstrate high academic achievement. For freshmen, the minimum amount is $2,000 paid equally over four years and for
junior transfers the amount is $1,000 paid equally over two years. Amounts for continuing students vary depending on the grade level at the time of appointment. Recipients who have demonstrated financial need as determined by the FAFSA, may be eligible to receive up to $6,000 over a four-year term for freshmen or $3,000 over a two-year term for juniors. Scholars must meet GPA and enrollment requirements in order to renew the annual award. (Must meet Admissions Application deadline to qualify.)

- **Restricted Scholarships** are awards donated to the campus by benefactors of the University. These various awards are administered based on the requirements outlined by each donor’s terms. Although most students are automatically considered for these scholarships based on their admissions application and/or academic record, some of the recipients are selected directly by the board of studies, college or department on campus. Contact your college or department for additional scholarship opportunities.

- **Outside Agency Scholarships** are funded by sources outside the university. Even though the recipients are selected elsewhere, the UCSC Financial Aid and Scholarship Office administers the scholarship funds. The organizations have their own eligibility criteria and application processes. Many organizations award scholarships to qualified students regardless of financial need. The Internet is an excellent place to begin your search for scholarship opportunities. For more information, go to the Financial Aid and Scholarship Office web site at www2.ucsc.edu/fin-aid/.

### Funding for Undergraduate Student Projects

If you have a research or community project in mind that will require extra expenses on your part, there may be funding available through various sources on campus. Currently there is no central clearinghouse for funding information on this campus. You may contact the agencies listed below for deadlines and details. If these sources do not work for you, the Financial Aid Office has information regarding student loan programs that may be used to fund individual academic projects.

In addition, the Financial Aid Office has information about scholarships available from various sources and agencies. For more information, stop by the office at 205 Hahn Student Services; or visit the web site at www2.ucsc.edu/fin-aid, where you will find general information about financial aid programs as well as links to free scholarship search services.

### Richard Cooley/Friends Foundation

Awards of up to $1,000 are given to continuing UCSC students for a field project which results in a tangible, positive action for the betterment of the natural environment or improvement in environmental quality. Awards are based on scholastic ability, demonstrated initiative, and potential for successful completion of project. Applications are available fall quarter at the Environmental Studies Internship Office, 343 Natural Sciences 2 Building.

### Marilyn C. Davis Scholarships

These scholarships are available to UCSC reentry women, undergraduates and graduates, who are majoring in the sciences. An award of up to $1,500 is available to support professional development activities in the sciences. Such activities include costs associated with thesis preparation, field research, publication of an article, presenting a paper at a conference, applying for graduate school, or traveling to visit graduate programs. Contact the STARS (Services for Transfer and Re-Entry Students) Office, Academic Resources Center (the ARC).

### Joel Frankel Scholarships

These scholarships fund undergraduate field studies and projects in Latin America or Spanish-speaking communities in the U.S. Priority is given to Merrill College students, Latin American and Latino Studies (LALS) majors, and Politics majors focusing on Latin American and Latina/o issues, whose proposals reflect the founding spirit and vision that established the fund. Awards generally do not exceed $500. Check the Latin American and Latino Studies web site (lals.ucsc.edu) for detailed information including the application process.

### Terence Freitas Awards in Environmental Studies

A $500 award will be given to an environmental studies major on the basis of merit and financial need. Emphasis will be given to students who share Terry’s interest in and commitment to issues that affect the livelihood and culture of indigenous peoples in developing countries. Contact the Environmental Studies Internship Office at 491 Interdisciplinary Sciences Building, 459-2104.

### Nancy Pascal Field-Study Scholarships

These scholarships are for continuing undergraduate students participating in one of the campus-sponsored field-study programs, regardless of academic major or concentration. Scholarships up to $500 will be
awarded based on both academic merit and financial need. Contact any of the academic field programs early in winter quarter for more information.

**Susie Pfingstel Memorial Scholarships for Women**

Scholarships are available to all UCSC women students, undergraduate or graduate, who are majoring in literature or creative writing. Preference will be given to re-entry women. The awards can be used to attend a writer’s conference, to fund an extended writing or research project, to fund a Summer Session course in literature or creative writing, or to fund a publishing project related to women’s fiction. Contact the STARS (Services for Transfer and Re-Entry Students) Office, Academic Resources Center (the ARC), 459-2552.

**Cynthia Mathews Health and Reproductive Rights Scholarships**

These scholarships are for continuing undergraduate students involved in field studies, research, or other academic activities related to health and reproductive rights. Scholarships of up to $500 will be awarded based on both academic merit and financial need. Contact Mike Rotkin early in winter quarter for more information: 831-459-4601/openu@ucsc.edu/218 Oakes College

**Rotary Club**

The Rotary Club offers Ambassadorial Scholarships for study abroad. For information on scholarships, go to the Rotary Club International web site: www.rotary.org/foundation/. For additional information, contact your local Rotary Club, or call the Rotary Clubs of Santa Cruz County at 426-6696 x104.
Student Loans

Pre-loan Counseling
Federal regulations mandate that borrowers complete Pre-Loan Counseling, where important information regarding student loans will be given. Holds on fall student loan disbursements will be placed if Pre-Loan Counseling has not been completed. See the Student Business Services web site at sbs.ucsc.edu to complete your Pre-Loan Counseling/Entrance Interview.

If you are transferring to UCSC from another school and have already attended a Pre-Loan Counseling session, you may satisfy this requirement by providing Student Business Services with a photocopy of the Pre-Loan Counseling form from your previous school or evidence from your online counseling session.

Mail or fax the copy to:
Student Business Services
University of California, Santa Cruz
1156 High Street
Santa Cruz, CA 95064
Phone: 459-4699
Fax: 459-3918

In person Pre-Loan Counseling is available upon request and by appointment at 459-4699.

Exit Counseling
If you receive a loan while attending UCSC, you will be required to complete exit counseling before you leave school for any reason (graduation, transfer to another school, or withdrawal). Failure to complete the exit counseling may result in a hold on your academic transcript and other university services. Online counseling is available on the Student Business Services web site at sbs.ucsc.edu. In-person sessions will be available upon request.

Budget Counseling Sessions
Student Business Services offers debt management on an individual basis. If you would like more information on your money, managing debt, student loans, credit cards, or student loan repayment and consolidation options, please call 459-4699 to schedule an appointment.

Collections
The Student Business Services Office also provides collection services for Perkins and University Loans, short-term loans, and all other campus debts. Contact 459-2107 for more information.
Bachelor’s Degree

How to Fulfill University and General Education Requirements

To qualify for a bachelor’s degree, you must meet the following conditions (see complete descriptions of each below):

- satisfy the university requirements in American History and Institutions and in Entry Level Writing (English composition);
- satisfy the requirements of your college (usually the core course or equivalent);
- satisfy the general education requirements with grades of Pass, C, or better;
- complete an approved major program with grades of Pass, C, or better (some majors do not allow courses graded Pass to fulfill major requirements), including a comprehensive requirement (e.g., comprehensive examination, senior seminar(s), or senior thesis);
- complete a minimum of 180 credits, each with a grade of D or better (or Pass);
- maintain a minimum grade point average of 2.0 calculated from letter-graded courses taken at UCSC fall 1997 and after and all letter-graded courses taken at other UC campuses;
- for students entering UCSC after fall 2001, no more than 25 percent of UCSC credits may be graded as Pass.

It is your responsibility to meet all the requirements for the bachelor’s degree. Use the Student Portal to verify your progress toward fulfilling university and General Education requirements.
University Requirements

American History and Institutions
Undergraduates are expected to demonstrate a knowledge of American history and institutions. Alternatives for satisfying the American History and Institutions requirement vary among University of California campuses. If you are planning to transfer to another UC campus, consult the general catalog of that campus for information.

At UCSC you may fulfill this requirement in one of the following ways:

- by achieving a score of 550 or higher on the SAT Subject Test in U.S. History;
- by achieving a score of 3, 4, or 5 on the College Board Advanced Placement Examination in U.S. History or Government & Politics: United States;
- by satisfactorily completing a college-level course in American history and institutions (see the following list and Credit from Another Institution, page 72);
- by certification of completion on the transcript of an accredited California institution of higher education;
- by completing an acceptable high school American history or government course that satisfies the requirements for admission to the university;
- by achieving a score of 5 or higher on the International Baccalaureate Higher Level Examination in History of the Americas.

The following courses at UCSC satisfy the American History and Institutions requirement:

- American Studies 10
- Education 164
- History 10A, 10B, 110A, 110B, 115A, 115B, 127, 128
- Legal Studies 120A, 120B, 120C
- Politics 20, 104A, 120A, 120B, 120C
- Sociology 170, 175

There are no substitutions for this requirement.

University of California Entry-Level Writing Requirement: English Composition
Undergraduates are expected to demonstrate an acceptable level of ability in English composition. UC systemwide regulations require that students satisfy the University of California Entry Level Writing Requirement by their fourth quarter of enrollment.

Students who do not pass the statewide test administered to high school seniors in May can fulfill the requirement in one of the following ways before entrance to UCSC:

- by achieving a score of 3, 4, or 5 on the College Board Advanced Placement Examination in English Language and Composition or English Literature and Composition;
- by receiving a grade of C (2.0) or better in an acceptable English composition course taken at another institution; the course must be a transferable college-level course of at least 4 quarter credits or the equivalent (see also Credit from Another Institution, page 72);
- by achieving a score of 5 or higher on the International Baccalaureate Higher Level Examination in English (Language A1);
- by achieving a score of 6 or higher on the International Baccalaureate Standard Level Examination in English (Language A1);
- by achieving a score of 680 or higher on the SAT Reasoning Test in Writing;
- by achieving a score of 30 or higher on the ACT test in English and writing.

These options do not apply if you are already enrolled at UCSC and have not yet satisfied the Entry-Level Writing Requirement.

Students who have not satisfied the University of California Entry Level Writing Requirement upon entrance should take the Analytical Writing Placement Examination administered during their first orientation period at UCSC. Students who took the exam in May and did not pass must wait to take the Analytical Writing Placement Examination in November. Once you have enrolled at UCSC, you can satisfy the requirement only by passing the exam or by portfolio assessment in Writing 20 or 21 courses.

If you are a first-year student entering in the fall and do not do well enough on the Analytical Writing Placement Examination to satisfy the University of California Entry Level Writing Requirement, you will be placed in a section of your college core course designed to give you extra help with your writing. If you do not satisfy the requirement then, you are required to enroll in Writing 20.

If you cannot pass the exam by your fourth quarter, you will be barred from enrolling. If you wish to return to UCSC, you must reapply following normal readmission procedures (see Readmission, page 90).

Students entering in winter who have not satisfied the University of California Entry Level Writing Requirement and do not demonstrate writing proficiency on the placement exam must enroll in Writing 20.

For more information about the Entry Level Writing Requirement, contact the Writing Program at 1 September 2009
3. Degree Requirements

University Requirements

- American History and Institutions
- University of California Entry-Level Writing Requirement: English Composition
- College Requirements
- Completion of 180 Credits
- General Education Requirements
- Enrolling in General Education Courses
- Major Requirements
- Senior Residence Requirement
- Bachelor’s Degree Work Sheet

459-2431.

Academic Senate regulation 10.5.2 contains the general policy on the requirement.

College Requirements

Your college may expect you to complete certain requirements of its own in addition to the other requirements of the campus. All colleges require first-year students to complete their college’s core course. Some colleges have multiple-quarter core courses. Contact your college office for further information.

Completion of 180 Credits

You are expected to satisfy all your requirements for a degree by completing 180 quarter credits within 12 quarters. Some students may require more quarters of enrollment in order to satisfy all requirements for their program of study. It is necessary for you to obtain permission from your college to continue your enrollment at UCSC if you have completed 180 or more credits and have also been enrolled for 13 or more regular quarters, excluding summer sessions at UCSC or elsewhere. Students who take and pass extra credits in no more than 12 quarters will not be penalized. However, you must pass a minimum of 180 credits within 15 quarters (nine UCSC quarters for junior transfer students). For information regarding extending quarters, see Extension of Enrollment, page 58.

UCSC students may complete the last 5 credits toward graduation by means of the Concurrent Enrollment Program through UC Extension. This option is not available if you need more than 5 credits unless the 5-credit course also has a required lab for credit.

Academic Senate regulations 10.1.1 and 6.2.4 contain the general policies on completion of 180 credits.

General Education Requirements

Designed to expose students to diverse subject areas, the general education requirements also stress a variety of approaches to acquiring knowledge. A description of the general education requirements and a complete list of current courses that satisfy general education requirements are included in this handbook. Most current students follow the general education requirements at UCSC, which fall into nine areas and are described below.

Each area has a general education code associated with it, and only those courses carrying that code satisfy the requirement. The codes appear in the course descriptions in the General Catalog and in the "Gen Eds" column of each Schedule of Classes. Some courses satisfy more than one requirement, so the total number of required courses may be as few as 10 or as many as 15. With some exceptions, courses from the Arts Division of 1, 2, or 3 credits may be combined to satisfy the arts general education requirement if they have the appropriate code and total at least 5 credits.

Transfer credits may satisfy some of the general education requirements. The Admissions Office will evaluate your transfer course work and determine which general education requirements you have satisfied. This information is available online through the MyUCSC portal.

Students who have not decided on a major should take general education courses that will allow them to begin exploring possible majors. Students pursuing certain majors, particularly in the sciences, may need to schedule general education courses around major prerequisites. The arts course (A code), and U.S. ethnic minorities/non-Western society course (E code) can be satisfied with many upper- as well as lower-division courses. The disciplinary communication requirement (DC code) is an upper-division course within a student's chosen major.

If you have consulted with your academic adviser and feel you have an unusually strong case for an exception to a general education requirement, you may obtain a Substitution or Waiver of General Education Requirement form at your college. Don't wait until the quarter you expect to graduate. These petitions are carefully screened by the Academic Senate Committee on Educational Policy, specific and rigorous criteria are used. If the petition is approved, your academic record will be changed to reflect the exception. If you have taken a course through UNM, UNH, EAP, or UCDC, or as an ICV, and you think it will satisfy a general education requirement other than the DC, you may initiate review of the course by completing a Review of Transfer Credit form at the Admissions Office.

Enrolling in General Education Courses

The section of the class you enroll in will satisfy a general education requirement only if the appropriate general education code(s) appears in the “Gen Eds” column of the Schedule of Classes. Different sections of the same course may have different codes.

Major Requirements

You are required to complete a major program as described in the UCSC General Catalog and as approved by a major adviser. Courses used to satisfy major or minor requirements must be passed with a grade of Pass, C, or better. In some majors, courses graded Pass may not be used to satisfy major requirements. As part of your major program, you will be required to complete the senior comprehensive requirement (such
3. Degree Requirements

University Requirements

- American History and Institutions
- University of California Entry-Level Writing Requirement: English Composition
- College Requirements
- Completion of 180 Credits
- General Education Requirements
- Enrolling in General Education Courses
- Major Requirements
- Senior Residence Requirement
- Bachelor’s Degree Work Sheet

as a comprehensive examination, senior seminar[s] or senior thesis) prescribed by your department. See Declaring Majors and Minors (page 52) for more information. Contact the sponsoring department for an exception to a major or minor requirement. Minors are optional at UCSC.

Certain majors and programs have specific course series requirements in calculus, physics, and chemistry where series may not be substituted. Refer to the UCSC General Catalog, or seek the advice of the appropriate department adviser to understand your options.

Senior Residence Requirement

This requirement is separate from the California residence requirement related to instate tuition. Every candidate for a bachelor’s degree must be registered at UCSC for a minimum of three terms. (A term is a fall, winter, or spring quarter in which a student completes six or more credits. Each UCSC Summer Session in which you complete at least two credits is the equivalent of half a term’s residence.) In addition, of the final 45 quarter credits, 35 must be regular courses of instruction that you have taken as a registered student at UCSC. No more than 18 of the 35 credits may be completed in Summer Session. Courses taken through University Extension or the Intercampus Visitor Program do not constitute regular courses and therefore do not satisfy residence requirements.

The credit requirement for residence is applied differently to students participating in the Education Abroad Program (EAP) and the University of California in Washington, D.C. (UCDC) Program. Students may satisfy the requirement in either of two ways. The first way is for students to complete 35 of their final 45 credits before leaving the Santa Cruz campus to participate in EAP or UCDC. In this scenario, students do not have to return to Santa Cruz for any additional course work after they have finished EAP or UCDC. The second way to fulfill the residence requirement is for students to complete 35 of their last 90 credits at the Santa Cruz campus with a minimum of 12 credits completed at UCSC after their return from EAP or UCDC.

Academic Senate regulation 10.1.3 contains the general policy on residency requirements.
## Bachelor’s Degree Work Sheet

This page is useful as a checklist while you are completing courses toward your degree. You may have already satisfied some of these requirements before arriving at UCSC. Keep this page and update it throughout your academic career. Bring this along each time you visit your academic adviser. Do not confuse this with the Proposed Study Plan Declaration of Major/Minor (available at your college), which must be signed by your academic advisers and filed with your college before you register for your junior year. This is an informal work sheet for your own records.

### General Education

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Satisfied</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IH* (1st dept.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IH* (2nd dept.)</td>
<td></td>
<td></td>
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<tr>
<td>IN (1st dept.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IN (2nd dept.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS (1st dept.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS (2nd dept.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T (Humanities and Arts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T (Natural Sciences &amp; School of Engineering)</td>
<td></td>
<td></td>
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<tr>
<td>T (Social Sciences)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/DC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
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</tr>
</tbody>
</table>

* At least one IH course must be from a department outside of the Arts Division

### University and Campus Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Satisfied</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California Entry Level Writing Requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American History and Institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Requirement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### College Requirements (check your college handbook)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Satisfied</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Major Requirements

(Fill in the courses required for your major and elective courses that count toward your major. Check them off as you complete them. See your major adviser, the UCSC General Catalog, and your major’s handbook for assistance.)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Satisfied</th>
<th>Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Senior Comprehensive

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Thesis</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td></td>
</tr>
<tr>
<td>Oral Exam</td>
<td></td>
</tr>
<tr>
<td>Graduate Record Exam</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Credits required for bachelor’s degree: 180*

Transfer credits

UCSC credits earned + ______

Total credits ______

Number of credits still to complete ______

* For students entering UCSC after fall 2001, no more than 25 percent of UCSC credits may be graded as Pass. See Graduation Requirements on page 63 for more information. Minimum UCSC Grade Point Average Required: 2.00.
## 3. Degree Requirements

### General Education Requirements

- Breaking Down General Education Requirements
- Quick Reference to General Education
- Introduction to Disciplines, Humanities and Arts (IH code)
- Introduction to Disciplines, Natural Sciences and Engineering (IN code)
- Introduction to Disciplines, Social Sciences (IS code)
- Natural Sciences Area (T2)
- Social Sciences: Area (T3)
- Humanities and Arts Area (T4)
- Humanities and Arts or Social Sciences Area (T5)
- Natural Sciences or Humanities and Arts Area (T6)
- Natural Sciences or Social Sciences Area (T7)
- Composition Courses (C1 and C2 code)
- Writing-Intensive Courses (W code)/Disciplinary Communication (DC code)
- Quantitative Courses (Q code)
- Arts Courses (A code)
- U.S. Ethnic Minorities/Non-Western Society Courses (E code)

### Breaking Down General Education Requirements

<table>
<thead>
<tr>
<th>General Education Area</th>
<th>Code</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to disciplines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities and Arts* (from two different depts.)</td>
<td>IH</td>
<td>10</td>
</tr>
<tr>
<td><strong>Introduction to disciplines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (from two different depts.)</td>
<td>IN</td>
<td>10</td>
</tr>
<tr>
<td><strong>Introduction to disciplines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences (from two different depts.)</td>
<td>IS</td>
<td>10</td>
</tr>
<tr>
<td><strong>Topical courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One course from each of the three academic areas; partial</td>
<td>T</td>
<td>15</td>
</tr>
<tr>
<td>waiver for transfer students. (must be taken at UCSC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Composition courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1/C2</td>
<td>10</td>
</tr>
<tr>
<td><strong>Writing-intensive course/ Disciplinary communication course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(must be taken at UCSC)</td>
<td>W/DC</td>
<td>5</td>
</tr>
<tr>
<td><strong>Quantitative course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q</td>
<td>5</td>
</tr>
<tr>
<td><strong>Arts course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td><strong>U.S. Ethnic Minorities/Non-Western Society course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>5</td>
</tr>
</tbody>
</table>

* For the purposes of the general education requirements, the humanities and arts are combined in one academic area, as are the biological and physical sciences and engineering. Only 5 of the 10 IH credits can be taken from the Arts Division.
### Quick Reference to General Education Requirements

General education requirements were devised and are reviewed by the Santa Cruz Division of the Academic Senate through the Committee on Educational Policy. There are nine categories of general education requirements. Specific information regarding how general education requirements fit into bachelor’s degree requirements can be found in the UCSC General Catalog.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IH</strong></td>
<td>Introductions to Disciplines: These courses inform students of a discipline’s scope or methodology, prepare students effectively for advanced classes, or both. Students are advised about a discipline’s suitability as a major or are prepared for advanced course work in the field. Most of these courses are required of majors. Most do not require prerequisites. The three categories are Introduction to Humanities and Arts (IH code), Introduction to Natural Sciences (IN code), and Introduction to Social Sciences (IS code).</td>
</tr>
<tr>
<td><strong>IN</strong></td>
<td></td>
</tr>
<tr>
<td><strong>IS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>T</strong></td>
<td>Topical requirements (T code): The topical requirement is intended to show students how disciplines outside their own affect public life, how different disciplines approach a common topic, and the richness in the areas of study that lie outside or between academic disciplines. Topical courses address a topic of broad intellectual or social relevance—instead of a discipline—and study it from a broad or interdisciplinary perspective. They can provide a place for discussion of values and assumptions at an introductory level not usually found in introductory courses. They are not designed to introduce the discipline to non-majors.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Composition requirements (C1 and C2): C1 and C2 are fulfilled by your college core course and Writing 2, Rhetoric and Inquiry. Students must complete the Entry Level Writing Requirement to satisfy the composition requirements.</td>
</tr>
<tr>
<td><strong>W/DC</strong></td>
<td>Writing-intensive requirement (W code): These courses often require more writing than other classes, but they also stress explicit attention to the craft of writing in the subject matter of the course or discipline. Papers are assigned throughout the quarter and editorial comment is provided by the instructor. Students must complete the University of California Entry Level Writing Requirement and satisfy the Composition requirement before enrolling in a course which satisfies the writing-intensive requirement. Beginning in fall 2009, a new Disciplinary Communication (DC) requirement will replace the Writing Intensive (W) requirement. Students of every major must satisfy that major’s upper-division DC requirement which will normally be met within one to three courses already required for the major. For detailed information on a major’s DC requirement, consult your major adviser or see the 2010-12 General Catalog.</td>
</tr>
<tr>
<td><strong>Q</strong></td>
<td>Quantitative requirement (Q code): This requirement involves acquisition of technical skill in mathematics or practice in the ability to apply that mathematical skill in specific contexts, or both. A quantitative course must involve the use of advanced algebra, statistics, or calculus. These courses provide instruction in quantitative reasoning rather than merely evaluating students’ mathematical ability. Courses in logic or computers are not considered mathematical.</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Arts requirement (A code): This requirement was established in recognition of the differences between the humanities and the arts, and of the necessity of both in liberal arts education. One 5-credit course or the equivalent is required in the performance, theory, or history of the arts.</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>U.S. Ethnic Minorities/Non-Western Society requirement (E code): This requirement is intended to increase student and faculty knowledge of non-Western cultures (in the U.S. and elsewhere); to improve cross-cultural awareness, skills, and sensitivity; and to explore relationships between ethnicity and other topics of liberal arts curriculum.</td>
</tr>
</tbody>
</table>
### Introduction to Disciplines, Humanities and Arts (IH code)

- Only one IH requirement can be satisfied with a course (equivalent to 5 credits) from the Arts Division (art, film and digital media, history of art and visual culture, music, or theater arts); these departments are designated with the asterisk (*).
- Only one language course may be used to satisfy the IH requirement.
- And only one literature course may be used to satisfy the IH requirement.

**Note:** Transfer courses designated as IH from English departments are considered “literature” for general education purposes.

### American Studies
- 10 Introduction to American Studies [E]

### Chinese
- 4-5-6 Intermediate Chinese (Mandarin)
- 50 Preadvanced Chinese
- 107 Introduction to Classical Chinese
- 108 Introduction to Classical Chinese

### Cowell College
- 118B Words and Music: Poetry, Musical Theater, Opera

### Crown College
- 60 The Environment on Film: Rhetoric of Eco-centricism

### Feminist Studies
- 1 Introduction to Feminisms
- * Film and Digital Media
  - 20A The Film Experience [A]
  - 20B Introduction to Television Culture and Society [A]
  - 20C Introduction to Digital Media [A]

### French
- 4-5-6 Intermediate French

### German
- 4-5-6 Intermediate Studies in German Language

### Hebrew
- 4-5 Intermediate Hebrew

### Hindi
- 4-5-6 Intermediate Hindi

### History
- 1 Theories of History/Theories of Society
- 2A The World to 1500
- 2B The World Since 1500
- 5A Early Muslim World [E]
- 5B Early Christianity: 1st to 4th Century A.D. [E]
- 10A United States History to 1877
- 10B United States History 1877 to Present
- 11A Latin America: Colonial Period
- 11B Latin American History:
  - National Period [E]
- 13 Introduction to American Religious Culture
- 14 Race and Ethnicity in the U.S. [E]
- 30 The Making of Modern Africa [E]
- 40 A-B The Making of Modern East Asia [E]
- 41 The Making of the Modern Middle East [E]
- 43 Histories of Traditional India [E]
- 62A Classical World: Greece
- 62B Classical World: Rome
- 65A Medieval Europe: 200-1000

### History (continued)
- 66 Amazons, Queens, Witches, and Saints Medieval and Early Modern Women
- 70A Modern European History
- 70B Modern European History
- 70C Modern European History

### History of Art and Visual Culture
- 10C Southeast Asia Visual Culture [A,E]
- 10D Presence and Power in the Visual Cultures of Asia [A]
- 10E Africa, Oceania, and the Americas [A, E]
- 10F The Nude in the Western Tradition [A]
- 10G Europe [A]

### Italian
- 4-5 Intermediate Italian
- 6 Intermediate–Advanced Italian

### Japanese
- 4-5-6 Intermediate Japanese
- 50 Preadvanced Japanese

### Linguistics
- 50 Introduction to Linguistics
- 52 Syntax I
- 53 Semantics I
- 55 Syntactic Structures

### Literature
- 1 Literary Interpretation [W]
- 61D Introduction to Reading Drama
- 61F Introduction to Reading Fiction
- 61J Introduction to Jewish Literature and Culture [E]
- 61M Approaches to Classical Myth
- 61R Race in Literature

### Literature/Greek
- 100 Introduction to Greek Literature

### Literature/Latin
- 100 Introduction to Latin Literature

### Spanish
- 60 Introduction to Literary Genres [E]
- * Music
  - 11A Introduction to Western Art Music [A]
  - 11B Introduction to Jazz [A, E]
  - 11C Introduction to American Popular Music [A]
  - 11D Introduction to World Music [A, E]

### Philosophy
- 9 Introduction to Logic
- 11 Introduction to Philosophy

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1 September 2009
### Courses that Fulfill General Education Requirements

**Introduction to Disciplines, Natural Sciences and Engineering (IN code)**

Transfer courses designated as IN from anatomy, botany, physiology, and zoology departments are considered “biology” courses for general education purposes.

<table>
<thead>
<tr>
<th>Anthropology</th>
<th>Applied Mathematics and Statistics</th>
<th>Biology: MCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Introduction to Human Evolution</td>
<td>5 Statistics [Q]</td>
<td>20A Cell and Molecular Biology</td>
</tr>
<tr>
<td></td>
<td>7 Statistical Methods for the Biological and Environmental Sciences [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11A Mathematical Methods for Economists [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11B Mathematical Methods for Economists [Q]</td>
<td>5 Cell and Molecular Biology</td>
</tr>
<tr>
<td></td>
<td>15A Case-Study Calculus I [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15B Case-Study Calculus II [Q]</td>
<td></td>
</tr>
<tr>
<td>Astronomy and Astrophysics</td>
<td>2 Overview of the Universe [Q]</td>
<td>2 Introduction to Biotechnology</td>
</tr>
<tr>
<td></td>
<td>3 Introductory Astronomy: The Solar System [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Introductory Astronomy: The Stars [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 Introductory Astronomy: The Formation and Evolution of the Universe [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 Stars and Stellar Evolution [Q]</td>
<td></td>
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<tr>
<td></td>
<td>13 Galaxies, Cosmology, and High Energy Astrophysics [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14 Observational Astronomy [Q]</td>
<td></td>
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<tr>
<td></td>
<td>15 Dead Stars and Black Holes [Q]</td>
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</tr>
<tr>
<td></td>
<td>16 Life in the Universe [Q]</td>
<td></td>
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<tr>
<td></td>
<td>18 Planets and Planetary Systems [Q]</td>
<td></td>
</tr>
<tr>
<td>Chemistry and Biochemistry</td>
<td>1A General Chemistry [Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1B General Chemistry [Q]</td>
<td></td>
</tr>
<tr>
<td>Chemistry and Biochemistry</td>
<td>1C General Chemistry [Q]</td>
<td></td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>3 Personal Computer Concepts: Software and Hardware</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Robot Automation: Intelligence through Feedback Control [Q]</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>12 Computer Systems and Assembly Language [Q]</td>
<td></td>
</tr>
<tr>
<td>Earth Sciences</td>
<td>2 Computer Literacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5C Introduction to Programming in C/C++</td>
<td></td>
</tr>
<tr>
<td>Earth Sciences</td>
<td>5J Introduction to Programming in Java</td>
<td></td>
</tr>
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**Introduction to Disciplines, Social Sciences (IS code)**

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1 September 2009
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1 September 2009
## Humanities and Arts Area (T4)

### Art
- 80A Introduction to Drawing [A]
- 80C Introduction to Visual Arts [A]
- 80D Introduction to Photography [A]
- 80V Issues and Artists [A]

### Hebrew
- 80 Introduction to Biblical Hebrew

### History
- 80H Class, Gender, and Community in China, 1700-Present [E]
- 80K Spies: History and Culture of Espionage
- 80N Topics in U.S. Women’s History: Women at Work
- 80W The Holocaust: The Destruction of European Jewry [E]
- 80Y World War II Memories in the U.S. and Japan [E]

### History of Consciousness
- 80A Culture and Ideology in the Twentieth Century
- 80B Constructions of the Exotic
- 80E Myth and Religion
- 80H Marxism
- 80M Imagining Popular Culture
- 80U Modernity and its Discontents

### Languages
- 80D Italian Culture Through Cinema
- 80F Israel’s Struggle for Identity as Seen Through Israeli Cinema [E]

### Feminist Studies
- 80S Women in Music [A]

### Latin American and Latino Studies
- 80E Latin American Philosophy [E]

### Linguistics
- 80B Modern English Grammar
- 80V Structure of the English Vocabulary

### Literature
- 80I Topics in American Popular Culture
- 80J Topics in Medical Humanities
- 80L The Holocaust: The Destruction of European Jewry [E]
- 80N Latino Expressions in the U.S. [E]
- 80P Topics in Latin American Culture [E]
- 80V Literature and History

### Music
- 80A Music of the Silk Road [A,E]
- 80F Music in Latin American Culture: Regional Traditions [A, E]
- 80G American Musical Theater [A]
- 80H The Hollywood Musical [A]
- 80I Music of Modern Israel [A, E]
- 80J American Folk Music [A]
- 80K Film Music [A]
- 80N Music of the Grateful Dead [A]
- 80O Music, Politics, and Protest [A]
- 80P History of Jewish Music [A, E]
- 80S Women in Music [A]
- 80V The Music of the Beatles [A]
- 80X Music of India [A, E]

### Oakes College
- 80H Rainbow Theater Cultural Studies [E]

### Philosophy
- 80E Latin American Philosophy [E]
- 80F Philosophical Puzzles, Paradoxes, and Conundrums
- 80L Philosophical Puzzles, Paradoxes, and Conundrums

### Porter College
- 80A Introduction to University Discourse: Writing Across the Arts [C1]
- 80B Rhetoric and Inquiry: Writing Across the Arts [C2]
- 80E Arts Education in the Community [A]
- 80W Writing Across the Arts [W]

## Humanities and Arts or Social Sciences Area (T5)

### American Studies
- 80E U.S. Racial and Ethnic Histories and Formations [E]
- 80F Introduction to U.S. Popular Cultures
- 80G Introduction to U.S. Political Cultures

### Crown College
- 80J Cyborg Society Aand Myths, Realities, Choices

### Feminist Studies
- 80A Feminism and Social Justice
- 80B Sexuality and Globalization
- 80F Feminisms of the Global South [E]
- 80K Feminism and Science [E]
- 80P War and Film in Culture [E]
- 80V Violence Against Women of Color [E]

### Film and Digital Media
- 80A Technothrillers [A]
- 80S Special Topics in Film and Digital Media [A]

### History of Art and Visual Culture
- 80A Introduction to Architecture [A]
- 80D Museum Cultures: The Politics of Display [A]
- 80E Ancient Mediterranean Visual Cultures [A]
- 80G Religion and Visual Culture in China [A, E]
- 80H Video Games as Visual Culture [A]
- 80M Indigenous American Visual Culture [A, E]
- 80S Western Culture and the Human Visual Imagination [A]
- 80T Art of the Body in Oceania [A, E]
- 80V Modern Art in Context [A]
- 80X Greek Eyes: Visual Culture and Power in the Ancient Greek [A]

### History of Consciousness
- 80C The 1930s Depression and Radicalism in the U.S.
- 80J Social Movements in the U.S.
- 80O Hitler, National Socialism, and Religion
- 80Q Science as Culture and Practice
- 80V Social Movements in the U.S.

### Kresge College
- 80A Introduction to University Discourse: Power and Representation [C1]
- 80B Rhetoric and Inquiry: Power and Representation [C2]
- 80T Power and Representation (Kresge Core Course for Transfer Students) [W]

### Latin American and Latino Studies
- 80X Central American Peoples and Cultures [E]

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1 September 2009
## Courses that Fulfill General Education Requirements (continued)

### Humanities and Arts or Social Sciences Area (T5) (continued)

#### Linguistics
- **80C** Language, Society, and Culture
- **80D** Language and Mind: Chomsky’s Program (Note: Also offered as Philosophy 80L. Students cannot receive credit for both courses.)

#### Merrill College
- **80C** Merrill Seminar
- **80Z** Merrill Scholars Seminar [C2]

#### Oakes College
- **80A** Introduction to University Discourse: Values and Change in a Diverse Society [C1, E]
- **80B** Rhetoric and Inquiry: Values and Change in a Diverse Society [C2, E]

#### Philosophy
- **80M** Science and Society
- **80L** Documenting Oral History [A]

#### Porter College
- **80D** Introduction to University Discourse: Ethical Issues in Emerging Technologies [C1]
- **80B** Rhetoric/Inquiry: Ethical Issues in Emerging Technologies [C2]

#### Stevenson College
- **80A** Introduction to University Discourse: Self and Society [C1]
- **80B** Rhetoric and Inquiry: Self and Society [C2]

### Natural Sciences or Humanities and Arts Area (T6)

#### Art
- **80F** Introduction to Issues in Digital Media [A]

#### Biomolecular Engineering
- **80G** Bioethics in the 21st Century: Science, Business, and Society

#### Computer Engineering
- **80E** Engineering Ethics

#### Crown College
- **80A** University Discourse: Ethical Issues in Emerging Technologies [C1]
- **80B** Rhetoric/Inquiry: Ethical Issues in Emerging Technologies [C2]

#### Electrical Engineering
- **80S** Sustainability Engineering and Practice
- **80T** Modern Electronic Technology and How It Works [Q]

#### Environmental Studies
- **80A** The Future of Rain Forests
- **80B** The Ecological Forecast for Global Warming

#### Kresge College
- **80C** Starting a New Technology Company

#### Sociology
- **80V** Understanding Agile Web Development for Social Justice

### Natural Sciences or Social Sciences Area (T7)

#### Computer Engineering
- **80A** Assistive Technology and Universal Access

#### Computer Science
- **80J** Technology Targeted at Social Issues
- **80S** From Software Innovation to Social Entrepreneurship [E]

#### Crown College
- **80F** Science Fiction/Science Fact

#### Electrical Engineering
- **80S** Sustainability Engineering and Practice

#### Environmental Studies
- **80A** The Future of Rain Forests

#### Kresge College
- **80C** Starting a New Technology Company

### Composition Courses (C1 and C2 code)

#### Composition Courses (C1)

##### College Eight
- **80A** Introduction to University Discourse: Environment and Society [T3]

##### College Nine
- **80A** Introduction to University Discourse: International and Global Issues [T3]

##### College Ten
- **80A** Introduction to University Discourse: Social Justice and Community [T3]
- **80D** Introduction to University Discourse: Social Justice and Community Writing Intensive 2 [T3]

##### Cowell College
- **80A** Introduction to University Discourse: Imagining Justice Past and Present [T4]

##### Crown College
- **80A** Introduction to University Discourse: Ethical Issues in Emerging Technologies: Participatory Evolution from Human to Post-Human [T4]

##### Kresge College
- **80A** Introduction to University Discourse: Environment and Society [T3]

#### Composition Courses (C2)

##### College Eight
- **80B** Rhetoric and Inquiry: Environment and Society [T3]

##### College Nine
- **80B** Rhetoric and Inquiry: International and Global Issue [T3]

##### College Ten
- **80B** Rhetoric and Inquiry: Social Justice and Community [T3]

##### Cowell College
- **80B** Rhetoric and Inquiry: Imagining Justice Past and Present [T4]

##### Crown College

##### Kresge College
- **80B** Rhetoric and Inquiry: Power and Representation [T5]
### Composition Courses (C2 code) (continued)

**Merrill College**
- 80B Rhetoric and Inquiry: Cultural Identities and Global Consciousness [T3]
- 80Z Merrill Scholars Seminar [C2]

**Oakes College**
- 80B Rhetoric and Inquiry: Values and Change in a Diverse Society [T5, E]

**Stevenson College**
- 80B Rhetoric and Inquiry: Self and Society [T5]
- 81B Rhetoric and Inquiry: Self and Society 2 [T5, E]

### Writing-Intensive Courses (W code)

#### American Studies
- 100 Key Concepts in American Studies
- 105A Oral History
- 114B Marxist Thought in American Culture
- 125H Black Feminism [E]

#### Anthropology
- 150 Communicating Anthropology
- 152 Survey of Cultural Anthropological Theory
- 170 History of Archaeological Theory
- 172 Archaeological Research Design
- 190C Primate Field Ecology: Independent Field Research
- 194A Community
- 194B Chimpanzees: Biology, Behavior and Evolution
- 194C Food and Medicine
- 194F Memory
- 194G Politics and Secularism
- 194I Consumption and Consumerism
- 194K Reading Ethnographies
- 194L Tutorial: Archaeology of the African Diaspora
- 194M Special Topics in Medical Anthropology
- 194N Comparison of Cultures
- 194P Space, Place, and Culture
- 194S Hearing Culture: The Anthropology of Sound
- 194T Poverty and Inequality
- 194U Environmental Anthropology: Nature, Culture, Politics
- 194V Picturing Cultures
- 194X Women in Politics: A Third World Perspective
- 194Y Archeologies of Space and Landscape
- 194Z Emerging Worlds

#### Applied Mathematics and Statistics
- 156 Linear Regression

#### Art
- 149A-B Contemporary Visual Media: Issues of Theory and Practice
- 150C Issues in Collaboration and Interactivity

#### Astronomy and Astrophysics
- 80D Historical Astronomy

#### Biochemistry
- 110 Biochemistry Laboratory

#### Biology
- E&E
  - 141L Ecological Field Methods Laboratory
  - 145L Behavioral Ecology Field Course
  - 150L Ecological Field Methods Laboratory
  - 151B Ecology and Conservation in Practice Supercourse: Ecological Field Methods Laboratory
  - 158L Marine Ecology Laboratory
  - 159A Marine Ecology Field Quarter: Marine Ecology with Laboratory
  - 161L Kelp Forest Ecology Laboratory
  - 176B Game Theory and Applications II
  - 183L Undergraduate Research in Ecology and Evolutionary Biology
  - 188 Supervised Teaching and Writing in Biology Courses

- MCD
  - 100L Biochemistry Laboratory
  - 105L Eukaryotic Genetics Laboratory
  - 105M Microbial Genetics Laboratory
  - 109L Yeast Molecular Genetics Laboratory
  - 110L Cell Biology Laboratory
  - 115L Eukaryotic Molecular Biology Laboratory
  - 119L Microbiology Laboratory
  - 186L Undergraduate Research in MCD Biology

#### Chemistry and Biochemistry
- 122 Principles of Instrumental Analysis

#### Community Studies
- 114 Communities, Problems and Interventions
- 194 Analysis of Field Materials

#### Computer Engineering
- 185 Technical Writing for Computer Engineers

#### Computer Science
- 166B Game Theory and Applications II

#### Crown College
- 123 Science and Human Values

#### Earth Sciences
- 195 Senior Thesis

#### Economics
- 107 Economic Justice
- 128 Poverty and Public Policy [E]
- 142 Advanced Topics in International Economics

#### Environmental Studies
- 100L Ecology and Society Writing Laboratory (2 credits; concurrent enrollment in course 100 required)
- 104A Introduction to Environmental Field Methods
- 109B Ecology and Conservation in Practice Supercourse: Ecological Field Methods Laboratory
- 156 Environmental Action through Writing
- 157 Writing in the Natural Sciences
- 172 Science, Policy, and the Environment

#### Feminist Studies
- 117 Gender and Africa [E]
- 194I Feminist Oral History and Memoir
- 194N Gender, Class, and Sex in Shanghai
- 195 Senior Thesis or Project

#### Film and Digital Media
- 120 Introduction to Film Theory and Criticism
- 150 Screenwriting
- 196B Senior Project in Screenwriting

#### History
- 190A Slavery and Race in Latin America [E]
- 190B Race and the Nation in Latin America [E]
- 190C Race, Class, and Gender in California History [E]
- 190D Tale of Two Cities [E]
- 190E Topics in Chicanx/o History [E]
- 190F Research Seminar in the Americas
- 190H Myths and Models in (and of) American History
- 190I California and the Borderlands

1 September 2009
### History (continued)
- **190K** Wired Planet: Readings on the Global History
- **190L** Personal Politics in the New South [E]
- **190M** History of Children and Culture of Childhood in the 19th Century
- **190N** Topics in African History [E]
- **190O** African American Historiography [E]
- **190P** Early American Society and Culture
- **190Q** The Novel and History
- **190R** Research in the History of American Religions [E]
- **190S** Women and Social Movements in the U.S.
- **190T** The Early Republic
- **190U** Power and Culture in the U.S.
- **190V** The Corporation and Its Critics
- **190W** Who Controls Broadcasting
- **190X** The Cold War in the Mediterranean, 1942-1991
- **190Y** The Atlantic Slave Trade
- **190Z** Gender, Class, and Sex in Shanghai
- **190B** Okinawan History
- **190C** Women in Japanese History
- **190D** China Since the Cultural Revolution: Histories of the Present [E]
- **190E** Gender, Family, and State in China: 1600-1990
- **190F** Literati, Samurai, and Yanban: Comparative History of State and Elite in East Asia, 1600-1900
- **190G** Comparative Studies in Modern Asian History [E]
- **190H** Cairo: The City Victorious, 1750-2000
- **190I** Social World of Roman Palestine [E]
- **190J** The Cold War and East Asia [E]
- **190K** Gender, Family, and State in China: 1600-1900
- **190L** The Cold War in the Mediterranean, 1942-1991
- **190M** Memories of WWII in the U.S. and Japan [E]
- **190N** Is Britain Possible?
- **190O** The Cold War and East Asia [E]
- **190P** Modern Italian Culture
- **190Q** Modern Irish History
- **190R** Modern Germany and Europe
- **190S** The French Revolution
- **190T** Autobiography and History [E]
- **190U** Studies in European Intellectual History
- **190V** Shetl! Eastern European Jewish Life
- **190W** Eastern European Jewish Social History
- **190X** Russian Revolution, 1917-1932
- **190Y** Hitler and Stalin
- **190Z** Social World of Roman Palestine
- **190A** Special Topics in Ancient History
- **190B** Topics in Medieval History
- **190C** Saints and Holiness in Medieval Europe

### History of Art and Visual Culture
- **100A** Methods in History of Art and Visual Culture [A]
- **187A** Textile Traditions of Oceania [A, E]

### Information Systems Management
- **158** Business Strategy and Information Systems

### Kresge College
- **80T** Power and Representation (Kresge Core Course for Transfer Students) [T5-197"
- **154** Humanities and Arts or Social Sciences

### Latin American and Latino Studies
- **194H** Central American Political Relations with the U.S. [E]
- **194P** Tale of Two Cities [E]
- **195A** Seminar in Research Methods and Writing [E]

### Legal Studies
- **128** Poverty and Public Policy [E]
- **183** Women in the Economy
- **196** Senior Capstone

### Linguistics
- **101** Phonology I
- **113** Syntax II
- **114** Syntax III
- **197** Squib Writing

### Literature
- **1** Literary Interpretation [IH]
- **101** Theory and Interpretation

### Microbiology and Environmental Toxicology
- **119L** Microbiology Laboratory
- **151** Scientific Writing and Presentation

### Oakes College
- **112** Re/Presenting Identity

### Philosophy
- **120** Philosophical Writing
- **127** Philosophy of Biology
- **190L** The Emotions
- **190M** William James
- **190S** Philosophy of Science
- **190Y** Insults and Intentions

### Physics
- **195 B** Senior Thesis Research (2 credits)

### Porter College
- **80W** Writing Across the Arts [T4]

### Psychology
- **110** Culture and Human Development [E] (6 credits)
- **119A** Development as a Sociocultural Process
- **119C** The Social Context of Children's Cognitive Development
- **119D** Development of Thought and Language
- **119H** Developmental Psychology Research and "Real World" Problems
- **119M** Identity Development in Social and Cultural Contexts
- **125** The Psychology of Language

### Science Communication
- **160** Introduction to Science Writing

### Sociology
- **103B** The Logic and Methods of Social Inquiry (7 credits) [Q]
- **134** Television and the Nation
- **195C** Senior Thesis

### Stevenson College
- **80T** Self and Society for Transfer Students [T5-Humanities and Arts or Social Sciences, E]

### Theater Arts
- **157** Playwriting [A]
- **159** Advanced Playwriting [A]

### Writing
- **64** Newswriting Workshop
- **101** Introduction to the History, Theory, and Practice of Rhetoric
- **102** The Rhetoric of the Social Sciences
- **103** Rhetoric of the Natural Sciences
- **104** Writing in the Arts
- **110A** Writing in the Professions
- **161** Academic Writing and Research Methods
- **163** Advanced Workshop in Expository Writing
- **165** Practicum in Reporting
- **166A** Magazine Writing
- **166B** Investigative Reporting
- **166D** Minorities in Journalism
- **167** Making the News
### Courses that Fulfill General Education Requirements (continued)

#### Quantitative Courses (Q code)

**Applied Mathematics and Statistics**
- 2 Pre-Statistics
- 3 Precalculus for Science and Engineering
- 5 Statistics [IN]
- 7 Statistical Methods for the Biological, Environmental, and Health Sciences [IN]
- 10 Mathematical Methods for Engineers I
- 11A Mathematical Methods for Economists [IN]
- 11B Mathematical Methods for Economists [IN]
- 1A-C General Chemistry [IN]
- 1B Mathematical Methods for Economists [IN]
- 15A Case-Study Calculus I [IN]
- 15B Case-Study Calculus II [IN]
- 80A Gambling and Gaming
- 80B Systems and Simulation
- 80C Introduction to Probability Theory

**Astronomy and Astrophysics**
- 2 Overview of the Universe [IN]
- 3 Introductory Astronomy: The Solar System [IN]
- 4 Introductory Astronomy: The Stars [IN]
- 5 Introductory Astronomy: The Formation and Evolution of the Universe [IN]
- 12B Star Clusters [IN]
- 12C The Universe [IN]
- 13 Galaxies, Cosmology, and High Energy Astrophysics [IN]
- 14 Observational Astronomy [IN]
- 15 Dead Stars and Black Holes [IN]
- 16 Life in the Universe [IN]
- 18 Planets and Planetary Systems [IN]

**Chemistry and Biochemistry**
- 1A-B-C General Chemistry [IN]

**College Eight**
- 8A Introductory Astronomy: The Formation and Evolution of the Universe [IN]
- 8B Earthquakes [T2–Natural Sciences]
- 8C Introduction to Weather and Climate [T2]
- 111 Mathematics in the Earth Sciences

**Computer Engineering**
- 8 Robot Automation: Intelligence through Feedback Control
- 12 Computer Systems and Assembly Language [IN]
- 16 Applied Discrete Mathematics

**Computer Science**
- 1A Fundamentals of Environmental Science [IN]
- 8 Computer Systems and Assembly Language [IN]
- 16 Applied Discrete Mathematics

**Earth Sciences**
- 80B Earthquakes [T2–Natural Sciences]
- 80C Introduction to Weather and Climate [T2]
- 111 Mathematics in the Earth Sciences

**Economics**
- 11A Mathematical Methods for Economists [IN]
- 11B Mathematical Methods for Economists [IN]
- 113 Introduction to Econometrics

**Electrical Engineering**
- 80T Modern Electronic Technology and How It Works

**Mathematics**
- 3 Precalculus
- 4 Mathematics of Choice and Argument
- 11A-B Calculus with Applications [IN]
- 19A-B Calculus for Science, Engineering, and Mathematics [IN]
- 20A-B Honors Calculus [IN]
- 21 Linear Algebra
- 110 Introduction to Number Theory

**Ocean Sciences**
- 1 The Oceans [IN]

**Philosophy**
- 9 Introduction to Logic [IH]

**Physics**
- 1 Conceptual Physics [IN]
- 2 The Quantum Enigma [IN]
- 5A Introduction to Physics I [IN]
- 6A Introductory Physics I [IN]
- 7A Elementary Physics I [IN]
- 80A Physics and Psychophysics of Music [T2–Natural Sciences]
- 80D The Quantum Century [T6–Natural Sciences or Humanities and Arts]

**Psychology**
- 2 Introduction to Psychological Statistics
- 181 Psychological Data Analysis

**Sociology**
- 103A Statistical Methods (7 credits)
- 103B The Logic and Methods of Social Inquiry (7 credits) [W]

### Arts Courses (A code)

#### Anthropology
- 81A-B-C Mexican Folklorico Dance (2 credits)

#### Art
- 1G 2D Foundation
- 10H 3D Foundation
- 20 Introduction to Drawing for the Major
- 21 Introduction to Computer Art
- 22 Introduction to Electronics for Intermedia
- 23 Intermedia I
- 24A Introduction to Painting: Oil
- 24B Introduction to Painting: Acrylic
- 26 Introduction to Printmaking
- 27 Monoprinting/Mixed Media Printing
- 28 Introduction to Figureative Sculpture
- 30 Introduction to Photography for Art Majors
- 39 Public Art I: Community, Site, and Place
- 40 Sculpture I
- 60 Forms and Ideas
- 80A Introduction to Drawing [T4–Humanities and Arts]
- 80C Introduction to Visual Arts [T4–Humanities and Arts]
- 80D Introduction to Photography [T4–Humanities and Arts]
- 80F Introduction to Issues in Digital Media [T6–Natural Sciences or Humanities and Arts]

#### Art (continued)
- 80V Issues and Artists [T4–Humanities and Arts]
- 102 Figure Drawing
- 107 Mixed Media Works on Paper
- 109 Intermedia II
- 112 Intaglio I
- 113 Intaglio II
- 114 Lithography I
- 118 Computer Art: Theories, Methods, and Practices
- 119 Digital Video
- 123 Digital Printmaking in Contemporary Art Practice
- 126 Art of Bookmaking
- 135 Introduction to Digital Photography
- 136 Advanced Digital Photography
- 141 Sculpture II
- 161 Picturing Identity: Document and Culture

#### Community Studies
- 154 The Rise and Fall of the New Queer Cinema [A]
- 172 Documentary and Technology: Objectivity, Subjectivity, and Truth
- 173 Alternative Approaches to Documentary Film

#### Cowell College
- 70A Bookbinding
- 70B Printing I: Elements of Printing
- 70C Printing II: Typography and Book Design

#### Feminist Studies
- 80S Women in Music [T4-Humanities and Arts]
- 123 Feminism and Cultural Production [E]

#### Film and Digital Media
- 20A The Film Experience [IH]
- 20B Introduction to Television Culture and Society [IH]
- 20C Introduction to Digital Media [IH]
- 20P Introduction to Production Technique
- 80A Technothrillers [T5–Humanities and Social Sciences]
- 80S Special Topics in Film and Digital Media
- 132A International Cinema to 1960
- 132B International Cinema to 1960
- 136A Experimental Film and Video
- 136B History of Television
- 151 Film Directing
- 160 Film Genres
- 165A Film, Video, and Gender
- 170A Introduction to Digital Media Production
- 170B Fundamentals of Film and Video Production
- 176 Experimental Video Workshop
- 185D Sound and Image in Theory and Criticism

1 September 2009
## History of Art and Visual Culture (continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10C</td>
<td>Southeast Asia Visual Culture [IH, E]</td>
</tr>
<tr>
<td>10D</td>
<td>Presence and Power in the Visual Cultures of Asia [IH]</td>
</tr>
<tr>
<td>10E</td>
<td>Africa, Oceania, and the Americas [IH, E]</td>
</tr>
<tr>
<td>10F</td>
<td>The Nude in the Western Tradition [IH]</td>
</tr>
<tr>
<td>10G</td>
<td>Europe [IH]</td>
</tr>
<tr>
<td>80A</td>
<td>Introduction to Architecture [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>80D</td>
<td>Museum Cultures: The Politics of Display [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>80E</td>
<td>Ancient Mediterranean Visual Cultures [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>80G</td>
<td>Religion and Visual Culture in China [T5–Humanities and Arts or Social Sciences, E]</td>
</tr>
<tr>
<td>80H</td>
<td>Video Games as Visual Culture [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>80M</td>
<td>Indigenous American Visual Culture [T5–Humanities and Arts or Social Sciences, E]</td>
</tr>
<tr>
<td>80S</td>
<td>Western Culture and the Human Visual Imagination [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>80T</td>
<td>Art of the Body in Oceania [T5–Humanities and Arts or Social Sciences, E]</td>
</tr>
<tr>
<td>80V</td>
<td>Modern Art in Context [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>80X</td>
<td>Greek Eyes: Visual Culture and Power in the Ancient Greek [T5–Humanities and Arts or Social Sciences]</td>
</tr>
<tr>
<td>100A</td>
<td>Methods in History of Art and Visual Culture [W]</td>
</tr>
<tr>
<td>105E</td>
<td>Ritual in Asian Religious Art [E]</td>
</tr>
<tr>
<td>105P</td>
<td>Visual Cultures of the Pacific Islands [E]</td>
</tr>
<tr>
<td>105R</td>
<td>Northern Renaissance Art</td>
</tr>
<tr>
<td>106A</td>
<td>Religious Traditions in Indian Art [E]</td>
</tr>
<tr>
<td>106i</td>
<td>Myths in Greek and Roman Art</td>
</tr>
<tr>
<td>106X</td>
<td>Histories of Video in the U.S.</td>
</tr>
<tr>
<td>107A</td>
<td>Central Africa [E]</td>
</tr>
<tr>
<td>107B</td>
<td>West Africa [E]</td>
</tr>
<tr>
<td>110A</td>
<td>Mexico</td>
</tr>
<tr>
<td>110B</td>
<td>The Andes</td>
</tr>
<tr>
<td>114</td>
<td>Buddhist Visual Worlds</td>
</tr>
<tr>
<td>115</td>
<td>Italian Renaissance: Representation and Institutions</td>
</tr>
<tr>
<td>124</td>
<td>Contemporary Architecture, 1968–Present</td>
</tr>
<tr>
<td>126</td>
<td>America in Art</td>
</tr>
<tr>
<td>131</td>
<td>Media History and Theory</td>
</tr>
<tr>
<td>136</td>
<td>German Art, 1905–1945</td>
</tr>
<tr>
<td>137</td>
<td>Impressionism to Pop Art: Art in Modern Culture</td>
</tr>
<tr>
<td>138</td>
<td>Modern Architecture, 1880–1968</td>
</tr>
<tr>
<td>139</td>
<td>The Art and Architecture of Islam</td>
</tr>
<tr>
<td>140</td>
<td>Surrealism to Postmodernism, Paris–New York</td>
</tr>
<tr>
<td>140A</td>
<td>The Power of Images in the Roman World</td>
</tr>
<tr>
<td>142</td>
<td>Activist Art Since 1960 [E]</td>
</tr>
<tr>
<td>149A</td>
<td>Histories of Photography</td>
</tr>
<tr>
<td>150A</td>
<td>The Maya</td>
</tr>
<tr>
<td>151A</td>
<td>The Native in Colonial Spanish America [E]</td>
</tr>
<tr>
<td>153</td>
<td>History of the Book</td>
</tr>
<tr>
<td>154A</td>
<td>Sacred Geography of China</td>
</tr>
<tr>
<td>154D</td>
<td>Buddhist Pure Lands</td>
</tr>
<tr>
<td>155</td>
<td>Constructing Lives in China: Biographies and Portraits [E]</td>
</tr>
<tr>
<td>156</td>
<td>Race and American Visual Arts [E]</td>
</tr>
<tr>
<td>159B</td>
<td>Chinese Landscape Painting</td>
</tr>
<tr>
<td>159D</td>
<td>Writing in China</td>
</tr>
<tr>
<td>160</td>
<td>Storytelling in Asian Art [E]</td>
</tr>
<tr>
<td>163A</td>
<td>Early Medieval Visual Culture: The Mediterranean</td>
</tr>
<tr>
<td>163B</td>
<td>Arts and Politics in Theravada Traditions</td>
</tr>
<tr>
<td>168</td>
<td>High Renaissance</td>
</tr>
<tr>
<td>169</td>
<td>Studies in Seventeenth-Century Italian Art</td>
</tr>
<tr>
<td>172</td>
<td>Jewish Identity in Visual Representation [E]</td>
</tr>
<tr>
<td>174C</td>
<td>Constructing Memory and Place in Postwar Architecture</td>
</tr>
<tr>
<td>175</td>
<td>Feminism and Aesthetics</td>
</tr>
<tr>
<td>177</td>
<td>French Painting, 1780–1855</td>
</tr>
<tr>
<td>178A</td>
<td>Victorian America</td>
</tr>
<tr>
<td>179</td>
<td>The Megastucture</td>
</tr>
<tr>
<td>180</td>
<td>The Camera and the Body</td>
</tr>
<tr>
<td>181</td>
<td>Environments, Installations, and Sites</td>
</tr>
<tr>
<td>183</td>
<td>Mahayana Buddhist Visual Culture: Problems and Perspectives</td>
</tr>
<tr>
<td>185B</td>
<td>Gender [E]</td>
</tr>
<tr>
<td>185C</td>
<td>African Architecture [E]</td>
</tr>
<tr>
<td>185D</td>
<td>Contemporary Art of Africa [E]</td>
</tr>
<tr>
<td>186B</td>
<td>Baroque Art and Architecture</td>
</tr>
<tr>
<td>187A</td>
<td>Textile Traditions of Oceania [W, E]</td>
</tr>
<tr>
<td>189D</td>
<td>Modernity and Nationalism in the Arts in India [E]</td>
</tr>
<tr>
<td>189V</td>
<td>Art of the Venetian Renaissance</td>
</tr>
<tr>
<td>189Y</td>
<td>Art of the Contemporary African Diaspora</td>
</tr>
<tr>
<td>190A</td>
<td>Theories in Architecture</td>
</tr>
<tr>
<td>190B</td>
<td>The Virgin of Guadalupe: Images and Symbolism in Spain, Mexico, and the U.S. [E]</td>
</tr>
<tr>
<td>190C</td>
<td>Subalternatives: Representing Others [E]</td>
</tr>
<tr>
<td>190D</td>
<td>The World of the Lotus Sutra</td>
</tr>
<tr>
<td>190I</td>
<td>Huayan Visions</td>
</tr>
<tr>
<td>190M</td>
<td>History and Visual Culture</td>
</tr>
<tr>
<td>190O</td>
<td>Art and Culture Contact in Oceania [E]</td>
</tr>
<tr>
<td>190P</td>
<td>Death and Patriotism: The Case of the French Revolution</td>
</tr>
<tr>
<td>190Q</td>
<td>Portraiture: Europe and America, 1400–1990</td>
</tr>
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<td>190R</td>
<td>Word and Image in Illuminated Byzantine Manuscripts</td>
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<tr>
<td>190S</td>
<td>Semiotics and Visual Culture</td>
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<td>190T</td>
<td>Feminist Theory and Art Production</td>
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<tr>
<td>190U</td>
<td>Representations of Women in Indian Art [E]</td>
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<td>190Y</td>
<td>Image and Gender</td>
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<td>191A</td>
<td>Visual Cultures of the Vietnam-American War [E]</td>
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<td>191B</td>
<td>The Life/Sculpture of Gianlorenzo Bernini, Master of the Roman Baroque</td>
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<td>191D</td>
<td>Spectacle, Ceremony, and Display in Medieval Pilgrimage and Contemporary Tourism</td>
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<td>Play and Ritual in African Visual Cultures [E]</td>
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<td>191X</td>
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<td>Buddhist Wisdom Traditions</td>
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## Latin American and Latino Studies

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<td>Theater in the “Chicano Power” Movement [E]</td>
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<td>Talleres de poesía</td>
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## Literature/Creative Writing

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<td>Intermediate Fiction Writing</td>
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<td>53</td>
<td>Intermediate Poetry Writing</td>
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<td>170</td>
<td>Methods and Materials</td>
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<td>186</td>
<td>Advanced Writing: Fiction</td>
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<td>Advanced Writing: Poetry</td>
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## Music

Some two-credit music courses must be taken in sequence to fulfill the A requirement.

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<tr>
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<tr>
<td>1A</td>
<td>Women’s Chorale (2 credits)</td>
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<td>5A</td>
<td>West Javanese Gamelan Ensemble: Beginning (2 credits)</td>
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<td>West Javanese Gamelan Ensemble: Intermediate (2 credits)</td>
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<td>West Javanese Gamelan Ensemble: Advanced (2 credits)</td>
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<td>Classical Guitar Ensemble (2 credits)</td>
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<td>Eurasian Ensemble (2 credits)</td>
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<td>11A</td>
<td>Introduction to Western Art Music [IH]</td>
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<td>11B</td>
<td>Introduction to Jazz [HI, E]</td>
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<td>11C</td>
<td>Introduction to American Popular Music [IH]</td>
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<td>Introduction to World Music [IH, E]</td>
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<td>51</td>
<td>Vocal Repertoire Class (2 credits)</td>
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<td>North Indian Music Workshop (2 credits)</td>
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<td>80A</td>
<td>Music of the Silk Road [T4, E]</td>
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</table>
### Arts Courses (A code) (continued)

#### Music (continued)

- 80C History, Literature, and Technology of Electronic Music [T6—Natural Sciences or Humanities and Arts]
- 80F Music in Latin American Culture: Regional Traditions [T4—Humanities and Arts, E]
- 80G American Musical Theater [T4—Humanities and Arts]
- 80H The Hollywood Musical [T4—Humanities and Arts]
- 80I Music of Modern Israel [T4—Humanities and Arts, E]
- 80J American Folk Music [T4—Humanities and Arts]
- 80L Artificial Intelligence and Music [T6—Natural Sciences or Humanities and Arts]
- 80M Film Music [T4]
- 80N Music of the Grateful Dead [T4]
- 80O Music, Politics, and Protest [T4—Humanities and Arts]
- 80P History of Jewish Music [T4—Humanities and Arts, E]
- 80Q A Survey of African Music [T4—Humanities and Arts, E]
- 80R Music and the World Wide Web [T6—Natural Sciences or Humanities and Arts]
- 80S Women in Music [T4—Humanities and Arts]
- 80V The Music of the Beatles [T4—Humanities and Arts]
- 80X Music of India [T4—Humanities and Arts, E]
- 102 University Orchestra
- 103 University Concert Choir
- 159A Opera Workshop (2 credits)
- 159B Opera Workshop (3 credits)
- 160 University Opera Theater
- 180A Studies in World Musics: Asia and the Pacific [E]
- 180B Studies in World Musics: Africa and the Americas [E]

#### Theater Arts (continued)

- 10 Introduction to Theater Design and Technology
- 12 Stage Management
- 14 Drawing
- 15 Special Topics in Textiles
- 17 Costume Construction
- 18 Drafting for Theatrical Production
- 18C Drafting—Computer Aided
- 19 Design Studio: Lighting Studio A [IH]
- 20 Introductory Studies in Acting [IH]
- 21A Acting Studio 1A: Psychological Realism
- 22 Indonesian Dance and Drama [E]
- 23 Voice for the Actor
- 30 Introduction to Modern Dance Theory and Technique [IH]
- 31C Dance Studio I
- 31P Postmodern Dance I
- 32 Introduction to Ballet [IH]
- 33 Advanced Introduction to Modern Dance [IH]
- 35 Introduction to Tap Dance
- 36 Introduction to Dance Composition [IH]
- 37 African Dance
- 40 Introduction to Directing [IH]
- 50 Fundamentals of Theater Production (2 credits)
- 52 Basic Stagecraft
- 61A Issues and Methods in Theater Arts [IH]
- 61B Tragedy [IH]
- 61C The Birth of the Modern: Drama and Performance After the Renaissance [IH]
- 80A Introduction to African American Theater [E]
- 80B Rock ‘n’ Roll Design [T4—Humanities and Arts]
- 80D Commercial Design 1900 to Present [T4—Humanities and Arts]
### General Education Requirements (continued)

#### Courses that Fulfill General Education Requirements (continued)

### Arts Courses (A code) (continued)

#### Theater Arts (continued)
- 126 Acting Studio III
- 128 Choreographic Workshop
- 129 Advanced Ballet (2 credits)
- 130 Intermediate Modern Dance Theory and Technique
- 131 Advanced Modern Dance Theory and Technique
- 131C Dance Studio II
- 131P Postmodern Dance II
- 132 Modern Dance Studio (2 credits)
- 133 Dance Improvisation and Theory
- 133C Dance Studio III
- 137 Studies in Performance (Dance)
- 138 Movement Research in New Arts Praxis
- 139 Random: With a Purpose
- 142 Play Direction Studio II
- 151 Studies in Performance (Drama)

#### Theater Arts (continued)
- 152 Advanced Stagecraft
- 155 Workshop Experiments in Performance
- 157 Playwriting [W]
- 159 Advanced Playwriting [W]
- 160 Dramatic Theories
- 161A Irish Theater
- 161C The Theater and Drama of Renaissance Europe
- 161D Asian Theater: An Anthropological Approach [E]
- 161M Sexuality, Gender, Drama, and Performance
- 161P Theater in the “Chicano Power” Movement [E]
- 161Q Queer Theatrics: Representations and Sensibilities
- 161R Theater of American Cultures [E]
- 161S American Drama: Politics and Theater

### U.S. Ethnic Minorities/Non-Western Society Courses (E code)

#### American Studies
- 10 Introduction to American Studies [IH]
- 80E U.S. Racial and Ethnic Histories and Formations [T5–Humanities and Arts or Social Sciences]
- 101 Race and Ethnicity
- 121C Mixed Race in America
- 123F Native American Women
- 123H Native Americans: Decolonization, Identity, and Resistance
- 123M Celuloid Natives: American Indian History on Film
- 123T Inventing the Savage
- 123X American Indian History in the 20th Century
- 123Z Native Americans and Museums
- 125A Aspects of African American Culture
- 125E Jazz Cultures
- 125G African American Life in the City
- 125H Black Feminism [W]
- 125X Hip Hop Music Culture
- 126B Chica/o/o Music
- 126C Chica/o/a Literature and Film
- 128L Chica/o/a Literature
- 127A Aspects of American Culture
- 127C Asian American Literature and Culture: Memories of War
- 127D Filipinos Americans: History and Culture
- 127E Asian American Women
- 127F Chinese Americans: History and Culture
- 127K South Asian Americans
- 190H Race, Politics, and Region

#### Anthropology (continued)
- 130B Brazil
- 130C Politics and Culture in China
- 130E Culture and Politics of Island Southeast Asia
- 130F African Diasporas in the Americas
- 130H Ethnography of Russia and Eastern Europe
- 130I Cultures of India
- 130L Ethnographies of Latin America
- 130M Inside Mexico
- 130N Native Peoples of North America
- 130O Postcolonial Britain and France
- 130R Provincializing America
- 130T Anthropological Approaches to Islam

#### Community Studies
- 12 Youth and Social Movements
- 80A Chicano/a Social Change [T3–Social Sciences]
- 80B Civil Rights Movement: Grassroots Change and American Society [T3–Social Sciences]
- 80H Social Change and Asian Americans [T3–Social Sciences]
- 100E Theory and Practice of Economic Justice [IS]
- 100J Immigration and Social Justice [IS]
- 110 Resistance and Social Movements
- 122 Whiteness, Racism, and Anti-Racism
- 152 Gender and Sexuality in Latin America
- 185 Gender and Sexuality in Latin America

#### Computer Science
- 80S From Software Innovation to social Entrepreneurship
- 80T Natural Sciences or Social Sciences

#### Economics
- 120 Economic Development
- 128 Poverty and Public Policy [W]

#### Film and Digital Media
- 132C Gender and Global Cinema
- 165B Race on Screen
- 165D Asian Americans and Media
- 185E Chica/o/a Cinema, Video

#### Hebrew
- 106 Israel’s Struggle for Identity as Seen Through Israeli Cinema

### Education
- 60 Introduction to Education: Learning, Schooling, and Society [IS]
- 128 Immigrants and Education
- 141 Bilingualism and Schooling
- 164 Urban Education
- 181 Race, Class, and Culture in Education

### Feminist Studies
- 80F Feminisms of/and the Global South
- 80P War in Film and Culture
- 80Y Violence Against Women of Color
- 102 Feminist Critical Race Studies
- 110 Women Writers of the African Diaspora
- 115 Gender, Sexuality, and Transnational Migration Across the Americas
- 117 Gender and Africa [W]
- 120 Transnational Feminisms
- 123 Feminism and Cultural Production [A]
- 124 Technologies and Latinidad: Cyberspace and Beyond
- 132 Gender and Postcoloniality
- 139 African American Women’s History
- 145 Racial and Gender Formations in the U.S.
- 151A Chicana/o/a/Latina/o Cultural Production
- 194M Empire and Sexuality

### U.S. Racial and Ethnic Histories and Formations [E code]
- 80C Women in the U.S. Working Class
- 80D Women in the U.S. Working Class
- 80E U.S. Racial and Ethnic Histories and Formations [T5–Humanities and Arts or Social Sciences]
- 110 Women Writers of the African Diaspora
- 115 Gender, Sexuality, and Transnational Migration Across the Americas
- 117 Gender and Africa [W]
- 120 Transnational Feminisms
- 123 Feminism and Cultural Production [A]
- 124 Technologies and Latinidad: Cyberspace and Beyond
- 132 Gender and Postcoloniality
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- 132C Gender and Global Cinema
- 165B Race on Screen
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### Hebrew
- 106 Israel’s Struggle for Identity as Seen Through Israeli Cinema
### U.S. Ethnic Minorities/Non-Western Society Courses (E code)

#### History
- **5A** Early Muslim World [IH]
- **11A** Latin America: Colonial Period [IH]
- **11B** Latin American History: National Period [IH]
- **14** Race and Ethnicity in the U.S. [IH]
- **30** The Making of Modern Africa [IH]
- **40A** Early Modern East Asia [IH]
- **40B** The Making of Modern East Asia [IH]
- **41** The Making of Modern Middle East [IH]
- **43** Traditional India [IH]
- **45** Japanese Pop Culture
- **74** Introduction to Modern Jewish History
- **75** Film and the Holocaust
- **80H** Class, Gender, and Community in China, 1700-Present [T4-Humanities and Arts]
- **80W** The Holocaust: The Destruction of European Jewry [T4-Humanities and Arts]
- **80Y** World War II Memories in the U.S. and Japan
- **101A** The Making of the Modern World, 1400–1750
- **101B** The Making of the Modern World, 1750-1950
- **106A** Vietnam War Memories
- **106B** Asian and Asian American History, 1941-Present
- **109A** Race, Gender, and Power in the Antebellum South
- **111** Popular Conceptions of Race in U.S. History, 1600-Present
- **121A** African American History to 1877
- **121B** African American History: 1877 to the Present
- **126** History of the Southwest: Colonial Period to 1920
- **127** Race and the American City
- **128** Chicana/Chicano History
- **130** History of Modern Cuba
- **131** Women in Colonial Latin America
- **132** History of the Caribbean: Colonial Period
- **133** Topics in Colonial Latin American History, Early and Middle Period
- **134A** Colonial Mexico
- **134B** History of Mexico, 1850 to Present.
- **137A** Africa to 1800
- **137B** Africa from 1800 to the Present
- **137C** African Cinema
- **140C** Revolutionary China 1895-1960
- **140D** Recent Chinese History
- **145** Chicana/Chicano History
- **147A** History of Premodern India
- **147B** Political and Social History of Modern South Asia
- **148** Cinema and History: Film Author Satyajit Ray
- **150C** Modern Japan
- **151B** Traditional Japanese Culture in a Modern Context

#### History (continued)
- **154A** Classic Islamic Civilization
- **155** History of Modern Israel
- **185A** Conflict of Interest: War, Holocaust, and Industry in the Lodz Ghetto
- **185B** Rethinking the Holocaust: Bioscience, Race Theory, and Genocide
- **185D** Jewish Social Movements
- **185E** The Historiography of the Holocaust
- **185F** Private Lives, Family Histories, and the Holocaust Experience
- **190A** Slavery and Race in Latin America [W]
- **190B** Race and the Nation in Latin America [W]
- **190C** Race, Class, and Gender in California History [W]
- **190D** Tales of Two Cities [W]
- **190E** Themes in Chicana/o History [W]
- **190F** Personal Politics in the New South [W]
- **190G** Topics in African History [W]
- **190H** African American Historiography [W]
- **190I** Research in the History of American Religions [W]
- **194G** China Since the Cultural Revolution: Histories of the Present [W]
- **194H** Gender, Family, and State in China: 1600-Present [W]
- **194N** Comparative Studies in Modern Asian History [W]
- **194U** The Cold War and East Asia [W]
- **194Y** Memories of WWII in the U.S. and Japan [W]
- **196N** Eastern European Jewish Social History [W]

#### History of Art and Visual Culture
- **10C** Southeast Asia Visual Culture [A]
- **10E** Africa, Oceania, and the Americas [IH, A]
- **80G** Religion and Visual Culture in China [T5–Humanities and Arts or Social Sciences, A]
- **80M** Indigenous American Visual Culture [T5–Humanities and Arts or Social Sciences, A]
- **80T** Art of the Body in Oceania [T5–Humanities and Arts or Social Sciences, A]
- **105E** Ritual in Asian Religious Art [A]
- **105P** Visual Cultures of the Pacific Islands [A]
- **106A** Religious Traditions in Indian Art [A]
- **107A** Central Africa [A]
- **107B** West Africa [A]
- **139** The Art and Architecture of Islam [A]
- **142** Activist Art Since 1960 [A]
- **151A** The Native in Colonial Spanish America [A]
- **155** Constructing Lives in China: Biographies and Portraits [A]
- **156** Race and American Visual Arts [A]
- **160** Storytelling in Asian Art [A]
- **172** Jewish Identity in Visual Representation [A]
- **182** Chicano/Chicana Art: 1970–Present [A]

#### Art of Art and Visual Culture (continued)
- **185B** Gender [A]
- **185C** African Architecture [A]
- **185D** Contemporary Art of Africa [A]
- **187A** Textile Traditions of Oceania [W, A]
- **189D** Modernity and Nationalism in the Arts in India [A]
- **190B** The Virgin of Guadalupe: Images and Symbolism in Spain, Mexico, and the U.S. [A]
- **190C** Subalternities: Representing Others [A]
- **190D** Art and Culture Contact in Oceania [A]
- **190U** Representations of Women in Indian Art [A]
- **191A** Visual Cultures of the Vietnam-American War [A]
- **191C** Iconoclasms [A]
- **191F** Play and Ritual in African Visual Cultures [A]
- **191O** African Art and Visual Cultures [A]
- **191P** Art and Identity in the Pacific: Creating and Challenging Ethnic and National Identities [A]

#### History of Consciousness
- **118** Jewish Social Movements

#### Languages
- **80F** Israel’s Struggle for Identity as Seen Through Israeli Cinema [T4-Humanities and Arts]

#### Latin American and Latino Studies
- **10** Introduction to Lantin American and Latino Studies [IS]
- **80A** Peoples and Cultures of the Americas: Trends and Issues [T3–Social Sciences]
- **80B** Social Movements in Latin America [T3–Social Sciences]
- **80C** Power and Resistance in the Americas: Cross-Border Social Movements [T3–Social Sciences]
- **80D** Political Change in Mexico [T3–Social Sciences]
- **80E** Immigration, Citizenship, and Race: Experience of Latinos in a Comparative Perspective [T3–Social Sciences]
- **80F** Latinos in the U.S.: A Comparative Perspective [T3–Social Sciences]
- **80G** Race, Class, and Gender
- **80H** Comparative Latino/a Histories [T3–Social Sciences]
- **80I** Gender and Global Cinema [T3–Social Sciences]
- **80J** Race, Nation, and War [T3–Social Sciences]
- **80K** Energy, Society, and Ecology in Latin America [T3–Social Sciences]
- **80L** Musica Latina [T3–Social Sciences]
- **80S** Sexuality and Genders in Latin American and Latino/a Studies [T3–Social Sciences]
### U.S. Ethnic Minorities/Non-Western Society Courses (E code) (continued)

#### Latin American and Latino Studies (continued)

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<td>Central American Peoples and Cultures [T5–Humanities and Arts or Social Sciences]</td>
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<td>100A</td>
<td>Politics and Society: Concepts and Methods</td>
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<td>Culture and Society: Culture in a Global Context</td>
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<td>Using Media</td>
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<td>123B</td>
<td>Cinema and Social Change: Documentary Transformations</td>
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<td>Global Capitalism and Community Restructuring [IS]</td>
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<td>Voices from the Watsonville Community [IS]</td>
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<td>Mexico and the Movies</td>
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<td>Latino Media in the U.S.</td>
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<td>Women Filmmakers: Latin American and Latina</td>
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<td>Rural Mexico in Crisis</td>
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<td>Latino Communities and Economic Development</td>
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<td>142A</td>
<td>Central America: Revolution, Intervention, and Social Change</td>
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<td>The Caribbean: Revolution, Intervention, and Social Change</td>
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<td>Grassroots Social Change in Latin America</td>
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<td>Urban Crisis in the Americas</td>
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<td>Land and Peasants in Latin America</td>
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<td>Workers in Latin America</td>
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<td>Media and Commodities Between the Americas</td>
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<td>North American Integration: Post-NAFTA</td>
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<td>Theater in the &quot;Chicano Power&quot; Movement [A]</td>
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<td>162</td>
<td>U.S. Policy in the Americas</td>
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<td>America in Flux: Population Dynamics in the U.S.</td>
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<td>Action-Research for Social Change, Environmental Quality: Lessons Learned from Latin America, U.S.</td>
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<td>Latino Families in Transition</td>
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<td>Amazonian Societies and the Environment</td>
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<td>Economic History of Latin America</td>
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<td>Latin American Industrialization in a Global Perspective: Past, Present, and Future</td>
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<td>Indigenous Struggles in the Americas</td>
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<td>Latin American Immigration to the U.S.</td>
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<td>Migration, Gender, and Health</td>
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#### Latin American and Latino Studies (continued)

<table>
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<tr>
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<td>Gender, the Nation, and Latina Cinema</td>
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<td>Gender, Transnationalism, and Globalization</td>
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<td>Borders: Real and Imagined</td>
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<td>El Area Andina Hoy</td>
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<td>194B</td>
<td>Colombia: Sociedad y politica</td>
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<td>194C</td>
<td>Trabajo y empresa en América Latina</td>
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<td>194D</td>
<td>Hemispheric Dialogues: Bridging Latin American and Latina/o Studies</td>
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<td>194E</td>
<td>Latino International Migration: Case Studies, Policy/Law, Transnational Practices</td>
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<td>194F</td>
<td>Latino Civic Engagement in Comparative Perspective</td>
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<td>194G</td>
<td>Chile: Social and Political Change</td>
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<td>Central American Political Relations with the U.S. [W]</td>
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<td>194J</td>
<td>Movimientos sociales contemporáneos</td>
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<td>194K</td>
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<td>194L</td>
<td>Etnicidad, medio ambiente y desarrollo</td>
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<td>194M</td>
<td>Twentieth-Century Revolutions</td>
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<tr>
<td>194N</td>
<td>Las izquierdas en América Latina: ayer, hoy, y mañana</td>
</tr>
<tr>
<td>194P</td>
<td>Tale of Two Cities [W]</td>
</tr>
<tr>
<td>194R</td>
<td>Violencia Cotidiana en las Americas</td>
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<tr>
<td>195A</td>
<td>Seminar in Research Methods and Writing [W]</td>
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#### Legal Studies

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>127</td>
<td>Black Politics and Federal Social Policy</td>
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<tr>
<td>128</td>
<td>Poverty and Public Policy [W]</td>
</tr>
<tr>
<td>135</td>
<td>Native Peoples Law</td>
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<tr>
<td>136</td>
<td>Federal Indian Law and International Comparative Indigenous Peoples' Law</td>
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#### Literature

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<tbody>
<tr>
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<td>Introduction to Jewish Literature and Culture [IH]</td>
</tr>
<tr>
<td>61R</td>
<td>Race in Literature [IH]</td>
</tr>
<tr>
<td>61J</td>
<td>The Holocaust: The Destruction of European Jewry [T4–Humanities and Arts]</td>
</tr>
<tr>
<td>80N</td>
<td>Latino Expressions in the U.S. [T4–Humanities and Arts]</td>
</tr>
<tr>
<td>80P</td>
<td>Topics in Latin American Culture [T4–Humanities and Arts]</td>
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#### English-Language Literatures

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<tbody>
<tr>
<td>150C</td>
<td>Asian American Literature</td>
</tr>
<tr>
<td>150G</td>
<td>“The Ambivalent American”: Race, Nation, and Self in Korean American Literature</td>
</tr>
<tr>
<td>155D</td>
<td>Studies in South African Literature</td>
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<tr>
<td>160E</td>
<td>Caribbean Literature</td>
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#### French Literature

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<tbody>
<tr>
<td>134</td>
<td>French Literature Outside France</td>
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#### Modern Literary Studies

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<tr>
<td>125L</td>
<td>Films on the Border</td>
</tr>
<tr>
<td>144A</td>
<td>Jewish Diaspora, Ethnicity, and Urban Life</td>
</tr>
<tr>
<td>144D</td>
<td>Jewish Writers and the American City</td>
</tr>
<tr>
<td>144G</td>
<td>Global Jewish Writing</td>
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#### Spanish/Latin American/Latino Literatures

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<th>Course Code</th>
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<tr>
<td>60</td>
<td>Introduction to Literary Genres [IH]</td>
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<tr>
<td>102B</td>
<td>Romanticism to Modernism</td>
</tr>
<tr>
<td>130D</td>
<td>Latin American “testimonio”</td>
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<tr>
<td>130E</td>
<td>Latin American Poetry</td>
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<tr>
<td>130F</td>
<td>U.S. Latino/a Writing in Spanish/English and Spanglish</td>
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<tr>
<td>131D</td>
<td>Chile</td>
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<tr>
<td>134C</td>
<td>Fiction and Marginality: The Marginal at the Center</td>
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<td>134M</td>
<td>Modernidad y literatura: El Boom de la novela latinoamericana</td>
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<tr>
<td>134N</td>
<td>El Cuento Hispanoamericano: Variedades estéticas de la literatura breve en America Latina</td>
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<tr>
<td>135D</td>
<td>Social Documentary: Histories, Theories, Practice</td>
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<tr>
<td>135G</td>
<td>Geografías y géneros del cine hispanoparlante</td>
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#### World Literature and Cultural Studies

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<tr>
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<td>Topics in Cultural Studies</td>
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<tr>
<td>118</td>
<td>Literature of the Asian Diaspora</td>
</tr>
<tr>
<td>127</td>
<td>Chicano/Mexican Geographies</td>
</tr>
<tr>
<td>190A</td>
<td>Topics in World Literature and Cultural Studies</td>
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<tr>
<td>190B</td>
<td>Studies in Slavery, Race, and Nation in the Americas</td>
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#### Merrill College

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<tr>
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<tr>
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<td>Introduction to University Discourse: Cultural Identities and Global Consciousness [T3–Social Sciences, C1]</td>
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<tr>
<td>80B</td>
<td>Rhetoric and Inquiry: Cultural Identities and Global Consciousness [T3–Social Sciences, C2]</td>
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<tr>
<td>80X</td>
<td>Introduction to University Discourse: Cultural Identities and Global Consciousness [T3, C1]</td>
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<tr>
<td>11B</td>
<td>Introduction to Jazz [IH, A]</td>
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<tr>
<td>11D</td>
<td>Introduction to World Music [IH, A]</td>
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<tr>
<td>80A</td>
<td>Music of the Silk Road [T4–Humanities and Arts, A]</td>
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<tr>
<td>80F</td>
<td>Music in Latin American Culture: Regional Traditions [T4–Humanities and Arts, A]</td>
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<tr>
<td>80L</td>
<td>Music of Modern Israel [T4–Humanities and Arts, A]</td>
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<td>80P</td>
<td>History of Jewish Music [T4, A]</td>
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<tr>
<td>80Q</td>
<td>A Survey of African Music [T4–Humanities and Arts, A]</td>
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<tr>
<td>80X</td>
<td>Music of India [T4–Humanities and Arts, A]</td>
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<tr>
<td>180A</td>
<td>Studies in World Musics: Asia and the Pacific [A]</td>
</tr>
<tr>
<td>180B</td>
<td>Studies in World Musics: Africa and the Americas [A]</td>
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Courses that Fulfill General Education Requirements (continued)

U.S. Ethnic Minorities/Non-Western Society Courses (E code) (continued)

**Oakes College**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>80A</td>
<td>Introduction to University Discourse: Values and Change in a Diverse Society</td>
</tr>
<tr>
<td>80B</td>
<td>Rhetoric and Inquiry: Values and Change in a Diverse Society</td>
</tr>
<tr>
<td>80H</td>
<td>Rainbow Theater Cultural Studies [T4]</td>
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<tr>
<td>175</td>
<td>Imagining the Filipino Diaspora</td>
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**Philosophy**

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>80E</td>
<td>Latin American Philosophy [T4–Humanities and Arts, A]</td>
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**Politics**

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<tr>
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<th>Course Title</th>
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<tbody>
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<td>Black Politics and Federal Social Policy</td>
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<tr>
<td>140C</td>
<td>Latin American Politics</td>
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<tr>
<td>140D</td>
<td>Politics of East Asia</td>
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<td>140E</td>
<td>Postcolonial States and Societies</td>
</tr>
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<td>141</td>
<td>China</td>
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<td>146</td>
<td>The Politics of Africa</td>
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**Psychology**

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<tbody>
<tr>
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<td>Culture and Human Development [W]</td>
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<tr>
<td>119B</td>
<td>Cultural Psychology</td>
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<td>140B</td>
<td>African American Psychology</td>
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<td>142</td>
<td>Psychology of Oppression and Liberation</td>
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<td>143</td>
<td>Intergroup Relations</td>
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<tr>
<td>157</td>
<td>Chicana Feminism</td>
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<td>158</td>
<td>Latinos in the Media</td>
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**Sociology**

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<td>World Society [IS]</td>
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<td>20</td>
<td>Key Issues in Race and Ethnic Analysis [IS]</td>
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<td>133</td>
<td>Currents in African American Cultural Politics</td>
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<tr>
<td>156</td>
<td>U.S. Latina/o Identities: Centers and Margins</td>
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<td>169</td>
<td>Social Inequality</td>
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<tr>
<td>170</td>
<td>Ethnic and Status Groups</td>
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<tr>
<td>174</td>
<td>Twenty-First-Century African American Social Structure</td>
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<tr>
<td>175</td>
<td>Social History of Asian Americans</td>
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<td>188</td>
<td>Religion and Social Change</td>
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**Spanish**

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<th>Course Code</th>
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<td>156A</td>
<td>The Language of Latin America Cinema</td>
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**Stevenson College**

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<th>Course Code</th>
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<tr>
<td>80H</td>
<td>Rainbow Theater: An Introduction to Multicultural Theater [T4–Humanities and Arts]</td>
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<tr>
<td>80T</td>
<td>Self and Society for Transfer Students [W, E]</td>
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<tr>
<td>81A</td>
<td>Self and Society 2 [E]</td>
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<tr>
<td>81B</td>
<td>Rhetoric and Inquiry: Self and Society 2 [C2, E]</td>
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**Theater Arts**

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<td>Indonesian Dance and Drama [A]</td>
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<tr>
<td>80A</td>
<td>Introduction to African American Theater [A]</td>
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<tr>
<td>80M</td>
<td>Chicano/a Teatro [T4–Humanities and Arts, A]</td>
</tr>
<tr>
<td>100A</td>
<td>Asian Theater/Dance and Global Impacts [A]</td>
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<tr>
<td>100B</td>
<td>Black Theater USA [A]</td>
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<tr>
<td>100I</td>
<td>Hemispheric and Trans-Atlantic Theater: Indigenous Americans [A]</td>
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<tr>
<td>100L</td>
<td>Performance and Conquest [A]</td>
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<tr>
<td>100W</td>
<td>Black/African Diasporic World Theater [E]</td>
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<td>161D</td>
<td>Asian Theater: An Anthropological Approach [A]</td>
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<td>161P</td>
<td>Theater in the &quot;Chicano Power&quot; Movement [A]</td>
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<td>161R</td>
<td>Theater of American Cultures [A]</td>
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<td>163Y</td>
<td>Yiddish Theater [E]</td>
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**Writing**

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<tbody>
<tr>
<td>128</td>
<td>Latino Media in the U.S. [E]</td>
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</table>
Declaring Majors and Minors

In addition to satisfying the other requirements for graduation, every undergraduate is required to complete a major program. At UCSC a student has the option of pursuing an established single or combined major, a double major, or an individually-designed major. Students also have the option to declare a minor.

Declaring a Major

- To apply to one or more major and/or minor programs, complete an online Study Plan—Declaration of Major/Minor (http://advising.ucsc.edu/student/declaration/Declaration.pdf).
- Fill in the general education requirements using your online degree progress report available from my.ucsc.edu. Review this section and obtain the appropriate signature from your college.
- Contact the appropriate department to set up an advising appointment.
- Meet with your department adviser to review your study plan and obtain the signature(s) as indicated on the petition for your intended major.
- If your proposed program of study requires you to be enrolled longer than the “Expected Graduation Term” indicated in the first section, you must return with the petition to your college academic adviser for review.
- File the completed petition at the department by the Declaration of Major deadline. This must be done in order for you to enroll the following quarter in courses restricted to majors.

Filing a Study Plan

You must file a study plan and declare a major prior to completion of your 90 credits or before enrolling in your third year. You are strongly encouraged to file as soon as you know your major; contact the department undergraduate adviser regarding major requirements. There is extensive information available online at advising.ucsc.edu to assist students in declaring majors in a timely way. For students receiving V.A. benefits see page 18 for more information.

You will not be allowed to enroll in classes after you have reached junior standing if your major is not declared. Junior transfer students must file a study plan and declare a major no later than the deadline during their second quarter at UCSC. If you change your major, you must obtain the approval of your college in addition to obtaining approval for a study plan from your new department. A change of major late in your career will generally not be approved unless you can complete the major within 15 total quarters.

Departments have different methods of assigning faculty advisers and different instructions for completing the study plan for their majors. Specific process and contact information, department by department is available online on the Declaration of Major pages of advising.ucsc.edu. Note that some majors have prerequisites. Be sure to check with the department early to find out if there are entrance requirements for declaring the major. The UCSC General Catalog gives the requirements for each major, so read carefully about the major you wish to declare.

When you declare a major, follow the steps outlined below and file the official Study Plan Declaration of Major/Minor with all the appropriate signatures. The major that appears on this petition is your official major. Each change of major must be accompanied by a new approved Study Plan Declaration of Major/Minor petition.

If you have previously declared a “pre-major” such as pre-art, you must file a petition with your department to change to the regular major after you have completed the prerequisites. You cannot graduate with a pre-major. It is important that you petition to change to the regular major prior to applying for graduation. Start early to allow sufficient time to see your college and department advisers before the filing deadline. Academic Senate Regulation 10.4 contains the policy on declaration and change of major.

Proposed Majors

A proposed major is equivalent to having an undeclared major. It is the area of interest you indicated on your admission application. A proposed major is used administratively for informational purposes. In addition to proposed majors, first-year students may choose an advising cluster. Advising clusters allow first-year students to review general areas of academic interest for all major programs. Clusters introduce students to first-year foundation course work and program requirements. Complete cluster information can
be viewed online at advising.ucsc.edu/clusters. To officially declare a major, you must file a Study Plan available online at advising.ucsc.edu.

**Senior Comprehensive Requirement**

In addition to completing the course requirements for a major, each student must complete a sequence of senior seminar courses, an intensive independent project, or field study; pass a comprehensive examination; or write a senior thesis or essay. The senior comprehensive requirement is set by the department or the faculty committee supervising the major. The comprehensive examination may be written, oral, or both. The form of the examination will be determined by the faculty who administer it. For some majors the comprehensive may be completed in several hours; for others it will involve work undertaken over a longer period.

**Combined Majors**

A combined major is a course of study involving two disciplines. Combined major requirements are determined jointly by the two departments and approved by the Academic Senate. If you are interested in pursuing one of the combined majors, contact the departments. *Academic Senate Regulation 10.4.6* contains the policy on combined majors.

**Double Majors and Minors**

To complete multiple majors and minors, you must fulfill all of the requirements for all majors and minors declared, including the comprehensive requirement for each major. In general, a single thesis may not be used for more than one major. Courses used to satisfy the requirements for each major must include a minimum of 40 upper-division credits not used to satisfy the minimum credits of any other major or minor. Courses used to satisfy the requirements for each minor must include a minimum of 25 upper-division credits not used to satisfy the minimum requirements of any other major or minor. You may count courses for more than one major or minor, as long as each major includes 40 upper-division credits not used to satisfy the minimum upper-division credits of any other major or minor, and each minor includes at least 25 upper-division credits not used to satisfy the minimum upper-division credits of any other major or minor. You must obtain approval from both departments and from your college academic preceptor to declare a double major.

**Criteria for Double Major/Minor**

If you decide you want to pursue a double major/minor, you must meet the following criteria:

- Present coherent, educationally or professionally defensible goals for the proposed double major or major/minor program.
- Complete the double major or major/minor in 15 quarters, or in nine quarters for transfer students. When an extension of enrollment beyond 13 quarters is required, you must have completed relevant course work with good evaluations on average and show no signs of difficulty with critical matter.
- Be in good academic standing. In addition, multiple No Passes, Ds, Fs, or Ws in either department will constitute grounds for denial of the program, even if you are presently in good academic standing.
- File for declaration of a double major or major/minor by the second quarter of your junior year. If an extension of enrollment is necessary, you will be expected to complete requirements in a minimum of additional quarters. Junior transfer students must declare both majors by the deadline during their second quarter of enrollment at UCSC. Exceptions to this are (1) students who have transferred in with large numbers of advanced placement credits, and (2) students who have taken 20 credits some quarters. If this applies to you, please consult with your college academic adviser. See *Transfer Students* (page 8).

If you decide to complete only one of the majors, you must file a *Request for Drop of a Major/Minor* for the other major.
Since double majors and minors require far more upper-division course work than a single major, it is important to plan early if you decide to follow such a program. Advisers have found that many students overestimate the advantages of a two-major program, without considering that depth in one major is sacrificed for breadth in two areas. Talk to faculty and staff in the departments, your academic preceptors, and Career Center advisers, who will be happy to discuss the advantages and limitations of various programs with you.

As a junior, you must have completed all or nearly all lower-division course work in both departments. As in other issues involving enrollment extensions, the campus must balance its allegiance to current students with access for qualified students who are seeking admittance to a UC education. This perspective leads the colleges to require students to make choices from the range of options, such as the Education Abroad Program, double major, etc. Extensions of enrollment for double majors/minors require college approval. You must complete all degree requirements for your proposed majors/minors within 15 quarters (9 quarters for junior transfer students).

### Minors

Completion of a minor is optional, and you may complete more than one minor. The course requirements for a minor are established by the sponsoring department or program. The minor involves substantial work in the discipline and normally requires no fewer than 25 upper-division or graduate credits. The courses required for a minor follow the same pattern as those for the corresponding major, except the number of courses required is fewer and there is no comprehensive requirement. See the section “Double Majors and Minors” for information on double-counting upper-division courses (previous page). Individual minor programs are not available. Consult the UCSC General Catalog and the department or program for specific information.

If you choose to complete a minor, file a Study Plan Declaration of Major/Minor form. You should file early because the completion of a minor does not change the expectation that you finish your undergraduate work in 12 quarters and 180 credits. Once you have declared a minor, it must be either completed or deleted by the department prior to graduating. The minor is recorded on your academic record. It does not appear on your diploma.

*Academic Senate regulation 10.4.4* contains the policy on minors.

### Individual Major

If you do not find a satisfactory major within the established departments and your academic performance is strong, you might consider developing an individual major. An individual major may be part of a double major. It must be distinct from any approved major program or possible combination of major programs. Regular deadlines to declare the major apply to individual majors as well. You should be aware that forming an individual major can be very difficult since three faculty members must agree to serve on a committee to supervise the major and the major must be approved by the Committee on Educational Policy. Your college office has forms and detailed written information on declaring individual majors. You should make an appointment with your academic preceptor as soon as possible if you are considering this option.

You must be self-directed and self-motivated to complete an individual major successfully. You must assemble a committee of three regular faculty members who are knowledgeable in the areas involved, one of whom chairs the committee, to supervise your major. The chair schedules at least two meetings with you and the full committee, the first as you begin to undertake the major and the second as you near completion. You are also expected to maintain contact with each member of the committee.

Individual majors must include at least 10 courses (50 credits), of which at least eight (40 credits) must be upper-division. No more than two of the required courses may be independent study courses. Students who cannot meet their original study plan for the major must consult with the committee chair for approval of any changes. All students completing an individual major are awarded a bachelor of arts.

Groups of faculty have indicated that they are willing to assist students who want to declare individual majors in the following fields: East Asian studies, religious studies, Queer and Sexuality Studies, Russian studies, South and Southeast Asian studies, and ethnic studies. Individual majors are not limited to these programs. See the UCSC General Catalog for more information.

*Academic Senate Regulation 10.4.5* contains the policy on individual majors.
# Undergraduate Majors

The following is a list of current undergraduate major programs as listed in the 2008-10 *General Catalog* and the codes used to identify your major. Certain programs have special prerequisites which must be met before declaration of the major. Consult the *General Catalog* and the sponsoring agency for more information.

<table>
<thead>
<tr>
<th>Code</th>
<th>Major</th>
<th>Level</th>
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<td>UNON</td>
<td>Non degree</td>
<td>B.A.</td>
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<tr>
<td>AMST</td>
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<td>B.A.</td>
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<td>ANTH</td>
<td>Anthropology</td>
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<tr>
<td>ARTH</td>
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<td>Computer science</td>
<td>B.A./B.S.</td>
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<tr>
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<tr>
<td>EART</td>
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<tr>
<td>ECEV</td>
<td>Ecology and evolution</td>
<td>B.S.</td>
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<tr>
<td>ECON</td>
<td>Economics</td>
<td>B.A.</td>
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<tr>
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<td>Electrical engineering</td>
<td>B.S.</td>
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<td>ENV</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
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<td>LTLN</td>
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<td>Philosophy</td>
<td>B.A.</td>
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<tr>
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<td>PHYS</td>
<td>Physics</td>
<td>B.S.</td>
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<tr>
<td>ASPH</td>
<td>Physics (astrophysics)</td>
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<tr>
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<td>Plant sciences</td>
<td>B.S.</td>
</tr>
<tr>
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<td>B.A.</td>
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<tr>
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<td>B.A.</td>
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<tr>
<td>THEA</td>
<td>Theater arts</td>
<td>B.A.</td>
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<tr>
<td>INCL</td>
<td>College Eight</td>
<td>B.A.</td>
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<tr>
<td>INCR</td>
<td>Crown</td>
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<td>Kresge</td>
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<td>Oakes</td>
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<td>Stevenson</td>
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## Pre-Majors

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<tr>
<td>PRFM</td>
<td>Pre-Film and digital media</td>
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<td>PRPS</td>
<td>Pre-Psychology</td>
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## Combined Majors

<table>
<thead>
<tr>
<th>Code</th>
<th>Major</th>
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</thead>
<tbody>
<tr>
<td>XESA</td>
<td>Earth sciences/anthropology</td>
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<tr>
<td>XEEA</td>
<td>Environmental studies/biology</td>
</tr>
<tr>
<td>XEEC</td>
<td>Environmental studies/Earth sciences</td>
</tr>
<tr>
<td>XEMA</td>
<td>Economics/mathematics</td>
</tr>
<tr>
<td>XLGE</td>
<td>Latin American and Latino studies/globaleconomics</td>
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<tr>
<td>XLLT</td>
<td>Latin American and Latino studies/literature</td>
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<tr>
<td>XLPT</td>
<td>Latin American and Latino studies/politics</td>
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<td>XLSY</td>
<td>Latin American and Latino studies/sociology</td>
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## Individual Majors

<table>
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<td>LGST</td>
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<td>LING</td>
<td>Linguistics</td>
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<tr>
<td>LIT</td>
<td>Literature</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
</tr>
<tr>
<td>SOCI</td>
<td>Sociology</td>
</tr>
<tr>
<td>STEM</td>
<td>Science, technology, engineering, and mathematics education</td>
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<tr>
<td>THEA</td>
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## Undergraduate Minors

The following is a list of undergraduate minor programs.

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<td>AM</td>
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<td>Astrophysics</td>
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<td>BINF</td>
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<td>Biology</td>
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<td>Chemistry</td>
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<td>Computer engineering</td>
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<td>Computer science</td>
</tr>
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<td>CMTE</td>
<td>Computer technology</td>
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<tr>
<td>CMRH</td>
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<td>EAST</td>
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<td>Economics</td>
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<td>EDUC</td>
<td>Education</td>
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<tr>
<td>EE</td>
<td>Electrical engineering</td>
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<tr>
<td>FIDM</td>
<td>Film and digital media</td>
</tr>
<tr>
<td>GISE</td>
<td>Global information and social enterprise</td>
</tr>
<tr>
<td>HAVC</td>
<td>History of art and visual culture</td>
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<tr>
<td>HIS</td>
<td>History</td>
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<tr>
<td>ISTM</td>
<td>Information systems and technology management</td>
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<tr>
<td>ITST</td>
<td>Italian studies</td>
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<td>JAZZ</td>
<td>Jazz</td>
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<td>JORN</td>
<td>Journalism (suspended)</td>
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<td>JWST</td>
<td>Jewish studies</td>
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<td>LALS</td>
<td>Latin American/Latino studies</td>
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<td>LGST</td>
<td>Legal studies</td>
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<td>Linguistics</td>
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<td>LIT</td>
<td>Literature</td>
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<td>EMUS</td>
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<td>PHIL</td>
<td>Philosophy</td>
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<td>Physics</td>
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<td>POLI</td>
<td>Politics</td>
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<tr>
<td>PSYC</td>
<td>Psychology</td>
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<td>SOCI</td>
<td>Sociology</td>
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<tr>
<td>STAT</td>
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<tr>
<td>THEA</td>
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Proposed Majors

The following is a list of proposed majors and advising clusters that identify areas of interest.

### Advising Clusters

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<td>Environmental sciences</td>
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<tr>
<td>PCS9</td>
<td>Human psychology, culture, and society</td>
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<tr>
<td>ISE9</td>
<td>Engineering and computing</td>
</tr>
<tr>
<td>LLC9</td>
<td>Languages, literature, and communications</td>
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<tr>
<td>LAS9</td>
<td>Liberal arts and area studies</td>
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<tr>
<td>LHS9</td>
<td>Life and health sciences</td>
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<td>PSM9</td>
<td>Physical sciences and mathematics</td>
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<tr>
<td>VPA9</td>
<td>Visual and performing arts and media</td>
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### Proposed Majors

<table>
<thead>
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<th>Major</th>
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<tbody>
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<td>AMS1</td>
<td>Proposed American studies</td>
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<tr>
<td>ANT1</td>
<td>Proposed anthropology</td>
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<tr>
<td>APP1</td>
<td>Proposed applied physics</td>
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<td>ART1</td>
<td>Proposed art</td>
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<tr>
<td>ART2</td>
<td>See history of art and visual culture (HAV1)</td>
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<tr>
<td>BEN1</td>
<td>Proposed bioengineering</td>
</tr>
<tr>
<td>BIO1</td>
<td>Proposed biochemistry and molecular biology</td>
</tr>
<tr>
<td>BIN1</td>
<td>Proposed bioinformatics</td>
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<td>BIO2</td>
<td>Proposed biology (B.A.)</td>
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<tr>
<td>BIO4</td>
<td>Proposed biology (B.S.)</td>
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<td>CHE1</td>
<td>Proposed chemistry</td>
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<td>CLS1</td>
<td>Proposed classical studies</td>
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<td>CMP4</td>
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<td>EAE1</td>
<td>Proposed Earth sciences</td>
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<td>ECE1</td>
<td>Proposed ecology and evolution</td>
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<td>ECO1</td>
<td>Proposed economics</td>
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<tr>
<td>EE1</td>
<td>Proposed electrical engineering</td>
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<td>ENV1</td>
<td>Proposed environmental studies</td>
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<td>FIL1</td>
<td>Proposed film and digital media</td>
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<td>GMS1</td>
<td>Proposed German studies</td>
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<tr>
<td>GLE1</td>
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<td>HLT1</td>
<td>Proposed health sciences</td>
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<td>HIS1</td>
<td>Proposed history</td>
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<td>NEU1</td>
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<td>PHY1</td>
<td>Proposed physics</td>
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<td>PHY2</td>
<td>Proposed physics education</td>
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<tr>
<td>FMS1</td>
<td>Proposed feminist studies</td>
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### Proposed Combined Majors

<table>
<thead>
<tr>
<th>Code</th>
<th>Major</th>
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</thead>
<tbody>
<tr>
<td>XEA1</td>
<td>Proposed earth sciences/anthropology</td>
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<td>XEB1</td>
<td>Proposed environmental studies/biology</td>
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<td>XEL1</td>
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<td>XEM1</td>
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<td>XLE3</td>
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<td>XLG1</td>
<td>Proposed Latin American and Latino studies/global economics</td>
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<td>XLP4</td>
<td>Proposed Latin American and Latino studies/politics</td>
</tr>
<tr>
<td>XLS3</td>
<td>Proposed Latin American and Latino studies/sociology</td>
</tr>
<tr>
<td>XLL1</td>
<td>Proposed Latin American and Latino Studies/literature</td>
</tr>
</tbody>
</table>
Extension of Enrollment

While most students complete degree requirements in four years, a student's academic plan occasionally requires additional quarters of enrollment to complete requirements or meet special educational needs. You should meet with your college academic adviser as soon as you suspect you may need additional quarters of enrollment. You must complete your educational plan and degree requirements within 15 quarters (9 quarters for junior transfer students). Advance placement credit will not reduce the number of quarters that you are allowed.

Students who initially entered UCSC as frosh and who need more time to complete requirements are allowed a maximum of 225 credits and 15 quarters (five academic years) of enrollment. Students who began at UCSC as junior transfer students are allowed a maximum of 135 UCSC credits and nine quarters (three academic years). Quarters of enrollment eligibility may be increased if students participate in the part-time program, or decreased if students transfer credits from another institution. If you have questions about your enrollment eligibility, please contact your college academic advising office.

How to Request an Extra Quarter at UCSC

If you would like to enroll beyond 13 quarters, your college academic adviser will need to adjust your expected graduation term. If you find that you need to extend beyond 180 credits and 13 quarters, contact your college. You may be asked to develop an educational plan in consultation with your faculty and department advisers.

Part-time students and transfer students are granted the equivalent of 13 full-time quarters to complete degree requirements and may extend their enrollment for up to 15 quarters (nine quarters for junior transfer students). For part-time students, each 15 credit hours attempted constitutes one full-time quarter. Similarly, each 15 credit hours of accepted transfer work constitutes the equivalent of one full-time quarter (regardless of how long it took to earn those credits) and counts toward the allowed quarters of enrollment.

A Note for Financial Aid Recipients

Financial aid allows a maximum number of 15 quarters of full-time enrollment (or the equivalent for students with transfer courses). Units earned in UC Santa Cruz Summer Session are counted with other transfer units. The college must approve enrollment beyond 13 quarters. Students are not eligible to receive aid beyond the 15th or equivalent quarter. Financial aid recipients will receive written notification of the final quarter of eligibility beginning three quarters before their final quarter of aid eligibility.
Evaluating Academic Performance

UC Santa Cruz has one of the more comprehensive systems for evaluating students’ academic performance of any research university in the United States. The evaluation system consists of two major components: the assignment of a final grade in the course and an accompanying evaluation of your performance.

Evaluations

In each course for which you receive a grade of D or better (or P), you will receive an evaluation of your academic performance. Faculty may write an evaluation for a course in which you receive an F, NP, or W, but they are not required to do so, and the evaluation does appear on an official transcript. An evaluation may

- describe the strengths and weaknesses of your performance in the various areas of class activity (discussion, laboratory work, term papers, examinations);
- assess your general understanding of the course content;
- recognize additional or particularly outstanding work.

Evaluations are used at UCSC in academic advising, reviewing scholarship applications, and awarding College Honors, Honors in the major, and in selecting nominees for Phi Beta Kappa. Evaluations are a permanent part of your academic record. All students may request transcripts either with or without evaluations. An evaluation for your senior comprehensive examination or senior thesis also becomes part of your academic record.

You can view evaluations on MyUCSC.

Grades

For each course in which you enroll, you will receive a grade notation at the end of the term. If you complete the course, you will receive a final letter grade (A–F) unless you have elected the Pass/No Pass option for the course (see below). If you withdraw from the course, you will receive a W notation. Under certain circumstances, when you have not completed all the requirements for the course, you may receive an interim grade of Incomplete (I) or In Progress (IP). Your official transcript contains a list of all of your courses and the grades that you receive.

Grade changes (except I and IP) must be submitted by the instructor to the Registrar within one year from the close of the quarter for which the original grade was submitted.

Letter Grades

The final letter grades for courses at UCSC are A (excellent), B (good), C (fair), D (poor), F (fail). The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus).

You will not earn any credit toward graduation for a course in which you receive the final grade of F. Courses in which you receive a grade of D earn credit toward graduation but cannot be used to satisfy a major requirement or a general education requirement and cannot satisfy a prerequisite for another course.

The courses in which you receive final letter grades (and only those) are used to calculate your grade-point average (GPA). See the section on Grade Point Averages on page 64 for details.

There are a few courses which are offered only for Pass/No Pass grading. These courses are listed in the Schedule of Classes. The final grades in these courses are not used in calculating your GPA.

Pass/No Pass Option

If you enroll in a course to be graded on a Pass/No Pass basis, your final grade will be either P (Pass) or NP (No Pass). Under this grading option, you will receive a final grade of P for work that is clearly passing, i.e., which would earn a letter grade of C or better. For work below this level (i.e., equivalent to D or F), you will receive a grade of NP. Courses which are graded NP earn no credit toward graduation. The grades P and NP both appear on your official transcript, but are not calculated in your GPA.

The P/NP grading option must be selected when you are enrolling in a course. You may change your grading option before the grade option deadline, listed in the Academic Calendar. You cannot change your grading option after that date. See the box below for limits on the Pass/No Pass option.
4. Measuring Academic Progress

Evaluating Academic Performance

- Evaluations
- Grades
- Letter Grades
- Pass/No Pass Option
- Limits on the Pass/No Pass Grading Option
- Withdrawal from a Course
- Incomplete Grade Notation
- Removal of an Incomplete Grade Notation
- In Progress for Multiple-Term Courses

Limits on the Pass/No Pass Grading Option

Students who entered UCSC prior to fall 2001 have different limits on selecting the P/NP grading option than students who first entered UCSC in fall 2001 or later. It is therefore important that you follow the rules appropriate for you. If you are not clear about which set of rules applies to you, consult your college academic adviser or the Office of the Registrar.

Students Entering UCSC Fall 2001 or Later:

You must be in good academic standing to choose the P/NP grading option. If you request P/NP grading during pre-enrollment for a course and you are later placed on academic probation, your P/NP grading request will be cancelled. (Note: You may enroll in a course that is only offered for P/NP grading even if you are not in good academic standing.)

No more than 25 percent of your credits earned at UCSC may be graded on a Pass/No Pass basis. You must exercise your P/NP grading option carefully. If you end up with too many UCSC credits graded P/NP, you will not be able to graduate.

While courses graded P/NP may be used to satisfy general education requirements, some departments place limits on P/NP grading in courses used to satisfy major or pre-major requirements. A few departments require that all courses used to satisfy the major must be taken for a letter grade. It is therefore important that you do not choose the Pass/No Pass option in any course for which you may eventually need a letter grade. (Grading status in a course may not be changed after the grade option deadline for the term in which you take the course.)

Students Who Entered UCSC Before Fall 2001:

There is no limit on the number of credits that may be graded on a Pass/No Pass basis. You may select the P/NP grading option even if you are not in good academic standing.

When enrolling in courses, you must choose either letter grading or P/NP grading for the course. (Grading status may not be changed after the grade option deadline for that term.)

Students entering between fall 1997 and spring 2001 and who attempt at least two-thirds of their UCSC credits for letter grades have an official UCSC GPA listed on their transcript. Students who attempt more than one-third of their UCSC credits on a P/NP basis cannot have an official UCSC GPA (but read the section on UC Grade Point Average on page 64).

The Committee on Educational Policy has ruled that students who entered UCSC before fall 2001 are not subject to departmental restrictions on P/NP grading for courses used to satisfy major requirements.

Withdrawal from a Course

Regardless of the grading option you have chosen, you may formally withdraw from a class by filing a petition to Request a W (Withdraw) grade notation at your college office. The completed petition must be filed by the end of the sixth week of instruction (see the Academic and Administrative Calendar at reg.ucsc.edu/calendar for deadlines). The grade notation of W will appear on your official transcript, but it is not included in your GPA calculation. Academic Senate Regulations 6.1.4 and 9.1.3 contain the general policies about W grade notations.

Incomplete Grade Notation

You must make arrangements with the course instructor before the end of the quarter to request an Incomplete. At an instructor’s discretion, an I grade notation may be assigned for work which is of passing quality but incomplete. If it becomes apparent that you will not be able to finish the final course work before the last day of the quarter, let the instructor know as soon as possible.

Because an I grade carries no credit, you should talk with your college adviser about the possible consequences on your academic standing. Students already in academic difficulty could jeopardize their
4. Measuring Academic Progress

Evaluating Academic Performance

- Evaluations
- Grades
- Letter Grades
- Pass/No Pass Option
- Limits on the Pass/No Pass Grading Option
- Withdrawal from a Course
- Incomplete Grade Notation
- Removal of an Incomplete Grade Notation
- In Progress for Multiple-Term Courses

The Navigator
Office of the Registrar Publications

Evaluating Academic Performance continued

standing by taking an Incomplete.

To remove an Incomplete from a course, you must file a Petition for Removal of Incomplete and complete the course work no later than the last day of the following quarter. The instructor may require an earlier date. (See Removal of an Incomplete Grade Notation, below.) You need not be registered to file a Petition for Removal of Incomplete. Once you have completed the course work and the instructor has submitted the paperwork, the grade change will appear permanently on your academic record.

If the course work and Petition for Removal of Incomplete are not completed by the specified deadline, or the instructor fails to submit a final grade, that course is treated as an F (Fail) or NP (No Pass), which will appear on your official transcript. A lapsed Incomplete is also noted on your internal record, which is used for academic advising.

Academic Senate Regulation 9.1.6 contains the general policy on Incomplete notations.

**Removal of an Incomplete Grade Notation**

If you have received a grade notation of I (Incomplete) for a course, you must follow the steps below to convert it to a final grade. If you do not complete this process before the deadline listed in the Academic Calendar for the quarter following the one in which you earned the I, it will become a permanent failing grade (F or NP, depending on the grading option you chose for the course).

- Obtain a Petition for Removal of Incomplete form at the Office of the Registrar and complete the top section.
- Take it to the Cashier's Office before 4 p.m. on the deadline given in the Academic and Administrative Calendar and pay the $10 fee. The Cashier's Office will validate the petition, keep one copy, and return the remaining pages of the petition to you with a receipt of payment.
- Take the validated petition with the completed course work to the instructor of the course by the same deadline. The instructor will complete the process.

The instructor will assign a final grade for the course based on the work that you submit. That final grade will be reported to the department that sponsored the course, which will forward the completed petition to the Office of the Registrar. Your final grade will be officially recorded by the Registrar.

**In Progress for Multiple-Term Courses**

The IP (In Progress) grade notation is restricted to certain multiple-term courses that extend over two or three quarters of an academic year. These courses are specifically described in the UCSC General Catalog. The grade option you select in the first quarter of the multiple term course applies to all quarters of the sequence. You receive the same notation for each course upon completion of the two- or three-quarter sequence; the final grade is applied to all quarters.

If you are unable to complete a multiple-term course sequence, arrange with the instructor of the course to receive credit for the quarter(s) of work completed. The instructor must report the notation to the Office of the Registrar.
Grade Notification

Grades
Grades are due from faculty approximately five calendar days after the end of the term. Access your grades via the MyUCSC portal.

If a course in which you believe you were enrolled is not listed and does not appear on any printed grade notice, you were not officially enrolled. See your academic adviser as soon as possible to discuss your options.

Evaluations
Academic Senate regulations require faculty to submit evaluations within 15 working days after the conclusion of the quarter. You may view your evaluations on the web as soon as they are entered on MyUCSC. If a full quarter has elapsed since you satisfactorily completed a course, and your evaluation for the course is not available on the web, check with the instructor or (in the instructor’s absence) the chair of the department or the provost of the college that sponsored the course.

If you fail a course or do not complete the course, the instructor is not required to write an evaluation for you. The instructor may, however, provide an evaluation to give information about why you failed or did not complete the course. If you are placed on probation, information from such evaluations will be considered by the academic standing review committee of your college along with the evaluations of the courses that you complete successfully. Evaluations for courses for which you do not receive a passing grade are not included in your official transcript.

Academic Senate Regulation 9.2 contains the general policy on evaluations.

Comprehensive Exam and Thesis Grades
Comprehensive examinations and senior theses are graded Honors, Pass, or Fail. When you are awarded Pass or Honors for your comprehensive examination or senior thesis, the notation is posted to your academic record after you complete graduation requirements. The faculty who administer the examination or advise on the senior thesis will write an evaluation of your performance. This evaluation becomes a part of your official academic record. See Declaring Majors and Minors, on page 52 for further information.

A student who does not pass the comprehensive examination may be permitted to repeat it once. Exams or theses of students receiving Honors or Fail are read by at least two readers.

Academic Senate Regulation 9.3.1 contains the general policy on grading of comprehensive examinations.

Honors

Dean’s List Honors
Students will be considered for quarterly Dean’s Honors if they have earned a minimum of 15 units that quarter, of which at least 10 are graded, with a term grade point average equal to or higher than that required for University Honors at graduation in their group* for the current academic year. The notation “Dean’s Honors” will appear on the transcript.

Honors at Graduation
Honors at graduation are awarded by the University and by the separate Majors and Colleges based upon a review of their graduates’ academic records. In general, these honors are limited to 15% of the graduating class. University Honors are based upon cumulative UC Grade Point Average. Faculty review for Major and College honors may involve additional criteria.

University Honors
To be considered for University Honors at graduation students must have completed 70 or more units at the University of California and have attained within their group a UC GPA that places them in the rankings as follows: Summa Cum Laude, top 2%; Magna Cum Laude, next 3%; Cum Laude, next 10%. Each year the Registrar will calculate the GPA thresholds required for these levels of University Honors, based on the GPAs of recent graduates. The notation University Honors, Summa Cum Laude or Magna Cum Laude will appear on the diploma and transcript, as appropriate.

*GPA thresholds for Baskin School of Engineering majors are calculated separately from those of majors in all other divisions
Honors in the Major

At graduation, the department sponsoring a student's major program may confer Honors or Highest Honors in the major. This notation appears on the transcript as well as on the diploma. In general, no more than 15% of the graduating class in a major will be awarded Honors at graduation.

College Honors

Colleges review their graduating students for academic achievement and according to criteria set by the college faculty reviewers. This notation appears on the transcript as well as on the diploma. In general, no more than 15% of the graduating class of a college will be awarded Honors at graduation.

Deadlines

To be considered for honors in the major or college honors, students must apply to graduate by the Registrar's deadline.

Any Student who has a reportable disciplinary sanction for a violation of academic integrity policies may be ineligible for any honors designation, at the discretion of the agency that awards the designation.

Honors Societies

Many UC Santa Cruz students are members of departmental, professional, local, and national honor societies whose goals are to recognize and improve scholastic standing in an area of interest. Among these are: Phi Beta Kappa (the oldest national society that advances scholarship and recognizes excellence in the liberal arts and sciences); Tau Beta Pi (the Engineering honor society that recognizes students of distinguished scholarship, exemplary character, and dedication to service; and Psi Chi (which encourages, stimulates, and maintains excellence in scholarship, and advances the science of Psychology).
UCSC Undergraduate Grading Policies

1. **Enrollment**
   - When students enroll, letter grading is the default. The P/NP option is available only to students in good academic standing.
   - Students may change the grading option up to the 15th day of instruction.

2. **Withdrawal**
   - After the last day to drop a course, students may withdraw from a course whether enrolled for a letter grade or for Pass/No Pass grading. The Academic and Administrative Calendar lists deadlines for withdrawing from a course.

3. **Grades**
   - If enrolled in a course for a letter grade, students will receive a grade of A+, A, A-, B+, B, B-, C+, C, C-, D, F, W (Withdraw), I (Incomplete), or IP (In Progress). If enrolled in a course for Pass/No Pass, students will receive a grade of P (Pass), NP (No Pass), W (Withdraw), I (Incomplete), or IP (In Progress).
   - Note: Beginning fall 2001, NP grades will appear on official transcripts of all students, like all other grades.

4. **Evaluations**
   - For each course in which credit is earned, whether letter graded or Pass/No Pass, all students will receive an evaluation. Evaluations are a permanent part of the academic record. All students may request transcripts either with or without evaluations.

5. **UCSC Grade Point Average**
   - For all students, a UCSC GPA is calculated from UCSC courses, courses taken through the Education Abroad Program, and courses taken on another UC campus in an intercampus exchange program. The UCSC GPA is displayed on the official transcript. Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.

6. **UC Grade Point Average**
   - All students have a UC GPA calculated from courses taken for a letter grade at UCSC, at other UC campuses, and through the Education Abroad Program. The UC GPA is not on the official transcript but is available from the MyUCSC portal when checking grades from a previous quarter. Your UC GPA must be at least 2.0 in order for you to graduate. Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.

7. **Satisfying Requirements**
   - Departments may require that some or all courses used to satisfy the major must be taken for a letter grade.

8. **Incompletes**
   - The notation I (Incomplete) may be assigned when work for a course is of passing quality but is not complete. Prior arrangements must be made with the instructor for a grade of I. To remove the Incomplete, the student must file a petition and the completed course work by the deadline on the last day of the following quarter. If an I is not removed by the deadline, it will lapse to F or NP, depending on the grading option in effect. The F and the NP will appear on official transcripts, along with the removal of incomplete notation.

9. **Repeats**
   - Undergraduates may repeat courses in which they earn a D, F, or No Pass. Courses in which a grade of No Pass is earned may be repeated on the same basis or for a letter grade. Students may only repeat a maximum of 15 credits for courses in which a grade of D or F was received. In computing the GPA for these repeats, only the grade and corresponding grade points earned the last time the course was taken will be used. After the 15-credit maximum is reached, the GPA will be based on all grades assigned and total credits attempted. To repeat a course more than once, consult with your college adviser. Credit is not awarded more than once for the same course, but the grade assigned each time the course is repeated will be permanently recorded on the official transcript.

10. **Graduation Requirements**
    - No more than 25 percent of the UCSC credits applied toward graduation may be graded on a Pass/No Pass basis. This includes any credits completed in the Education Abroad Program or on another UC campus in an intercampus exchange program. Departments may require that some or all courses used to satisfy the major must be taken for a letter grade.
    - Students must complete all requirements for the major with a grade of P, C (2.0), or better. All undergraduates, regardless of when they entered UCSC, must meet the minimum UC GPA requirement of 2.0 in order to receive a degree from UCSC. See the section on Catalog Rights (page 5) regarding graduation requirements in effect for each student.

11. **Graduation Requirements**
    - There is no limit on the number of credits graded Pass/No Pass which may be applied toward graduation.
4. Measuring Academic Progress

Grade Point Averages

- UCSC Grade Point Average
- Students Entering UCSC for the First Time in Fall 2001 or After
- Students Who Entered UCSC Between Fall 1997 and Spring 2001 (Inclusive)
- Students Who Entered UCSC Before Fall 1997
- UC Grade Point Average
- Calculating Your Grade Point Average
- Grade Points

Grade Point Averages

A summary grade point average (GPA) can be calculated from your course grades by dividing the number of credits attempted for a letter grade into the number of grade points earned for those credits. This calculation is described in more detail in the box below. Students are expected to maintain a GPA of at least 2.0, calculated from courses taken for a letter grade within the University of California system. (See the section on the UC Grade Point Average below.)

UCSC Grade Point Average

Students are subject to different rules for the UCSC GPA depending on date of first enrollment.

Students Entering UCSC for the First Time in Fall 2001 or After:

The registrar calculates both a current UCSC GPA, based upon courses attempted in the current term, and a cumulative UCSC GPA, based upon all courses attempted at UCSC. Both UCSC GPAs are part of your official record and appear on your transcript. They are used in calculating your academic standing. (See the section on Academic Standing, page 66.) Courses that you take at other institutions are not counted in your UCSC GPA unless they become part of your official UCSC transcript. (For example, transfer work from a community college is not included in your UCSC GPA, but courses that you take while on the UC Education Abroad Program are included in your UCSC transcript and hence in your UCSC GPA.)

Students Who Entered UCSC Between Fall 1997 and Spring 2001 (inclusive):

You will have a cumulative UCSC GPA if, and only if, you have elected letter grades in at least two-thirds of your attempted credits. If you attempt more than one-third of your credits for P/NP grading, you cannot have an official UCSC GPA. For example, if you elected letter grades for 10 of the 15 credits attempted for your first term, a grade point average based upon the 10 graded credits would be printed on your transcript at the end of the fall quarter. But if you then decide in the winter quarter to elect P/NP grading for 10 of your 15 credits, you will have changed the balance of letter-graded to P/NP credits to half and half. As a result, you would no longer have an official UCSC GPA at the end of the winter term. You should decide whether you wish to have a cumulative UCSC GPA and make your choice of grading options accordingly.

Students Who Entered UCSC Before Fall 1997:

You cannot have an official UCSC GPA, regardless of how many courses you have taken for a letter grade. No GPA appears on your transcript. However you must still maintain a minimum requirement of 2.0 in your UC GPA (immediately below).

UC Grade Point Average

A UC GPA is different from the UCSC GPA because it is based on all courses attempted for a letter grade at any campus of the University of California system. Your UC GPA is not displayed on your official transcript; it is available from the MyUCSC portal on your academic summary page.

All students, regardless of when they entered UCSC, must maintain a minimum UC GPA of 2.0 even if they do not have a UCSC GPA. If your UC GPA is lower than 2.0, you will be notified by the registrar or your college that you have a UC grade point deficit. You must remove that deficit by earning letter grades above C in UC courses. Course work attempted for a letter grade at UCSC or at another UC campus can be used to improve a UC grade point average. This includes courses taken in the summer term. Consult with your college academic preceptor for advice if you are informed that you have a UC grade point deficit. You cannot earn a degree from UC if you have a UC grade point deficit.

Grade Points

Grade points are assigned to each letter grade as shown below. Grades shown in bold (W, I, IP, P, NP) are not included in the UCSC GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
</tbody>
</table>

D = 1.0
F = 0.0
W = 0.0
I = 0.0
IP = 0.0
P = 0.0
NP = 0.0
Calculating Your Grade Point Average

The grade point average is determined by dividing the number of grade points earned by the number of credits attempted for a letter grade. The number of grade points earned for a course equals the number of grade points assigned multiplied by the number of course credits. For example, suppose a student takes three 5-credit courses and receives grades of A-, B-, and C+. UCSC truncates the GPA at the hundredths; for example, 2.998 becomes 2.99.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Course Credits</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>3.7</td>
<td>5</td>
<td>18.5</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>5</td>
<td>13.5</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>5</td>
<td>11.5</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
<td>43.5</td>
</tr>
</tbody>
</table>

43.5 divided by 15 = 2.9 GPA
Academic Standing and Minimum Progress

Full-time undergraduate students at UCSC are expected to enroll in and earn a grade of C or better (or P) in an average of 15 credits per quarter, completing the 180 credits needed for graduation in four years. Extensions of enrollment beyond the equivalent of 13 full-time quarters require the approval of your college. (See page 68 for adjustments for part-time students.)

Your college will regularly check to insure that you are making (at least) minimum progress toward completing your degree and, at the end of each term, will determine whether you are in good academic standing. If you do not pass enough credits with a grade of C or better (or P), you may be placed on academic probation. If your academic standing or progress falls below minimally acceptable levels, you may be disqualified from further enrollment in the university.

Determining Your Academic Standing

Policy Applying to Students Entering UCSC Fall 2001 and After:

Your academic standing is calculated at the end of each term based upon your current and cumulative UCSC GPA. If both your current and cumulative UCSC GPA are 2.0 or greater, then you are in good academic standing. If either your current or cumulative GPA is less than 2.0, then you are on academic probation. In that event, you should consult with your college academic preceptor about what you need to do to return to good standing. If your current UCSC GPA falls below 1.5 in any term, or if you are already on academic probation and your cumulative UCSC GPA falls below 2.0, then you are subject to disqualification from further enrollment in the university. See the section on What Happens When You Are in Academic Trouble, page 70.

Policy Applying to Students Who Entered UCSC Before Fall 2001:

Your academic standing is determined by your academic progress, a comparison of the number of credits for which you have earned a grade of C or better (or P) to the number of full-time quarters you have been at UCSC. Courses in which you earn a grade of D, F, or NP do not count toward academic progress (nor do courses from which you officially withdraw or in which you receive an Incomplete grade notation). At the end of each term, your college will determine your academic standing by measuring your current progress and your cumulative progress.

• Current Progress. Your current progress is determined by checking Chart 1 for the number of credits in which you earn a grade of C or better (or P). If you have passed fewer than 30 credits in your most recent three full-time quarters, you are below minimum progress and will be reviewed for disqualification. If you have passed between 30 and 34 credits in that period, your standing based upon your current progress is Academic Probation.

• Cumulative Progress. Your cumulative progress is determined by comparing against Chart 2 the number of full-time quarters you have been at UCSC with the total number of credits that you have earned at UCSC with a grade of C or better (or P). For example, if at the end of your fourth full-time quarter, you have not passed at least 40 credits, then you are below minimum progress and will be reviewed for disqualification.

Your academic standing is determined by whichever measure is lower. That is, in order to be in good academic standing, you must be in good academic standing on both the current progress chart and the cumulative progress chart. If you are below minimum progress on either the current progress chart or the cumulative progress chart, you will be reviewed for disqualification.

Chart 1: Current Progress

You must have passed at least 30 credits in your three most recent quarters of attendance at UCSC. Minimum number of credits to be in good standing is 40 per three-quarter period.

<table>
<thead>
<tr>
<th>Number of credits passed in three most current quarters</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>40–plus</td>
<td>Good Standing</td>
</tr>
<tr>
<td>35–39</td>
<td>Academic Warning*</td>
</tr>
<tr>
<td>30–34</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>fewer than 30</td>
<td>Review for Disqualification</td>
</tr>
</tbody>
</table>

* There is no warning category for students in their first two quarters of enrollment at UCSC.
4. Measuring Academic Progress

Academic Standing and Minimum Progress

- Determining Your Academic Standing
- What Grades Do You Need to Return to Good Academic Standing?
- Chart 1: Current Progress
- Chart 2: Cumulative Progress

Chart 2: Cumulative Progress

You must pass a minimum number of credits appropriate to your total quarters of attendance at UCSC to remain in good standing.

<table>
<thead>
<tr>
<th>Number of full-time quarters at UCSC</th>
<th>Good Standing (Satisfactory Progress)</th>
<th>Academic Probation (Minimum Progress)</th>
<th>Review for Disqualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of credits passed</td>
<td>from down to</td>
<td>from down to</td>
</tr>
<tr>
<td>1</td>
<td>15 down to 10</td>
<td>9 down to 5</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>30 down to 25</td>
<td>24 down to 15</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>45 down to 35</td>
<td>34 down to 30</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>60 down to 50</td>
<td>49 down to 40</td>
<td>40</td>
</tr>
<tr>
<td>5</td>
<td>75 down to 60</td>
<td>59 down to 50</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>90 down to 75</td>
<td>74 down to 65</td>
<td>65</td>
</tr>
<tr>
<td>7</td>
<td>105 down to 85</td>
<td>84 down to 75</td>
<td>75</td>
</tr>
<tr>
<td>8</td>
<td>120 down to 95</td>
<td>94 down to 85</td>
<td>85</td>
</tr>
<tr>
<td>9</td>
<td>135 down to 110</td>
<td>109 down to 100</td>
<td>100</td>
</tr>
<tr>
<td>10</td>
<td>150 down to 120</td>
<td>119 down to 110</td>
<td>110</td>
</tr>
<tr>
<td>11</td>
<td>165 down to 135</td>
<td>134 down to 125</td>
<td>125</td>
</tr>
<tr>
<td>12</td>
<td>180 down to 150</td>
<td>149 down to 140</td>
<td>140</td>
</tr>
</tbody>
</table>

What Grades Do You Need to Return to Good Academic Standing?

A grade point balance (GPB) is the difference between the number of grade points that you have earned and the number of grade points needed for a 2.0 GPA. In order to be in good academic standing, both your current and cumulative GPBs must be greater than (or equal to) 0. To return to good academic standing, a negative grade point balance (i.e., a grade point deficit) must be eliminated. Earning grades above the C level (C+ or better) adds points to your GPB. Grades of D or F subtract points from your GPB. (A grade of C has no effect on your GPB.)

The chart below shows the effect of grades on your grade point balance. (Note that balance points earned by a letter grade are multiplied by the number of credits for the course.)

<table>
<thead>
<tr>
<th>Grade earned</th>
<th>Points per credit</th>
<th>Points for a 5-credit course</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or A+</td>
<td>+2.0</td>
<td>+10.0</td>
</tr>
<tr>
<td>A-</td>
<td>+1.7</td>
<td>+8.5</td>
</tr>
<tr>
<td>B+</td>
<td>+1.3</td>
<td>+6.5</td>
</tr>
<tr>
<td>B</td>
<td>+1.0</td>
<td>+5.0</td>
</tr>
<tr>
<td>B-</td>
<td>+0.7</td>
<td>+3.5</td>
</tr>
<tr>
<td>C+</td>
<td>+0.3</td>
<td>+1.5</td>
</tr>
<tr>
<td>C</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>D</td>
<td>-1.0</td>
<td>-5.0</td>
</tr>
<tr>
<td>F</td>
<td>-2.0</td>
<td>-10.0</td>
</tr>
</tbody>
</table>

For example, if your cumulative grade-point balance is -10 at the end of the term, your grade point deficit would be eliminated by any of the following grades in three 5-credit courses: an A with two Cs; two Bs and a C; or a B, a B-, and a C+.
Minimum Progress for All Undergraduates

An undergraduate student who is not making minimum progress toward a degree is subject to disqualification from further enrollment. As a full-time undergraduate student, you are considered to be making minimum progress toward the degree if you have satisfied both of the following conditions:

1. You have passed (with a grade of D or better or P) at least 36 credits for each academic year of full-time enrollment;
2. You have earned an average of 12 credits or more for each additional quarter of full-time enrollment;
3. You have earned four-fifths of credits attempted in part-time enrollment.

In determining satisfaction of minimum progress, transfer credits that you earned before admission to UCSC are not considered. Any transfer or Summer Session credit that you earn after admission to UCSC may be considered when satisfying minimum progress after it has been officially transferred and posted to your official academic record.

Part-Time Students

Part-time students are held to the same minimum progress standards as full-time students by treating each 15 credits attempted as the equivalent of one full-time term. Consult with your college academic adviser for assistance in this calculation if you have questions about the calculation of your academic progress.

Workshops from the Coalition for Student Academic Success

The Coalition for Student Academic Success sponsors a series of workshops every quarter to support your goals of persevering and succeeding at the university. If you have questions, please call STARS at 459-2552.

Repeating Courses

Courses graded P (Pass) or C or better may not be repeated for credit. A few courses are labeled “May Be Repeated for Credit” in the UCSC General Catalog. These are courses in which the course content varies from quarter to quarter. Grades are recorded for each quarter these courses are taken. Undergraduates may repeat courses in which they earn a D, F, W, or NP. Courses with a grade of D or F may be repeated only for a letter grade and may not be repeated on a Pass/No Pass basis. Courses with a grade of NP may be repeated on the same basis or for a letter grade.

Degree credit for a repeated course is given only once. Hence, if you repeat a course in which you originally earned a D grade (and therefore degree credit), you will not receive any additional degree credit. If you repeat and pass a course in which you originally earned an F or NP, you will receive credit for the course. Your official transcript will record both the original course and the repeated course and the grades you got for each. See Repeats, on page 63 for additional information.

The grade you receive when you repeat a course for a letter grade is included in your GPA. However, for the first 15 credits of repeated work, the grade that you originally received will be removed from the calculation of your GPA. Hence, repeating a course in which you got a D or an F (and getting a better grade) is an effective way of improving your GPA and perhaps your academic standing as well. If you exceed the 15 credits of repeated work, however, your GPA will include both the original grade and the grade that you earned on the repetition.

Repetition of a course more than once requires approval of your college. Each course you repeat will be coded on your transcript to indicate that your cumulative grade point average has been adjusted in accordance with UCSC academic policies on repeated courses.

Academic Senate Regulations A9.1.8, 9.4.1.E, and 10.1.2 contain the general policies about repeating courses.

Questioning Grades and Evaluations

Your grade and evaluation for the course are based upon the instructor’s assessment of your academic performance in the course. If you have questions about how your grade or evaluation is related to the work that you did for a course, you should feel free to discuss the course requirements, criteria for evaluation, and your performance with the instructor of the course. A conversation like this will generally resolve your questions and sometimes reveals that a clerical error or other mistake was made in assessing your work. In the case of the latter, the instructor is able to revise the grade or evaluation.
Formally Disputing a Grade or Evaluation

If after discussing your assessment with the instructor you are convinced that your grade or evaluation was based upon non-academic criteria (such as ethnicity, political views, religion, age, sex, financial status, or national origin), or capricious or arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements, you may officially dispute the grade or evaluation and file a grievance following the procedure described below. You may only file a grievance based upon evidence that the instructor disregarded your academic performance in giving the evaluation or grade. You may not file a grievance merely because you disagree with an instructor's assessment of your work.

The procedure for undergraduate students to file a grievance for an assessment is outlined in senate regulations available on the web at [http://senate.ucsc.edu/aagc/](http://senate.ucsc.edu/aagc/). You must contact the instructor within one regular academic quarter of the issuance of the grade or evaluation to see if the issue can be resolved. You must initiate a grievance within one year from the date the evaluation or grade notation becomes part of your record.
Academic Trouble
The Registrar’s Office and your college will contact you if you are placed on academic probation. You should immediately make an appointment to see a college adviser for advice on how to return to good academic standing.

Academic Probation
You are placed on academic probation when you are not passing enough courses with grades at the level of C or better. In placing you on academic probation, the college is warning you that your current level of academic performance could put you in danger of disqualification from the university. While you are on academic probation, you remain eligible for most financial aid (unless you are later barred or disqualified). The fact that you are on academic probation is not permanently entered on your academic record. However, that information is recorded on your unofficial transcript.

Academic probation is a serious call for you to take a careful look at your workload, study habits, choice of program of study, priorities, and motivation. The strategies for improving your academic standing differ depending upon the causes of your academic difficulty and whether the difficulty is a short-term problem in one term or whether it arises from a longer term pattern. Getting good advice from academic counselors will help you get back on the road to good academic standing. However, failure to actively address the problem may lead to a further decline in your academic standing to the point where you become subject to disqualification from the university.

Academic Disqualification and Barred Enrollment
If your academic standing declines to the point where you are subject to disqualification, your college will review your case and decide to take one of the following actions:
• to bar your enrollment for a specified period of time with conditions on your readmission;
• to disqualify you indefinitely from further enrollment in the university;
• to waive your barred enrollment or disqualification for a term, based upon indications that you may be able to improve your academic standing. In this case, your status is called “Academic Probation — Subject to Disqualification.”

Students who are given “Academic Probation — Subject to Disqualification” status may still enroll in classes, live in university housing, and remain eligible for most types of financial aid.

If you are barred or disqualified, that fact is entered on your permanent academic record. Your financial aid is cancelled, and you cannot continue to live in university housing. You are not eligible to audit or attend classes during the regular academic year. You may not receive a degree while you are on barred or disqualified status.

Appealing Disqualification or Barred Enrollment
If you are subject to barred enrollment or disqualification, your college will notify you of the decision of the academic standing review committee regarding your status as soon as possible after the end of the term. The letter informing you of this decision will specify the time frame within which an appeal will be considered. If there is information relevant to determining your academic standing which you believe the academic standing review committee was not able to take into account, you may provide that evidence in a written appeal to your college provost. Students who appeal will receive written notification of the college’s decision. If you do not appeal by the appeal deadline, the decision of the review committee will take effect immediately.

Readmission After Barred Enrollment or Disqualification
If your college bars your enrollment for a fixed period, it may also stipulate certain conditions on your readmission to UCSC. For example, students who are subject to disqualification at the end of their first year may be barred for one full year. In addition, the college may require the student to complete the equivalent of a year’s course work at another institution (for example, a community college) with a certain GPA before the student can be readmitted to UCSC. In other cases, the readmission condition might not require additional course work but would require a change of major or that personal or medical issues be addressed (courses taken outside of UCSC will not be used to improve your UCSC GPA).

Readmission after indefinite disqualification is more difficult. Generally students are indefinitely disqualified only after they have fallen into very serious academic difficulty. Readmission is approved for disqualified students only when there is reason to think that they have addressed the sources of their original academic difficulty and then only after more than one year has elapsed since their disqualification.

In either case, you must make formal application to UCSC for readmission, observing the deadlines stated in the Academic and Administrative Calendar. Any conditions for readmission should be addressed in your application. See the section on Readmission, on page 90.
Final Examinations

Final examinations are given during the exam week period at the time announced in the Schedule of Classes, usually in the same room used for class meetings during the quarter. Final examinations are required in all undergraduate courses unless the department or other agency sponsoring the course has obtained permission from the Committee on Educational Policy to evaluate students in another manner.

No change in the time or date of a final examination may occur unless the course sponsoring agency has obtained the approval of the Committee on Educational Policy. When finals are administered, they must be completed at the scheduled exam time and may not require more than the scheduled three-hour time block. If a take-home examination is not assigned until the week designated for final exams, it cannot require more than three hours to complete.

Many students prefer enrolling in courses so as to avoid more than two final examinations on the same day. Instructors may bar students from taking the examination if they arrive late. If a student misses an examination due to an unavoidable emergency, the instructor may agree to give an Incomplete and schedule a makeup examination provided that the student's work is passing up to that point. Travel plans for vacation are not an emergency, and should not be made without checking the final examination schedule.

When a final examination is one of the regular requirements in a course, no one taking the course may be individually exempted from it.

Closed Week

No examinations or tests other than laboratory exams or individual makeup exams may be given during the last week of instruction.

Examination Retention

An instructor may release to individual students the original final examinations (or copies). Otherwise, the instructor will retain final examination materials at least until the end of the next regular term. During that time students will be allowed to review their examinations.

Religious Observance

Given the diversity of religious practice within the campus community, academic and administrative units are encouraged to make reasonable accommodation when the schedule of a required campus event conflicts with an individual's religious creed. It is the official policy of the University of California, Santa Cruz, to accommodate, without penalty, requests for alternate examination times in cases where the scheduled time for the examination violates a student's religious creed.

Requests for accommodation for religious observance must be made directly to the faculty member in charge of the course within the first two weeks of the term or as soon as possible after an examination date is announced. Instructors are expected to make reasonable accommodation for such requests. Students who are unable to reach a satisfactory arrangement with an instructor should consult the head of the unit sponsoring the course or the campus ombudsman.

Accommodations for Disability

Students with registered disabilities that require examination modifications will be accommodated in compliance with state and federal laws. Reasonable accommodations will be made based on recommendations from the Disability Resource Center.
Credit from Another Institution

Subject to certain limitations, you, as a student, may earn credit toward your degree at UCSC by enrolling in courses at other collegiate institutions. The limitations include the following:

You may not transfer more than 105 quarter credits (or 70 semester credits) from two-year or community colleges. After that point, you may still receive subject credit. For example, if you have already transferred 105 quarter credits from community colleges, you could still satisfy the American History and Institutions Requirement with a community college course; however, the credits from that course would not transfer.

To satisfy the campus residence requirement, 35 of your last 45 credits must be regular courses of instruction taken as a registered student at UCSC.

Transferable courses in which you receive a grade of D will not be used to satisfy general education (G.E.) or major requirements, but will be applied as elective credit toward your degree. G.E. and major requirements must be satisfied with course work completed with a Pass (must be equivalent to a 2.0 or higher) or grade of C (2.0) or better.

Course work will be evaluated only if you are currently enrolled or have announced candidacy for graduation. You will not receive transfer credit if you are no longer in attendance.

If you plan to enroll concurrently at UCSC and at another institution, contact your academic preceptor regarding your college’s procedure. Students are advised not to enroll concurrently at another institution during their first term of attendance at UCSC. Those students wishing to be concurrently enrolled should discuss this option with their college academic preceptor or their undergraduate department adviser. Financial aid recipients should also check with the Financial Aid and Scholarship Office to find out how enrolling concurrently at another institution might affect their status.

Selecting Transferable Courses

It is not always easy to select transferable courses from another collegiate institution. Here are a few suggestions:

- The UC Transfer Course Agreements list all courses that are transferable for elective credit from all of the California community colleges. You can access this information at [www.assist.org](http://www.assist.org). You can also view any general education, departmental, or major preparation agreements that UCSC may have with a particular California community college through the ASSIST web site.
- If you are considering enrolling in a program outside the U.S. that is not part of the Education Abroad Program, you should obtain information about the institution offering or sponsoring the program that will issue the record and the courses you are planning to take. The institution must be appropriately accredited or recognized in order for the course to be reviewed for possible transfer credit. You should be prepared to submit course descriptions/syllabi and the work you completed for evaluation when you return to UCSC. If a program is not acceptable for transfer credit, you may consider pursuing independent study credit or UCSC credit by petition. You must be enrolled at UCSC to obtain credits through these two options.
- Before enrolling, you can submit a Proposed Program Evaluation to the Admissions Office to determine whether your proposed courses will transfer. You can also request that the courses be reviewed for satisfaction of a UCSC general education requirement. It may be necessary to submit descriptions of your proposed courses. Please note: The Office of Admissions does not review Proposed Program Evaluations for courses from California community colleges since this information is available online at [www.assist.org](http://www.assist.org).
- Take courses that are similar to regular courses of instruction at UCSC. Compare the catalog descriptions.
- Avoid taking a course that is closely related to a course you have already taken. You cannot receive credit for a course that duplicates credit you have already earned.
- In general, avoid taking lower-division courses in a subject area in which you have completed upper-division courses.
- If you want to apply a course to your major or minor, consult with your department. While the official transfer credit information can only be supplied by the Office of Admissions, the department can tell you whether the course will satisfy major requirements if it is found to be transferable.
- Graduating seniors should not enroll elsewhere and expect to graduate immediately after completing the course work. If you plan to take your final course at an institution other than UCSC, have official transcripts sent to the Office of the Registrar. If you are unable to provide transcripts by the last day of the quarter in which you have announced your candidacy, you must reschedule your candidacy for the following quarter.
5. Educational Options

Credit from Another Institution

• Students Entering UCSC with Transfer Credit (Continuing Students)

• Selecting Transferable Courses

• How to Convert Credits from Semester to Quarter and Quarter to Semester

• After You Complete the Course Work

How to Convert Credits from Semester to Quarter and Quarter to Semester

Quarter credit ÷ 1.5 = Semester credit.
Semester credit x 1.5 = Quarter credit.

After You Complete the Course Work

Have a copy of your final transcript sent to
Office of the Registrar
University of California
1156 High Street
Santa Cruz, CA 95064

The Office of the Registrar will forward your transcript to the Office of Admissions for evaluation. When the evaluation is complete, the transfer credit will be posted to your academic record. You may view the information on the MyUCSC.
5. Educational Options

Exchange Programs

- Intercampus Visitor Program
- UNH and UNM Exchange Programs
- Education Abroad Program

Exchange Programs

Intercampus Visitor Program

The Intercampus Visitor Program enables students to take advantage of educational opportunities at other campuses of the University of California. Students may take courses not available at UCSC, participate in special programs, or study with distinguished faculty at other campuses. The program is for one term only; students are expected to return to the Santa Cruz campus after the visit.

Each host campus establishes its own criteria for accepting students from other campuses as visitors. For further information, contact the special programs adviser in the Office of the Registrar, 190 Hahn Student Services Building, 459-3459, registrar@ucsc.edu, http://reg.ucsc.edu/catalog/html/undergrad_acad.htm#ICV.

UNH and UNM Exchange Programs

The University of New Hampshire (UNH) and University of New Mexico (UNM) Exchange Programs, through reciprocal agreements, allow students to study and live in different educational, geographic, and cultural environments for one term or for a full academic year. Participants are usually in good academic standing. Students pay UC Santa Cruz registration fees and are expected to return to Santa Cruz to complete their studies. Students are selected for the programs during winter quarter.

Further information is available from the special programs adviser in the Office of the Registrar, 190 Hahn Student Services Building, 459-3459, registrar@ucsc.edu, reg.ucsc.edu/students/exchange.html.

Education Abroad Program (EAP)

Through the Education Abroad Program (EAP), the University of California offers students the opportunity to study at more than 140 universities in 34 countries as part of their regular UC academic program. The university operates study centers in Australia, Barbados, Brazil, Canada, Chile, China, Costa Rica, Denmark, Egypt, England, France, Germany, Ghana, Hong Kong, Hungary, India, Ireland, Italy, Japan, Korea, Mexico, Netherlands, New Zealand, Russia, Scotland, Singapore, South Africa, Spain, Sweden, Taiwan, Thailand, Turkey, and Vietnam. The EAP serves students at all UC campuses and is administered by the University Office of EAP in Santa Barbara.

Students receiving financial aid can apply their award to a program abroad. In addition, special scholarships are available for students going to some countries. Funds for small scholarships have been provided by alumni of the program and the UC Office of the President.

Each EAP student receives full UC academic credit for courses completed and program options are available to sophomores, juniors, seniors, and graduate students. Students interested in participating in EAP should contact the office early in their college career. EAP is structured to allow students to go abroad while still completing their degree program in four years.

Further information on EAP is available from the International Education Office (IEO), 107 Classroom Unit Building, 459-2858, online at oie.ucsc.edu, or by e-mail at programsabroad@ucsc.edu
5. Educational Options

Cross-Enrollment

The cross-enrollment program permits UCSC students who meet certain eligibility criteria to enroll in one course on a space-available basis each quarter or semester at a California community college or California State University campus. The host campus may charge an administrative fee each quarter, and you must reapply each quarter you wish to cross-enroll at another campus.

**Note:** Not all community colleges and California State University campuses participate in the cross-enrollment program; contact the institution at which you wish to enroll for information.

Eligibility criteria are as follows:

- completion of at least one regular term at UCSC (fall, winter, or spring) as an admitted student;
- enrollment in at least 6 credits at UCSC in the term of cross-enrollment;
- attainment of good academic standing;
- classification as a California resident for tuition purposes;
- payment of the appropriate registration fees at UCSC; and
- completion of the appropriate academic preparation, as determined by the host campus.

Cross-enrolling at another institution may have implications for academic standing and eligibility for financial aid. Check with your college and financial aid advisers.

To be awarded transfer credit for work completed elsewhere, you must arrange for a transcript to be sent to

Office of the Registrar  
University of California, Santa Cruz  
1156 High Street  
Santa Cruz, CA 95064
Extension Courses

University of California Extension is the statewide, continuing-education service linking the university with the people and communities of the state. A catalog of current course offerings at UCSC Extension is available on the web at www.ucsc-extension.edu and from the UCSC Extension Office at 2505 Augustine Drive, Santa Clara, CA 95054 (408) 861-3700.

If you are regularly enrolled at UCSC, you may receive credit toward graduation for certain university extension courses. Courses numbered 1 to 199 are acceptable for transfer credit. The extension courses you wish to transfer will be reviewed to determine if they duplicate courses for which you have already received credit. The 300 and 400 series are professional courses and are not acceptable for transfer.

In order to have a course numbered 1 to 199 evaluated and the credit added to your UCSC record, request that an official transcript of your completed course work be sent to the UCSC Office of the Registrar. You must have the approval of the chair of your department to use an extension course to satisfy major or minor requirements.

The Concurrent Enrollment Program enables qualified people to take regular UCSC courses through UCSC Extension. UCSC students are not eligible for concurrent enrollment except to complete up to five credits toward graduation (if an extension course requires an additional laboratory class, you may receive credit for the lab as well); you will not receive credit for courses taken through concurrent enrollment otherwise. See Completion of 180 credits, page 34, or call 831-427-6606. Effective winter 2009, courses taken through concurrent enrollment will be included in your UCSC GPA.

Extension courses are not usually acceptable for financial aid purposes. Check with the Financial Aid and Scholarship Office about your particular situation.

Particular certificate programs within UCSC Extension have been certified for Workforce Investment Act (WIA) funding. Contact Michael Mrache at mfmrache@ucsc-extension.edu for further information related to WIA funding and UCSC Extension.
Field and Internship Programs

Independent field study is available through most colleges, departments, and committees on campus. In addition, there are several established field programs that offer students a variety of full-time and part-time off-campus field placements. Each of these programs has its own prerequisites for participation. Information is available at each program office and below.

Before you actually do the field work, you must submit a proposal and obtain sponsorship and approval. Retroactive credit will not be granted for field work. (See Special Approval Courses, page 82, for procedural information.) You are also responsible for any health or liability insurance you might feel is necessary. Check with the Cowell Student Health Center, 459-2211, for additional information.

You must register officially, pay regular university fees, including campus fees, and complete your enrollment in the approved courses to obtain field-study credit.

The Chancellor's Undergraduate Internship Program (CUIP)

CUIP provides students the opportunity to strengthen their leadership, managerial, communication, and other job skills in stipended, on-campus internships. For an entire academic year, interns work 15 hours per week in a campus unit. In fall and spring quarters, interns take a two-unit seminar designed to develop their skills and knowledge as student leaders. Interns take a lead role in an important campus project under the direction of a mentor. CUIP places students in key administrative offices, thereby allowing the interns to become familiar with the organization and structure of the campus and develop strong networks among leading administrators, campus professionals, and other student leaders. CUIP pays a year’s registration fees in exchange for a total of 450 hours of internship work. Undergraduate students in good academic standing with at least one quarter at UCSC are eligible to apply during the recruitment period at the beginning of winter quarter. The program is a collaboration between the Chancellor’s Office, host units, and the Career Center. For more information, see the Career Center Internship Program (http://intern.ucsc.edu/cuip) web site or call 459-2184.

Community Studies Field-Study Program

The Community Studies Field-Study Program has different programs for majors and non-majors in community studies, an interdisciplinary field that examines social change in the context of community. All community studies majors undertake a six-month, full-time field study or internship with a community organization or agency for academic credit. With the guidance of a faculty adviser and field study coordinator, students choose field placements related to the social justice issue on which they choose to focus. Students have been placed with health centers, radio and television stations, newspapers, city-planning departments, political parties, documentary film makers, neighborhood organizations, civil rights groups, battered women’s shelters, legal clinics, programs for seniors, tenant unions, the offices of elected officials, trade unions, and other organizations working for social change in communities. In addition, one-quarter part-time field studies are open to non-majors for credit. Further information is available from the community studies field-study coordinator, 218 Oakes College 459-4601, or the Community Studies Department, 229 Oakes College, 459-2371.

Economics Field-Study Program

The Economics Field-Study Program offers students an opportunity to integrate academic theory with hands-on experience. Students usually complete field studies locally, although there are some placements in Silicon Valley and the San Francisco Bay Area. Field placements have been arranged with businesses, industry, state and local governments, and nonprofit organizations. Students have completed projects in marketing, financial analysis, accounting, human resources, and international trade. They have conducted research on issues involving monetary trends, public policy, and the problems of small businesses.

Students must prepare for field study a quarter in advance, in consultation with program staff. The program is open to junior and senior economics majors. For further information, contact the Economics Field-Study Program, 459-2028, econintern@ucsc.edu.

The Career Center

Upon graduation, those students with previous internship experience are much more likely to find a good job in their career field than those graduates who have not had an internship. The Career Center can help you link your education to your career aspirations through an internship. Come to the Bay Tree Building, or call 459-4420. See page 98 for more information about the Career Center.

Education Field Programs

Education Field Programs at UC Santa Cruz offer a variety of field opportunities, both for students who are preparing for careers in education and for those who wish to broaden their programs in the liberal arts and
5. Educational Options

Field and Internship Programs

- Chancellor’s Undergraduate Internship Program
- Community Studies Field-Study Program
- Economics Field-Study Program
- Education Field Programs
- Environmental Studies Internship Program
- Latin American and Latino Studies Fieldwork
- Psychology Field-Study Program

Field and Internship Programs continued

sciences through the study of education as a major social institution.

The minor in education is an undergraduate program in which students explore the history of educational thought and philosophy, the politics and economics of education, learning theory and pedagogy, and issues of cultural and linguistic diversity in education. As a part of the six-course minor sequence, students engage in field study in schools through Education 180, Introduction to Teaching.

For more information, visit the Education Department web site, education.ucsc.edu.

Environmental Studies Internship Program

Open to all UC Santa Cruz students, the Environmental Studies Internship Program is an integral academic component of the environmental studies major, and it augments the research and professional development of undergraduate and graduate students. Interns are placed individually and in groups, in local, national, and international agencies. Their work often results in publications and resource documents and in some cases serves as the primary basis for policy formation. Placements have included research with small businesses and farms, state agencies, nongovernmental organizations, conservation groups, and planning departments; assignments as natural history interpretive guides for state and national parks; and apprentice positions with consultants, agroecologists, resource specialists, and teachers.

Part-time and full-time placements are available, and students may receive two to 15 course credits for their work. Each student’s placement is supervised by a faculty adviser, a field sponsor, and the internship coordinator. Students spend 12 to 15 hours each week on their assignments for every five course credits they receive.

Internships are designed to complement a student’s course work and are available for both lower- and upper-division credit. Qualified environmental studies majors may undertake a senior internship to fulfill the department’s comprehensive requirement. Students are also encouraged to use their placements as a basis for senior thesis research, and occasionally interns who have returned from the field may give lectures in classes or present seminars. In addition, internships provide a fieldwork component for some environmental studies courses.

Further information is available from the Environmental Studies Internship Program Office, 491 Interdisciplinary Sciences Building, 459-2104, envsintern@socsci-mail.ucsc.edu, envs.ucsc.edu/internships.

Latin American and Latino Studies Fieldwork

All majors are strongly encouraged to undertake either a field study in Latin America, the Caribbean, or a Latino/a community in the U.S., or formal academic study abroad through the Education Abroad Program (EAP). Field studies are independent, community-based study projects for academic credit, done under faculty sponsorship and arranged on an individual basis. Local opportunities for internships and field study in Latino/a communities on California’s Central Coast are numerous. Credit for up to three upper-division courses may be applied toward the major from field study; however, course credit from field study and study abroad combined may not exceed three upper-division courses. Students should check the Latin American and Latino Studies Department web site for further information regarding the field-study process and course credit. A listing of local field-study programs and petition forms are available at the Latin American and Latino Studies Department office, 32 Merrill.

Attention Field Study Students

Students enrolled in independent field study (e.g., course 198) must officially register and pay regular university fees. Make sure to update your address via the Student Portal, so your billing statement reaches you before the deadline.

You are responsible for submitting a proposal and obtaining approval before you actually do the field work. Be aware that field-study courses are not available for credit by petition; it is important that you are officially enrolled in your field-study course. Retroactive credit will not be granted for fieldwork.

Psychology Field-Study Program

The Psychology Field-Study Program provides qualified students with an opportunity to integrate what they have learned in the classroom with direct experience in a community agency. Students develop new skills and clarify personal and professional goals by working as interns in schools, criminal justice programs, corporations, and mental health and other social service agencies, where they are supervised by a professional within that organization. Psychology faculty members sponsor field-study students, helping them to synthesize their intern experience with psychology course work and guiding them through an academic project.

Junior and senior psychology majors are eligible to apply. Application forms can be obtained from the Psychology Department, 273 Social Sciences 2 Building, 459-4410, and are due one quarter in advance. There is a minimum commitment of two quarters. For further information, contact 459-4410, psych.ucsc.edu/field_study.

1 September 2009
UCDC Program

The UCDC (quarter in Washington, D.C.) Program supervises and supports students who pursue internships and academic study in the nation’s capital. The program is open through a competitive application process to juniors and seniors in all majors. Students enroll for fall, winter, or spring quarter, earn 12-17 course credits, and continue to be registered as full-time students. Courses are taught by UC faculty along with visiting faculty from the Washington, D.C. area. Applicant selection is based on academic record, a written statement, letters of recommendation, and—if requested—a personal interview.

Students live in the UC Washington Center, together with students from all of the participating UC campuses. This provides a social and intellectual community throughout the quarter.

Interested students in junior or senior standing with strong academic records are encouraged to apply. For further information, contact the UCDC coordinator, 5 Merrill College, 831-459-2855, ucdc@ucsc.edu, http://politics.ucsc.edu/ucdc/.
UC Center in Sacramento (UCCS)
The Scholar Intern program gives students a chance to spend a quarter in Sacramento being fully immersed in the world of legislative and/or community service programs. Students intern a minimum of 24 hours per week at sites in the Assembly, Senate, Governor’s Office, and with state agencies and non-profit organizations. Students must be in their junior year and have good academic standing and must have a GPA of 3.0 or above. Scholar interns enroll in full time credits comprising of an internship plus the Sacramento Seminar course and an elective course. All courses are taught at the UC Sacramento Center one block from the Capitol. Students live near the capitol with other UC campus participants in a living and learning community. This opportunity is for students from any major and available to undergraduate and graduate students.
For more information contact the UCSC Career Center Internship Program, 305 Bay Tree Bldg., intern@ucsc.edu, 459-2184, http://intern.ucsc.edu/uccs.html.
Petition for Individual Study

Pick up a Petition for Undergraduate Individual Studies Course at the department, college, or division office. It is best to initiate this process during the quarter before the one in which you plan to do the study.

- Outline your proposed course of study and obtain the approval of an instructor who is willing to supervise your study. The instructor also approves the number of credits (either 2 or 5) to be awarded upon completion of the individual study.
- File the petition with the department, college, or division sponsoring your individual study.
- When you receive your copy of the approved petition, a class number will be listed. Use this class number when you enroll via the Student Portal. Make sure to enroll with the grade option approved on the petition. If you are taking more than 5 credits of an individual study with the same instructor, there will be two or three class numbers listed, one for each 5-credit section in which you enroll. If you are planning a field study that is out of the area, be sure to enroll for the upcoming quarter before you leave.

Special Approval Courses (Individual Study)

At UCSC students are encouraged to devise courses for themselves if appropriate courses are not offered in the curriculum. Special approval courses, also known as individual study, must be supervised by a faculty member and sponsored by a department, college, or division. Both lower- and upper-division courses are available. An individual studies course can be approved for either 2 or 5 credits. A 2-credit individual studies course requires about six hours of work per week, while a 5-credit course requires about 15 hours of work per week. In some cases, individual study may be carried on extramurally in the form of accredited field work; see also Field and Internship Programs, on page 78. For specific course offerings, see the UCSC General Catalog. Some examples of individual study course listings are tutorial, group tutorial, field study, and independent field study. Credit by petition is not an option for individual studies courses.

Students without declared majors may not take more than seven credits of special approval courses in a given quarter. Students with declared majors must receive approval from their major adviser to take more than seven credit hours of special approval courses.
Limited Status and Second Baccalaureate

Individuals who wish to pursue a second undergraduate degree after graduation from UCSC must apply for admission as a second baccalaureate candidate during the undergraduate application filing period. The new major must be substantially different from previous studies and must represent a legitimate change of educational interest. Completion of a previously declared double major is not allowed. Admission as a second baccalaureate candidate is subject to the approval of the department of the intended major. Students must enroll for at least three quarters, and are usually restricted to six quarters. Students seeking a second bachelor’s degree may receive William D. Ford Federal Direct Loans if they qualify.

Those who wish to attend UCSC after graduation to take specific classes without working toward another degree (such as prerequisites for medical school) may be eligible to enroll as limited status students and should apply for admission during the undergraduate application filing period. Approval by the appropriate department or college is required. Enrollment under limited status is limited to a maximum of three quarters. There is no financial assistance available.

Applications for a second baccalaureate or limited status will be considered when campus enrollment allows; however, priority is given to applicants who have not yet had the opportunity to complete a bachelor’s degree, and admission of second baccalaureate and limited status students may be restricted as a result. In addition, any outstanding debts to the university must be cleared before admission is granted. These programs are open to graduates of other institutions. For details, call the Office of Admissions, 459-2131.
5. Educational Options

Summer Programs

Summer Session

Students wishing to expedite their progress toward a degree have the opportunity to enroll in Summer Session. Academically barred students may also attend Summer Session in order to improve academic standing. Summer Session offers regular degree credit courses during two five-week sessions, the first running from June 21 to July 23, 2010 and the second from July 26 to August 27, 2010. The majority of courses satisfy general education requirements; some 260 courses in almost all disciplines are offered. Summer Session publishes a special catalog, which is available on the web at summer.ucsc.edu beginning in March, listing classes, schedules, housing application, and other pertinent information. Enrollment begins in mid-April through the MyUCSC portal, with no enrollment appointments (first-come, first-served). Financial Aid is available (grants and loans) for those who have completed the 2009-2010 FAFSA, and who are enrolled in at least six credits by mid-June, 2010. Summer housing is also available in one of the colleges (TBD). For more information see the web site, summer.ucsc.edu, call 459-2524, or send e-mail to summers@ucsc.edu.
Student-Directed Seminars

As a regularly enrolled UCSC upper-division student, you may teach a lower-division seminar under faculty supervision. You will be designated an Apprentice Teacher (AT). Such a seminar must be sponsored by a course-sponsoring agency, such as a department or your college. The department or college must be satisfied that you are a generally superior student who will profit from apprentice teaching and that the course you wish to teach is worthwhile for your prospective students. The seminar must be supervised by a faculty sponsor who attends several course meetings.

Approval Procedure for Student-Directed Seminars

Start at least two quarters before you plan to teach the seminar. Discuss your proposal with your adviser. If you decide to teach your course through your department, your faculty sponsor must be a member of that department; the same applies to a college-sponsored course. Present a proposal or outline of the seminar to your faculty sponsor. Have your faculty sponsor write a letter of support, including a description of the sponsor’s proposed involvement with the course and designation of the appropriate 1-, 2-, 3-, or 5-credit value. Student-directed seminars do not satisfy general education requirements.

Obtain a Request for Course Approval form, supplemental information form, and the special student-directed seminar information sheet from the department or college office. Obtain a course number from your sponsoring agency. The course description, reading list, and other information you provide is carefully reviewed by your sponsoring agency, the appropriate division, and the Committee on Educational Policy, just like a regular faculty course, and must be available for review by the announced deadlines at least two quarters prior to the quarter in which you plan to teach. (Ask your sponsoring agency for exact deadline dates.) You will be able to find out if your course has been approved well in advance of the quarter during which you plan to teach by contacting your sponsoring agency. With your paperwork completed, you can concentrate on the teaching aspect of the course.

For the quarter in which you are teaching the seminar, enroll yourself in course 192 by using the class number obtained from your sponsoring agency during advance enrollment. This is considered an independent study course. When the course is completed, submit a report of your teaching experience to your faculty sponsor. Each student enrolled in the seminar also turns in a report on the course. The faculty sponsor has final responsibility for student grade notations and evaluations, but you probably will work together on them. In addition, the sponsor writes an evaluation of your work in teaching the seminar. This evaluation is entered in your record under course 192.
6. Withdrawal, Leave of Absence, and Readmission

Withdrawal from the University

Due to unexpected circumstances, some students need to withdraw during a quarter while others choose to leave or take a break from their studies after completing the quarter. Students who plan to return to UCSC may request Leave of Absence (LOA) status. LOA status is the advance approval to enroll at UCSC in a future quarter. Some University services are available to students in LOA status. The $60 LOA fee is nonrefundable and nontransferable.

**Note:** If before the quarter begins, you decide not to attend UCSC, you must notify the Office of the Registrar (see If You Decide Not to Attend, page 25).

Before you initiate a withdrawal or decide to take a break in your studies

Consider the financial implications of withdrawing during a quarter. (See below.) If you live in campus housing or have a parking permit, inquire at the appropriate office for the related refund or adjustment policy. Financial aid recipients are encouraged to talk to a financial aid adviser before initiating a withdrawal. Dependent students should discuss the decision to withdraw with their parents.

Consider the academic implications. Discuss your options with your academic adviser and your instructors. Withdrawing from a class or arranging with an instructor for an incomplete (I grade notation) may be better alternatives.

If You Decide to Withdraw and/or Request a LOA

File the Petition for Undergraduate Withdrawal/Leave of Absence at your college office. If a Leave of Absence is requested but not approved, the College academic advising staff will explain your conditions for readmission. See Readmission, page 90. Your withdrawal or leave does not become official until the petition is filed with the college. It is presumed that no university services are provided to you after withdrawal, with the exception of leave of absence benefits. After the fifth week of the quarter, withdrawals from the university are only approved for documented medical or emergency reasons, but students can request W grades. (See Withdrawal from a Course, page 59.)

Withdrawal for Medical Reasons (after fifth week of the quarter)

If the need to withdraw after the fifth week of the quarter is medically based (including psychiatric), contact your college to obtain a Request for Medical Information form, which is then completed by either a clinician at the Student Health Center (if the student has been under a campus clinician’s care) or by the student’s off-campus physician/psychiatrist. (This form is also available online at advising.ucsc.edu/student.) The health care provider will estimate the duration of the illness or injury and specify the student’s ability to resume studies. Return this form directly to the college. The college must have both the Request for Medical Information form and a Petition for Undergraduate Withdrawal/Leave of Absence, signed by the student, in order to process the medical withdrawal. For more information, please consult your college academic adviser or preceptor. Please also refer to Readmission After Medical Withdrawal (page 90).

Financial Implications of Withdrawal

The effective date for determining a refund of fees is the date of the student’s official notice of withdrawal from the university, normally the date the student first notifies his or her college of the need to withdraw during the quarter.

Financial Aid Recipients

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See UCSC Financial Aid Policies for Midterm Withdrawals (http://www2.ucsc.edu/fin-aid/withdrawals.shtml)

Schedule of Refunds

Through the first day of instruction, fees are adjusted as follows:

- New students: all fees reversed except the nonrefundable $100 Statement of Intent to Register fee.
- Continuing and reentering students: all fees reversed except a $10 service fee.

If the effective date is after the first day of instruction, fees are adjusted according to the schedule below that refers to the elapsed calendar days beginning with the first day of instruction. For the actual dates, see the Refund Schedule (at the Searchable Schedule of Classes web page (http://gazos.ucsc.edu/loc/index.cfm), click on "Registration Information").

<table>
<thead>
<tr>
<th>Days</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>0–1</td>
<td>100%</td>
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<tr>
<td>2–7</td>
<td>90%</td>
</tr>
<tr>
<td>8–18</td>
<td>50%</td>
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<tr>
<td>19–35</td>
<td>25%</td>
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<tr>
<td>36 or more</td>
<td>0%</td>
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</tbody>
</table>

1 September 2009
Withdrawal from the University continued

Percentages listed are applied to University Registration Fee, Nonresident Tuition, Educational Fee, and the UCSC campus fees. **Note:** There is a different schedule of refunds for new students receiving federal financial aid who withdraw during their first quarter. This schedule is available at [budget.ucop.edu/fees.html](http://budget.ucop.edu/fees.html).

**Deferred Payment Plan**

If you contracted for the Deferred Payment Plan (DPP), and you withdraw before completing all your installments, you may still owe registration fees as determined by your date of withdrawal. After filing your withdrawal petition, call Student Business Services at 459-2107 for more information.

**Refund of Fees**

If you qualify for a refund, it will be issued approximately three weeks after the completed petition is filed at the college and after any financial aid has been adjusted. Any outstanding debts to the university are first deducted. For students who have authorized an electronic funds transfer (EFT), the refund is issued in the form of an EFT; otherwise, a check is mailed to your mailing address.

A full refund of the registration fees is granted to a student entering the U.S. armed forces or called to active duty during the quarter.

**Notation on Your Official Academic Record**

When you file a petition to withdraw during a quarter, no courses will show for that quarter on your official academic record. The following notation will be posted where the courses would appear: Withdrawn (effective date). LOA status does not appear on the Official Academic Record.

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**6. Withdrawal, Leave of Absence, and Readmission**

**Withdrawal from the University**

- Before You Initiate a Withdrawal or Decide to Take a Break in Your Studies
- If you decide to withdraw and/or request a LOA
- Withdrawal for Medical Reasons (after fifth week of the quarter)
- Financial Implications of Withdrawal
- Schedule of Refunds
- Deferred Payment Plan
- Refund of Fees
- Financial Aid Recipients
- Deferred Payment Plan
- Refund of Fees
- Notation on Your Official Academic Record
6. Withdrawal, Leave of Absence, and Readmission

Leave of Absence

Leave of Absence Key Points

- The $60 LOA fee, added to your UCSC account, is nonrefundable and nontransferable.
- In general, the college will approve LOA status for students who have completed at least one quarter at UCSC and who are making satisfactory progress towards a degree.
- Students requesting LOA status after the completion of a quarter must do so prior to the start of the next quarter or the withdrawal refund schedule applies. Retroactive LOA is not an option.
- Campus services available to students on leave of absence include access to your UCSC email and portal. LOA services are also available through Family Student Housing, the Career Center, Community Rentals, and OPERS. Some offices may charge an additional service fee. Students should also contact Transportation and Parking Services to determine transit and parking pass eligibility while on leave.
- For the first quarter of the leave, students in LOA status are eligible to purchase the undergraduate health insurance (for information, call 459-2389) and may be seen at the Health Center and use pharmacy services on a fee-for-services basis.
- During the LOA, you may not take UCSC classes. If you wish to return early, contact your college academic adviser.
- If you attend another institution during your absence, an official transcript of the work must be sent to UCSC, addressed to the Office of the Registrar.
- To extend your LOA up to a total of six quarters, contact your College academic adviser before your approved return term.
- You are encouraged to keep your student ID card in a safe place during your absence from campus. If you lose it, you will be required to pay for a new card (currently a $20 fee) upon returning to campus.
- Remember to meet the March 2 FAFSA deadline and the June 1 supporting document deadline each year to be considered for all forms of aid available when you return. Contact the Financial Aid and Scholarship Office for more information.
- During Advising Week of your return quarter check the MyUCSC portal for the Schedule of Classes, your enrollment appointment and any enrollment holds.
- If you move, update your address(es) on the UCSC portal.
- There is a different process and application for an LOA for non-UC study abroad purposes. For more information, see the web site Non-UC Study Abroad (http://oie.ucsc.edu/sa/non-uc.shtml).
6. Withdrawal, Leave of Absence, and Readmission

Administrative Cancellation

Your student status may be cancelled by the campus administration at any time if you
• are barred from enrollment for one or more quarters for academic deficiencies,
• are disqualified for academic deficiencies,
• are subject to disciplinary action,
• fail to respond to official university notices,
• fail to settle financial obligations, or
• fail to enroll in classes.
Cancellation for any of the first three reasons will be noted on your official academic record.
Administrative cancellation means that your enrollments are dropped, financial aid is cancelled, and you are ineligible to use campus services reserved for students. The registration fee refund, if applicable, is determined by the effective date of the administrative cancellation.
Reinstatement After Lapse of Student Status

At the end of the third week of instruction, student status is administratively cancelled for all students who failed to enroll in classes. If your student status is cancelled because you failed to enroll in the classes you are attending, you may petition for reinstatement. Approval is not automatic.

Go to the Office of the Registrar to pick up Add by Petition forms and follow the instructions on the form (note the deadline). Return the Add by Petition forms to the Office of the Registrar along with the following:

- proof of payment of all fees and debts required to complete registration including the $50 late registration fee and $50 late enrollment fee,
- $10 for each Add by Petition form, and approval of your college academic preceptor.

Reinstatement will not be approved after the eighth week of instruction.
Readmission

An application for readmission is required of any student formerly registered in regular session at UCSC who has not been in continuous attendance or granted a leave of absence. The readmission application and additional information is available at advising.ucsc.edu. Students are readmitted to the college in which they were last enrolled. If you withdrew for medical reasons, see Readmission after Medical Withdrawal (below). Complete the application, and return it with the nonrefundable application fee to the Office of Admissions.

The Office of Admissions will forward the application to your college for approval. Your college may require additional information concerning your academic plan before reviewing your readmission application. If you have been barred or disqualified, the academic standing committee of your college may impose conditions for readmission. It is important that you file early.

You are eligible for priority enrollment if you meet the earlier application deadline and you do not have to satisfy special conditions for readmission.

You must provide transcripts to your college of all academic work undertaken during your absence from UCSC, whether or not the credits are transferable. At least a C or 2.0 grade-point average is required in all such work. Your application for readmission will not be approved by the college until all transcripts have been received. In addition, an official copy of your transcripts should be sent to the Office of the Registrar.

If absence from UCSC is greater than five years, provide the Office of the Registrar with official transcripts of all work undertaken elsewhere, including transcripts that may have been previously submitted when you were originally admitted.

Financial aid applicants must meet the March 2 and June 1 application deadlines.

For information regarding major requirements after readmission, see the section on Catalog Rights (page 5).

Readmission after Disqualification

If you were disqualified or barred from UCSC for academic reasons and wish to be readmitted, you must have the approval of your college’s academic standing committee. Contact your college if you have questions about eligibility for readmission in a specific quarter. In order to allow enough time for the committee to consider your application, apply by the date listed for priority enrollment for the quarter you intend to return.

If the academic standing committee imposes conditions for readmission at the time of barred enrollment, you must fulfill these conditions before readmission. To be considered for readmission after being disqualified, you must meet one of the following conditions during your absence from UCSC:

- the completion of a full-time program of courses with a grade-point average of 3.0 or better for two regular semesters or three quarters at another accredited institution of higher education (see Academic Standing, page 67);
- the involvement for at least six months in an activity showing such ability and seriousness of purpose as to indicate that you are prepared and able to undertake university work successfully.

This alternative is approved only in exceptional cases.

Contact your college adviser for more information. Academic Senate regulation 5.2 contains the policy regarding readmission of students disqualified for academic reasons.

Readmission after Medical Withdrawal

If you withdrew after the sixth week of a quarter for medical or psychiatric reasons, you will need to submit documentation from your health care provider with your readmission application. This is required to ensure that you are ready to return to the rigors of academia and that you have a plan for follow-up care, if needed. If your withdrawal was due to emotional or psychiatric distress, you will not be readmitted until at least a full quarter has passed (summer may be counted as a quarter).

Plan well in advance of the readmission deadline to obtain this verification. If you were under the care of the Cowell Student Health Center, these requests are not considered an emergency and you may have to wait several weeks for an appointment. Please be advised that staffing in the summer is very limited, and the psychiatrist may not be available during July and August. If you receive a letter from your private doctor, therapist, or psychiatrist, the information contained within may still need to be clarified by the UCSC Health Center staff.

If your original documentation, submitted with the withdrawal form, indicated that your injury or illness was of a specific duration, you may not need to provide further proof that you are capable of successfully attending school. Any questions about this process should be directed to your academic adviser or preceptor at your college. If you will need accommodations to continue your studies, it is imperative that your college is aware of this. Advising staff will help connect you with vital resources.

Readmission after Disciplinary Action

Readmission to the University of California requires the specific approval of the chancellor of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.
7. When You’re Ready to Graduate

Graduation/Degree

Apply to Graduate

To be a candidate for the bachelor’s degree, you must file your intent to graduate by the posted deadline stated in the Academic and Administrative Calendar in the Schedule of Classes or online at reg.ucsc.edu/calendar. To apply for candidacy, go online to MyUCSC and follow the online instructions. If you apply for candidacy after the published deadline, you will be assessed a $40 late fee and may not be eligible for college and department honors.

Students who are not registered in the quarter they apply to graduate, nor in the quarter immediately preceding the quarter in which they apply to graduate, are assessed a $40 records reactivation fee. This fee is nonrefundable.

To change an announced date of candidacy, reapply with the Office of the Registrar at http://reg.ucsc.edu/graduation.htm. The records reactivation fee is also assessed, if applicable, when you reschedule candidacy.

Graduation Certification

The Office of the Registrar checks to see that all university, campus, general education, and college requirements are met. The department(s) for your major and minor, if applicable, verify that major requirements, including the comprehensive requirement, have been completed. If you declared an individual major, the chairperson of your individual major committee submits a list of course requirements completed for the major and a statement that you have passed the senior thesis, comprehensive exam, or other specified requirements.

It is your responsibility to fulfill all requirements no later than the last day of the quarter in which you apply to graduate. You will be removed from the graduation list if the final graduation check reveals deficiencies. If you have an Incomplete in a course that is required for your major, minor, or university requirements, you will not be able to graduate until after you make up the incomplete work. You must reapply to graduate for another term.

If you apply to graduate for a particular quarter but do not complete the requirements for graduation, your application will not automatically be forwarded to the next quarter and you will not be considered a continuing student. You must notify the records section of the Office of the Registrar by filing the Apply/Reapply to Graduate form.

Degree Verification

A Certificate of Completion is available to any student who has received a degree or has completed all requirements for the degree and has applied to graduate for a future quarter. Currently enrolled students or students who have not had all transcripts from other institutions evaluated are not eligible for a Certificate of Completion. These students should order an official transcript once their degree has been posted.

Certificates of Completion indicate the student’s name, the date the degree was or will be awarded, and the student’s major, college, and honors, if any. If you wish to request a Certificate of Completion, forms are available at http://reg.ucsc.edu/students/e_cert.pdf. Include a check for $5 for each certificate you request. Certificates are available while you wait if you have earned your degree or, for future degrees, within 10 working days after notification is received by the student’s major department that all major requirements have been completed.

Date of Degree and Graduation Ceremony

For degrees awarded for fall, winter, or spring quarters, the date of your degree is the last day of the quarter. For degrees awarded for summer, the degree date is the last day of instruction of Summer Session II.

Commencement is offered once each year at the end of the spring quarter. Commencement exercises are the responsibility of the colleges. Consult your college for graduation ceremony information. Note: You must be affiliated with your college for at least two quarters before graduation.

If you plan to participate in the graduation ceremony but will not complete all your degree requirements until a later quarter, do not apply to graduate until the quarter in which you will complete all degree requirements. Be sure to contact your college office to be included in commencement exercises. You need not apply for candidacy in order to participate in commencement.

Diplomas

The name on your diploma will appear exactly as it does on university records. Accents, tildes, etc., can be added to your diploma if you notify the student records section of the Office of the Registrar. Your name may not be changed after you graduate or are no longer in attendance.

University, college and major honors, if awarded, are printed on the diploma (see Honors, page 61).
7. When You’re Ready to Graduate

Graduation/Degree
• Apply to Graduate
• Graduation Certification
• Degree Verification
• Date of Degree and Graduation Ceremony
• Diplomas

Minors are not printed on the diploma.

Diplomas are mailed three to five months after the graduation date to the permanent mailing address on record with the Office of the Registrar. (Your degree is usually posted to your transcript within six weeks of the end of the quarter.)
Graduation Checklist

Check the following before filing your announcement of candidacy. All requirements must be completed by the end of the quarter that you announce.

- Have you completed the following requirements?
- University requirements in American History and Institutions and Entry Level Writing
- All major requirements of your major(s)/minor(s)
- All general education requirements
- 180 credits
- UC grade point average of 2.0 or greater
- No more than 25 percent of UCSC credits graded on a Pass/No Pass basis
- Requirements of your college
- Senior residence requirement (see page 35)

Please note: If you are completing your final course work at an institution other than UCSC, you must have an official transcript sent to the Office of the Registrar. If you are unable to provide a transcript by the last day of the quarter in which you wish to graduate, you must announce your candidacy for the following quarter.

- Does your official academic record indicate your major? If not, submit a Proposed Study Plan Declaration of Major/Minor petition as soon as possible and no later than the time you apply to graduate.
- Are you completing an individual major? If so, contact the chairperson of your committee to make sure that your major requirements will be completed by your announced graduation date and arrange for the final meeting with your committee.
- Have you declared a minor? If so, you must complete all requirements or file a Proposed Study Plan Declaration of Major/Minor petition to remove your minor.
- Have you declared a double major? If so, you must complete all requirements for both majors before graduating; you may not graduate in one quarter with one major and in another quarter with the other.
- Is your name correct on your official university record? If you need to correct your name, you must file an official Name Change or Correction petition with documentation when you apply to graduate or no later than the end of the quarter.
- Are all your financial obligations cleared? A hold will be placed on your transcripts if you have outstanding debts with the university.
- Have you received loans from the university? If so, you are required to attend an exit interview at the Student Business Services Office before leaving school. A hold will be placed on your transcripts if you fail to attend.
Transcripts

A transcript is an official copy of a student's academic history at UCSC. Transcript requests are not processed if you have outstanding obligations to the university. Contact the Student Business Services Office, 459-2107, for questions regarding a university hold on your records.

**Transcripts with evaluations include:**

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

- Degrees awarded, honors, number of transfer credits, evaluations of courses, and an evaluation of comprehensive examination or senior thesis also appear. The fee is $12 per copy.

**Transcripts without evaluations include:**

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

- Degrees awarded, honors, and number of transfer credits also appear. The fee is $6 per copy.

**Requesting a Transcript**

**Credit Cards**

The fastest way to order a transcript is via the web with a credit card. Credit card orders must be requested through Credentials Solutions, a vendor that provides this service through an agreement with UC Santa Cruz. To use the online ordering system, go to reg.ucsc.edu and click on Ordering UCSC Transcripts. Under Ordering by Credit Card, select the Transcripts Plus icon. This is a secure, encrypted site. The charge for using this service is $2 per transcript.

**Ordering by Mail or In Person**

You may order a transcript in person or by mail. A public kiosk at the Office of the Registrar is available to make requests in person. To request a Transcript Request Form, contact registrar@ucsc.edu. Transcript-ordering information is also available by calling 459-4412.

**Transcript Availability**

Transcripts are available as follows:

- approximately 10 days after the end of the quarter to include grades, or
- approximately six weeks after the end of the quarter to include evaluations or a degree if applicable.

**Processing/Mailing Time**

For regular service, allow one to two weeks for processing from the time your request is received by our office. During the peak period (November through February), processing may take longer. For rush service, visit reg.ucsc.edu for more information.

- You may request and pay an additional fee for your transcript to be mailed via next-day service. This service provides fast delivery and a receipt that the transcript was received by the recipient. This service expedites transit time, not processing time. Federal Express is used for all destinations, and they will not deliver to post office box addresses or on weekends. The additional charge for Federal Express within the U.S. is $20 for up to three transcripts going to the same address. The additional charge for Federal Express outside the U.S. is $30 per transcript (with or without evaluations). Please note that if the appropriate fee has not been received for next-day service, your transcript will be sent via regular mail.

**UCSC Extension Transcripts**

Transcripts for UCSC Extension courses must be ordered from UCSC Extension via the web at www.ucsc-extension.edu.
Academic Excellence (ACE) Program

The Academic Excellence (ACE) Program in the Division of Physical and Biological Sciences has as its mission to increase the diversity of UCSC students earning bachelor’s degrees in science, technology, engineering, and mathematics. ACE offers its participants academic support in selected math and science courses as well as advising on academic planning, undergraduate teaching, research, and internship opportunities, and career options. Students attend small workshop-style discussion sections facilitated by professional section leaders and also meet with a student staff member who helps them strengthen their study skills and their understanding of the course material. ACE students come from all social and economic backgrounds with a wide range of academic preparation. All applicants are considered. Applications are accepted quarterly for the upcoming term and are available at 199 Jack Baskin Engineering Building and on the web at http://ace.ucsc.edu.

African-American Resource Center (AARC)

The African-American Resource Center (AARC) develops and fosters co-curricular initiatives which promotes scholarship, academic success, educational programming, and student development. The AARCC was established in 1990-91 by UCSC alumna and Founding Director Sister Paula Livers-Powell, ’89. The AARCC’s primary mission has been to serve as a key resource to acclimate students to general campus life and academic culture. In addition, the program provides advocacy and support in helping promote student development, academic progress, and achievement of students’ educational goals. AARCC works closely with a variety of campus units to increase the outreach and matriculation of the students served by the AARC.

The AARCC welcomes volunteers, mentors, and student interns to participate in the center’s educational and cultural initiatives. The AARCC works closely with various student organizations in order to establish viable support networks—both academic and social—for our students. Organizations currently affiliated, supported, or established by the AARCC include African/Black Student Alliance, (ABSA), the National Society of Black Engineers (NSBE), African-American Theater Arts Troupe, UCSC Rainbow Theater, African/Black Voice, Black Sistahs United, Black Men’s Alliance, Alpha Kappa Alpha Sorority, Inc., Delta Sigma Theta Sorority, Inc., Charles Hamilton Houston Pre-Law Society, Umoja Mentoring Big Brother/Big Sister Program, UCSC Porter Gospel Choir, African-American Award & Recognition Ceremony, Destination Higher Education, Black Graduate Student Network, Queers of Color, E2-Engaging Education, Student Union Assembly, Charles Hamilton Houston Pre-Law Society, University Brothers/Sisters Initiative, MLK, Jr. Convocation, Black Faculty and Staff Association, and the UCSC Black Escargot Alumni Affinity Group.

The AARCC works collaboratively with others on campus and in the surrounding community to enhance cultural and ethnic diversity initiatives on the UCSC campus. The AARCC publication Diaspora Daily is open to submissions from the community. The center is located on the third floor of the Bay Tree Building and is open Monday through Friday 9 a.m.—5 p.m. For more information, call 459-3207; fax 459-2469; e-mail african@ucsc.edu; or view the AARCC’s web site at www2.ucsc.edu/aasl/.

American Indian Resource Center

The American Indian Resource Center serves as a resource for Native American students as well as other students. The center provides assistance to students seeking help with school and other issues and has a primary mission of developing a connection between the university and tribal communities.

The Center was responsible for the renaming of Conference Rooms A, B, C, & D in the Bay Tree Building to acknowledge the indigenous tribes of the area and the rooms were renamed: Amah Mutsun, Esselen Nation, Muwekma Ohlone, Cervantes and Velasquez, who were the last two fluent speakers of the Mutsun Language. The Center sponsors programs throughout the year, that primarily focus on culture, nutrition, mental health, social justice, and the media.

The Center offers a high school outreach program titled R.E.A.C.H. and the American Indian Peer Mentoring Initiative “Full Circle.” The office is located on the third floor of the Bay Tree Building. For more information, call 459-2881, or visit our web site at www2.ucsc.edu/airc.

Arboretum

The Arboretum at UCSC collects and studies plants from California and from around the world. As an instructional facility, the Arboretum is visited by classes ranging from biology and environmental studies to art and photography. In addition, the Arboretum employs about 12 students, who gain valuable experience in horticulture, botany, and landscape design. The Arboretum is also a research facility for studying plant evolution and evaluating new horticultural subjects. Students may do projects, internships, or research with staff or independently in the fields of horticulture, botany, environmental education, environmental studies, habitat restoration, science writing, or science illustration. Admission is free to UCSC students. The classroom in Horticulture II is used by university classes.
Some students from the arts show paintings, photography, and sculpture while other artists dance, perform Shakespeare, and play music at the Arboretum each year.

The Arboretum is open from 9 a.m.–5 p.m. every day, and students are encouraged to drop by. The entrance to the facility is located on Empire Grade between the two entrances to campus (next to the big water tank). Check the web site for the Horticultural Library open hours (usually Wednesday–Sunday, noon–3 p.m.) Norrie’s Gifts is open every day, 10 a.m.–4 p.m. To contact the Arboretum, call 427-2998; or visit the web site at arboretum.ucsc.edu.

Arts Opportunities

Students at UCSC are encouraged to attend and participate in a year-round program of drama, dance, music, film, and special events.

Please contact Jeff Rockwell in the special events office regarding arts & lectures: jrock@ucsc.edu or 9-1798.

The Theater Arts Department mounts a major drama or dance production each fall, winter, and spring quarter featuring the work of student actors and designers. The Theater Arts Department also presents student-written and -directed projects each quarter in studio workshops. For questions about theater arts classes, call 459-4075.

The Music Department sponsors a wide variety of ensembles, all of which perform during the school year. The University Concert Choir, Chamber Singers, Wind Ensemble, Jazz Ensembles, Latin American Ensembles, Orchestra, Opera Workshop, and West Javanese Gamelan are just some of the ensembles that present free and reasonably-priced concerts to the public. Another feature is Faculty Showcase concerts, which are presented throughout the year. Most performing ensembles are open to singers and instrumentalists from the university community. For information on how to join an ensemble, call the Music Department at 459-2292, or visit the Music Department web site at http://music.ucsc.edu/ensembles/auditionsschedule.html. For performance information about theater and music events produced by the Arts Division, or to request a quarterly events calendar, call the Arts Events Office at 459-2787.

The UCSC Ticket Office, located at the Performing Arts Center on the westside of campus, sells tickets for many campus productions, as well as selected off-campus and local events. Hours are Tuesday through Saturday, 12:00–4:00 p.m. during the academic year and one hour prior to performances (extended hours mid-July through August). Phone 831-459-2159 or visit the web site at www.santacruztickets.com to purchase tickets. For Ticket Office policies and information, visit tickets.ucsc.edu.

Asian American/Pacific Islander Resource Center

The Asian American/Pacific Islander Resource Center (AA/PIRC) provides and enhances opportunities for education and dialogue on issues affecting Asian Americans and Pacific Islanders, as well as opportunities for leadership development and community building. AA/PIRC aims to address students’ multiple and diverse academic, social, cultural, and other co-curricular needs through programs and services. Programs include Asian American/Pacific Islander Heritage Month, Year End Ceremony for graduating seniors, leadership skills workshops, graduate school panels, and community receptions. AA/PIRC events also highlight writers, performance artists, scholars, and community leaders. Through AA/PIRC, students benefit from networking with individuals and resources such as alumni, faculty and staff, off-campus community-based organizations, and on-campus student organizations.

AA/PIRC is located on the third floor of the Bay Tree Building with the African American, American Indian, and Chicano Latino Resource Centers. Add your e-mail address to AA/PIRC’s listerv to receive announcements on leadership, scholarship, internship opportunities, events, and community news. For more information, call 459-5349; e-mail aapirc@ucsc.edu, or visit www2.ucsc.edu/aapirc.
Bay Tree Bookstore

The Bay Tree Bookstore serves as UCSC’s convenient, affordable, on-campus retail resource for students, faculty, and staff. It is located in the center of campus, at the intersection of Hagar and Steinhart, in the Quarry Plaza. The Bookstore carries new course books as well as the area’s largest selection of money-saving used textbooks, a wide variety of supplies, general-interest paperbacks and reference books, and many other items such as backpacks, apparel, computer supplies, posters, greeting cards, and, of course, the world-famous banana slug mascot items. Services include special ordering of books, facsimile (FAX) transmission, class rings, academic regalia, and limited check cashing ($20 maximum, with student ID).

Hours are Monday–Friday, 8:30 a.m.–5:30 p.m., and Saturday, 10 a.m.–4 p.m., except academic and administrative holidays. There are extended hours during quarter openings. Course book information: 459-4216; general information: 459-4544.

The Bay Tree Bookstore is online at slugstore.ucsc.edu. Be sure to “bookmark” us!

The Express Store

Located directly next to the Bay Tree Bookstore, the Express Store offers a wide selection of convenience items including candy and snacks, soft drinks and beverages, coffee, muffins, sandwiches, health and beauty products, frozen food products, and more. Hours are Monday–Friday 7:30 a.m.–6:30 p.m. and Saturday 10 a.m.–4 p.m.

Biological Sciences Resource Program

The Biological Sciences Resource Program seeks to increase the number of well-prepared ethnic minority students who are admitted to graduate or professional schools in the health and biological sciences. Program staff offer comprehensive support services such as academic and career advising and personal counseling for students in the program. Staff also provide assistance during the application process for graduate and professional schools, maintain an up-to-date listing of summer programs available across the nation, and offer the use of personal computers.

The program administers two individually funded projects: the Minority Biomedical Research Support Program (MBRS) and the Minority Access to Research Careers Program (MARC). MBRS and MARC offer paid summer research training at UCSC for students who are enrolled or who will transfer to UCSC. The summer research can lead to funded laboratory research opportunities during the academic year. Visit the office at 377 Thimann Laboratories, call 459-4770, e-mail frankl@biology.ucsc.edu, or visit the web site at marcmbrs.ucsc.edu.
Campus Calendar

The Campus Calendar (events.ucsc.edu) is a web-based listing of events sponsored or presented by administrative units, the colleges, and student organizations. Managed by the Public Affairs Office, the Campus Calendar provides a broad range of event information and advertising—a resource both for individual students and for student organizations planning an event. Information from the Campus Calendar is used to generate the weekly “This Week at UC Santa Cruz” flyers distributed and posted across campus, the weekly event announcements on KZSC, and a weekly “Coming Up at UC Santa Cruz” ad in the Good Times newspaper. Student organizations submit event information via Student Organization Advising and Resources (SOAR). For more information about the Campus Calendar, please call 459-2495; or e-mail Clagattu@ucsc.edu.

Career Center

The Career Center provides comprehensive career services to current students and alumni. It is a one-stop resource providing a meaningful link between education and the world of work. From part-time employment and internships to graduate school or professional employment and special events, such as the Multicultural Career Conference and the Student Employment Recognitions Awards Ceremony, the center is here to guide students to career success. Services include career advising, part-time jobs, internships, career positions, on-campus interviews, resource library, computer laboratory and databases, graduate school services, workshops, and special events.

The Career Center is located in the Bay Tree Building, Room 305, 459-4420. Visit the center early in your academic career, and pick up your copy of the Career Guide for UC Santa Cruz Students, or visit our web site at www2.ucsc.edu/careers/.

Center for Teaching Excellence

The Center for Teaching Excellence (CTE) is a professional resource dedicated to promoting, sustaining, and recognizing teaching excellence at UCSC. Serving the faculty and graduate students, CTE programs and services support instructors in their efforts to develop as teachers, enhance the quality of instruction, and improve students’ learning.

Regular programs and services include Instructional Improvement Grants, Excellence in Teaching Awards, teaching convocations, mid-quarter class interviews, electronic mid-quarter analysis of teaching, videotaping of teaching, UCSC instructor evaluation, and Faculty Focus, a quarterly newsletter featuring the voices of the UCSC community speaking out on teaching and learning.

CTE is located in room 133 Kerr Hall, 459-5091. For more information, visit the CTE web site at ic.ucsc.edu/CTE or the UCSC Teaching Toolbox at teaching.ucsc.edu.

Chicano Latino Resource Center (El Centro)

The Chicano Latino Resource Center, better known as EL CENTRO, serves as a hub of organized activity and resources that support student transition, retention, graduation and academic advancement. Sharing space with the Ethnic Resource Centers, EL CENTRO offers a comfortable space for students who are wanting to learn more about campus resources, Chicano Latino student organizations, connection with faculty and staff and about opportunities for campus involvement. Through collaborative efforts with campus partners, EL CENTRO organizes activities that encourage student intellectual growth, leadership development, preparation for graduate/professional school and career options. Additionally, integrated into all programming are efforts that raise awareness of the social, political, economic, historical and cultural realities of Chicano and Latino populations.

El Centro is located on the third floor of the Bay Tree Bookstore building and is open daily 9 a.m.-5 p.m. Please feel free to stop by to find out more about the programs and activities or for consultation. Look for the Ethnic Resource Centers sign. For more information or to make an appointment, please contact Rosalee Cabrera, 459-5608; or e-mail cab@ucsc.edu.

Counseling and Psychological Services (CPS)

Counseling and Psychological Services (CPS) provides UCSC students with a wide range of counseling services, including short-term individual and couples counseling, group counseling, crisis assessment and intervention, and referral services. CPS is staffed by professional mental health clinicians, pre-doctoral interns, and post-doctoral fellows. CPS also provides preventative outreach, educational programs, and consultation services to the University community. Please see the Groups & Workshops flyer on the CPS web site for information about CPS workshops and groups.

Counseling services are confidential and free of charge to all registered UCSC students. The goal of CPS services and programs is to facilitate the academic and personal growth of students in the UCSC
community. Personal information communicated to a CPS staff is confidential in accordance with state laws and the Ethical Code of the American Psychological Association.

If you would like to make an appointment for counseling services, please call 831-459-2628 or come into the main CPS office located in Kresge Annex B, Room 101. CPS staff are situated in various locations on campus, including the Colleges, Family Student Housing, and Kresge Annex B. You will be informed about the location of your therapist when the appointment is scheduled.

For urgent or crisis situations, CPS offers a daytime crisis service at Kresge Annex B, Room 101, Monday-Friday, 8:30 a.m.-4:30 p.m. To reach the CPS after-hours crisis service, please call 831-459-2628 after 4:30 p.m. on weekdays or any time on the weekends.

For more information, visit the CPS web site at www2.ucsc.edu/counsel, or call 459-2628 to speak with a front office staff member.

8. Services and Opportunities from A to Z

“C” Topics
- Campus Calendar
- Career Center
- Center for Teaching Excellence
- Chicano Latino Resource Center
- Counseling and Psychological Services
Digital Copy Services

Digital Copy Services (DCS) offers fast, economical, and convenient full-service copying, digital file printing (both color and black and white), and finishing services tailored specifically for the students, faculty, and staff of UCSC. FAX, computer rental, and delivery services are also available.

Copyright clearance, reader production, and sales services are available to faculty through DCS’s Professor Publishing Services.

DCS is located on campus at the Quarry Plaza and is open 7:30 a.m. – 10 p.m. Monday through Friday, throughout the academic year, with shorter hours during the summer. Call 459-4104 for more information about hours and services, or e-mail copy@ucsc.edu.

Disability Resource Center

The Disability Resource Center (DRC) assists the UCSC campus in providing equal educational access to students with disabilities, per state and federal laws. The DRC mission is to support retention and graduation of students with disabilities by collaborating with students, faculty, staff, and community resources to provide effective academic support services. The DRC also seeks to promote a non-discriminatory campus environment and encourage student development and independence.

For qualified students, the DRC authorizes a variety of academic accommodations including: notetakers, typists, scribes, readers, test accommodation authorizations, housing accommodation recommendations, sign language interpreters, alternate media (e.g. audio books), advising and support, disability van authorizations, and more. DRC representatives are also available to consult with faculty and staff.

In order to access services, students must provide specific medical documentation that meets UC guidelines (copies of these guidelines are available at the DRC office and on the DRC website). In addition to documentation, students will meet with a DRC Service Coordinator to discuss disability-related needs and determine appropriate services. For more information, view the DRC website at drc.ucsc.edu/drc. The DRC is located in 146 Hahn Student Services Building; contact information is 459-2089 (Voice), 459-4806 (TTY), or by e-mail to drc@ucsc.edu.

Discrimination and Harassment

The University of California, Santa Cruz, is a multicultural community of people with diverse racial, ethnic, and economic backgrounds; national origins; religious, philosophical, and political beliefs; sexual orientations; ages; and physical abilities. Respect for each person is expected on the UCSC campus.

If you are the subject of peer harassment, you may call or report the incident to one of the offices listed below. If you prefer, you may bring a friend or witness with you. If you believe you are in physical danger, contact the University Police Department immediately at 911.

Each college has adopted a statement of community principles, and the campus Student Policies and Regulations Handbook contains the relevant campus policies and disciplinary procedures (available online at www2.ucsc.edu/judicial). The following are resources to assist you if you are the target of, or know about, harassment or discrimination.

College Staff

As an undergraduate, you will find your college staff valuable resources in sorting out and resolving a wide variety of issues and conflicts. The college administrative officer and the residential life coordinator manage most of the complaints about student behavior in the colleges.

Ombuds Office

459-2073 (call for appointment)
489 McHenry Library

Student Judicial Affairs

459-4446, 245 Hahn Student Services Building
The director for Student Judicial Affairs is available to answer questions and assist with any concerns related to student conduct on the campus and can assist you directly or refer you to the appropriate resources. In addition, the director can assist you with information regarding the student grievance process for issues such as alleged discrimination based on race, color, national origin or sexual orientation, and student privacy rights.

Sexual Harassment Officer/Title IX Coordinator

UC Santa Cruz takes the issues of sexual assault and sexual harassment very seriously. We are committed to ensuring that our campus community is free of these types of behavior and other discriminatory and hostile conduct. You can receive information and advice or file an informal complaint or a formal grievance.
by contacting the Title IX/Sexual Harassment Officer. Copies of the UCSC Policy on Sexual Assault, the UC Policy on Sexual Harassment and Procedures for Reports of Sexual Assault(s) and Sexual Harassment are available to all students, faculty, and staff by contacting Rita E. Walker, Title IX/Sexual Harassment Officer (SHO), at (831) 459-2462. E-mail: rew@ucsc.edu, or Emily Baer at (831) 459-4117. E-mail: ebaer@ucsc.edu. Web site: www2 ucsc.edu/title9-sh/. The Title IX/SHO is also available to investigate other violations of Title IX, such as sex/gender discrimination in student services or academic programs.

**Disability Resource Center** (see previous page)
459-2089 voice, 459-4806 TTY
146 Hahn Student Services Building
This office can provide you with advice and services to work with faculty on your behalf.

**STARS** (see page 115)
459-2552, 216A Academic Resource Center (ARCenter)

**Women’s Center** (see page 124)
459-2072, Cardiff House

**Rape Prevention Education** (see page 114)
459-2721, 147 Cowell Student Health Center

**Americans with Disabilities Act**
The director for Student Judicial Affairs serves as the 504/ADA compliance officer for program access. Campus concerns or complaints about accommodating students with disabilities should be referred to the director at 459-4446 voice, 459-4806 TTY. An alternate officer is available if needed. Any complaints or concerns about transportation or physical access to the campus should be directed to the compliance officer for Transportation, Facilities and Computing at 459-3759. Any concerns or complaints regarding accommodating job applicants or current employees with disabilities should be directed to the ADA compliance officer for employment at 459-2349.
Early Education Services

Early Education Services offers several campus child care programs for children of students, faculty, and staff. Enrollment is limited and early application is encouraged since most programs have waiting lists. Free or reduced rates are available to grant eligible students, staff and faculty families that qualify.

All programs reflect the belief that the best learning and care occurs in nurturing, homelike environments that are safe and developmentally appropriate. The programs stress the importance of meeting children’s needs in all areas of development: social, emotional, physical, cognitive, and creative. The curriculum emphasizes play as a learning process and provides environments that are rich and challenging.

Programs are open to all children without regard to religion, color, ethnicity, gender, and physical or mental ability.

Full time and limited part time spaces (five mornings or five afternoons per week) are available. Income level and family size determine fees for low-income families, according to a state sliding scale. Students who do not qualify for state subsidy are charged a reduced fee-for-service rate. Faculty and staff pay market rate tuition fees for services. Early Education Services is supported by funds from the California Department of Education, Federal Department of Education, student fees (Registration fees, General, and Child Care Programs Fee), Family Student Housing, and Tuition fees.

Information on all programs, fees, and applications is available from the Early Education Services Business Office in the Community Building at Family Student Housing, (831)459-2967, or e-mail at earlyeducation@ucsc.edu.

Our Centers

All of our centers serves students, faculty and staff families and operate year-round, closing only for administrative and university holidays and staff development days (between 12-14 days). The hours of operation for all centers are 7:30a.m.-5:30p.m.

Infant Center

The Infant Center is located in the Family Student Housing complex. The Infant Center serves 18 children ages 3 months-24 months. When spaces are open for enrollment, new children must be between the ages of 3 months and 11 months old for the younger infant room, and between 12 months and 23 months old for the older room. The ratio of adults to children is 1:3 in both infant classrooms.

The Infant Center philosophy emphasizes respect for the infant as an individual and encourages each infant to be an active participant in their interactions with other infants and caregivers.

Toddler Two’s Center

The Toddler Two’s Center is located in the Family Student Housing complex. The Twos Program serves up to approximately 16 children ages 24-40 months. When spaces are open for enrollment, new children must be between the ages of 24 months and 33 months old. The ratio of adults to children is 1:4.

The program provides a well-balanced curriculum with emphasis on children’s social/emotional skills and developing a sense of autonomy. The low ratios and additional student teaching assistants encourage prosocial behavior and an enriched learning environment. The setting ensures that children’s needs (intellectual, physical, emotional, social and creative) are appropriately met at a variety of levels.

Preschool Center

The Preschool Center is housed in the historic Granary Building next to the campus main entrance. The Preschool serves and enrolls up to 33 children ages 34 months until they enter Kindergarten. The ratio of adults to children is 1:8.

The program provides a well-balanced curriculum with emphasis on children’s social/emotional skills and developing a sense of autonomy. The low ratios and additional student teaching assistants encourage prosocial behavior and an enriched learning environment. This setting ensures that children’s needs (intellectual, physical, emotional, social and creative) are appropriately met at a variety of levels.

The Preschool Center curriculum includes many activities: science and nature activities, gardening, sensory experiences, large motor activities, language arts activities, and music and math awareness through hands-on manipulation of objects in the environment. There is a special focus on self-awareness and the appreciation of diversity within the classroom. Daily group times provide an opportunity for sharing, music, movement and stories.

In addition, the teachers refer to the state guidelines for kindergarten readiness to inform their curriculum planning.
School Age Center

The School Age Center is located in the Family Student Housing complex. The Center consists of two programs: an after-school program during the academic year and an all-day recreation program during the summer. The adult child ratio is 1:14 and serves a maximum of 36 children at one time.

It operates as an after-school program during the academic year and an all-day summer recreation program from June to September.

During the school year, hours of operation are 12:00p.m.-5:30p.m. for Kindergarteners; and 2:30p.m.-5:30p.m. on Mondays, Tuesdays, Thursdays and Fridays for 2nd through 6th graders. On Wednesdays (public school half days), care is available from 12:00p.m.-5:30p.m. for all school-age children. Extended care is available on a sign-up basis on some Santa Cruz City Schools closure days (University closure days excluded).

The goal of the School Age Center is to provide a safe, stimulating, developmentally appropriate program for children when they are not in school. The children are directly involved in the planning of activities and the organization of the environment. Supporting children’s emerging abilities to make decisions solve problems and work collaboratively is at the core of our program. Throughout the year, the program utilizes community visitors. Children also visit into the community to experience the learning opportunities that are available. During the academic school year, homework assistance is available to the children. Teachers collaborate with families and public school teachers to support each child’s academic success.

Educational Opportunity Programs

The Educational Opportunity Programs (EOP) Office provides a broad range of student academic support programs designed to improve the retention and academic success of educationally disadvantaged, first-generation college, and low-income students. These services are designed to ensure that EOP students successfully complete their undergraduate education and acquire the skills to be competitive for graduate and professional schools. Additionally, EOP provides academic support to all UCSC students through the services of the EOP Learning Center. Below are the programs and services offered through EOP.

Advising Programs and Services

Academic Support Services provides a variety of academic and personal support programs to enhance student academic achievement. These services include tutoring for all students, modified supplemental instruction, Understanding University Culture and Academic Skills courses, the Bridge program for a select group of entering first-year students, a welcome program for new students, academic and personal advising, community building activities, and peer advising.

Pre-Graduate Programs

EOP also sponsors two pre-graduate programs designed to increase the placement of EOP students in doctoral programs and to encourage the pursuit of academic careers. The Faculty Mentor Program (FMP) is a two-quarter undergraduate research program designed to encourage and prepare students for future graduate study within the arts, humanities, and social sciences. FMP includes research writing, workshops on applying to graduate school, and hands-on research experience under the guidance of a UCSC faculty sponsor. The Graduate Information Program (GIP) offers general graduate and professional school advising in addition to hosting a series of workshops focused on applying to graduate school.

EOP Learning Support Services

The Learning Center provides a variety of learning support services to all UCSC students. The center also functions as a referral service to direct students to other learning assistance at UCSC, including Academic Success workshops, department-sponsored tutoring, and organized study tables.

Individual tutoring is available to EOP, DRC, transfer, Oakes, Crown, and Merrill College students. Modified Supplemental Instruction (MSI) is offered to all UCSC students for courses that students have traditionally considered to be difficult. Students enrolled in these courses are encouraged to join these guided study groups, led by students who have successfully completed the course and have been recommended by the course instructor.

Mini-courses are two-credit courses in academic reading, research, and writing offered for incoming transfer students. Three-credit courses offering language development and writing support are also offered for bilingual students.

Study groups are available. In coordination with the student ethnic organizations, organized study nights with tutoring are offered on an ongoing basis. Students wishing to form course-related peer study groups are invited to come to the Learning Center for organizational assistance and an environment conducive to study.
Academic skill-building workshops are offered by The Coalition for Student Academic Success (CSAS) on topics such as note taking, time and stress management, exam preparation, academic reading, and research paper and thesis writing.

Please call if you would like academic assistance in these or other areas. The Learning Center is located at the Academic Resources Center (formerly the Student Center).

For more information about the Educational Opportunity Programs, visit the Academic Resources Center; call 459-2296; or visit the web site at www2.ucsc.edu/eop.
Fire Department

The campus fire department is located next to Crown College, on Chinquapin Road, and operates 24 hours a day, every day of the year. The fire department's responsibilities encompass fire prevention, fire suppression, hazardous material emergency response, and emergency medical treatment. Department activities include annual inspection of campus buildings for fire hazards or other dangerous conditions; reviewing campus events to meet public safety standards; fire and life safety training for students, staff, and faculty; and inspection, testing, and maintenance of campus fire alarms and fire protection systems.

For more information regarding disaster preparedness, or First Aid and CPR classes, please check the web site at http://fire.ucsc.edu; or call the fire department business office at 459-3473. For all emergencies, dial 911 from any campus phone.
Gay, Lesbian, Bi, Trans, Intersex Resource Center, Lionel Cantú

The Lionel Cantú Gay, Lesbian, Bi, Trans, Intersex (GLBTI) Resource Center provides informational, educational, and social support to students, staff, faculty, alumni, and the community on GLBTI issues. The center, located in a beautiful redwood building behind Crown and Merrill Colleges, is home to a host of exciting programs, several student organizations, and a library offering contemporary queer titles. Student art shows are exhibited in the center’s GALA Gallery. The center has a cozy lounge, computers with Internet access, videos to view, plenty of study space, and a full kitchen. Safer sex information and supplies are on hand.

Referral to campus and community resources is available by phone or in person by the center’s friendly staff. The center publishes Queer Happenings, an electronic weekly calendar of campus and community GLBTI events. Its web site features an array of resources. Several electronic listserves keep subscribers up-to-date on queer news.

The Lionel Cantú Gay, Lesbian, Bi, Trans, Intersex (GLBTI) Resource Center also welcomes and educates non-queer students and others. Center staff and students are available for GLBTI related workshops, lectures, and trainings.

In the fall quarter, the center offers several events celebrating National Coming Out Day and National GLBTI History Month. In April, the center cosponsors Queer Awareness Campaign, which features dozens of workshops and performances. In June, the center coordinates the Rainbow Ceremony for graduating students and organizes activities to celebrate Pride Month. Throughout the year, the GLBTI Resource Center is busy collaborating on multicultural events with a queer focus.

All queer, questioning, and queer-friendly folks are welcome to visit the center, which is open year-round, Monday-Friday, 10 a.m.–5 p.m. The center is staffed by Director Deb Abbott (459-4385); Tam Welch, Program Coordinator; and student coordinators, interns, and volunteers. Contact the center via its web site at www.queer.ucsc.edu, by calling 459-2468, by e-mailing cantuglbticenter@ucsc.edu, or by faxing 459-4387.

Graduate Student Commons

The Graduate Student Commons (GSC) is a student owned building designed to enhance the graduate student community. It features many resources, such as Joe’s Pizza and Subs on the lower level, and study rooms, computers, a large study lounge with fireplace, and a balcony overlooking Quarry Plaza on the upper level. Joe’s Pizza and Subs is open to the public. The upstairs portion of the GSC is reserved for graduate student use. Anyone wishing to use the facilities there must either be a registered graduate student or be sponsored by a graduate student (for example, a graduate student teaching assistant can hold office hours in the upper level for his or her students).

The GSC is governed by a board comprised of graduate students, staff, and faculty. The board sets policy and plans special events.

The GSC is located in Quarry Plaza, in the center of campus between Classroom Unit and Cowell College, next to the Student Union. For hours or room reservations, call either 459-1557 or Diane Brookes, the building manager, at 459-1395; web site: www2.ucsc.edu/gradcommons/.

Graphic Services

Using traditional and electronic methods, Graphic Services staff design and produce print material and web sites for UC faculty, staff, and students. Typical projects include books, brochures, catalogs, journals, annual reports, posters, banners, newsletters, résumés, charts, graphs, diagrams, technical illustrations, maps, slides, overheads, web pages, logos, and letterhead. Consultation, text editing, and scanning services are also available. Graphic Services is located in the Printing Services office in the basement of the Jack Baskin Engineering Building. Call for information: 459-4401; web site: graphics.ucsc.edu.
Health Science Career Advising

The Health Science Advisory Service located at the Career Center is open to all UCSC students and alumni. Information regarding health career opportunities, application procedures, and tests required for professional schools is available. Students interested in pursuing careers in health are urged to request letter grades. Students should come in for advising early in their academic careers. The advising office is located in the Career Center, Bay Tree Building, 459-5705.

Health Services

Student Health Center

Located across from Colleges Nine and Ten, the Student Health Center provides quality health care focused on the particular needs of students. All registered students have access to the Student Health Center regardless of their insurance plan.

• Our facility is staffed by board certified physicians, nurse practitioners, physician assistants, and nurses. Students are seen by appointment and in Urgent Care. In case of emergencies, either during the day or after normal operating hours, please call 911.

• The Student Health Center offers routine medical appointments, urgent care, psychiatry services, nutritional counseling, health promotion programs, x-ray, and full laboratory and pharmacy services on site. For more information regarding the Student Health Center and its services see the web site at www2.ucsc.edu/healthcenter.

Mandatory Hepatitis B Immunization

California state law mandates that all entering students under 19 years old must be immunized against Hepatitis B. These students are required to provide the Student Health Center with documentation proving their compliance with this law. Students not in compliance by the deadline, may have a hold put on their enrollment. For more information, see the web site at www2.ucsc.edu/healthcenter; or call 459-2211

Health Insurance

To ensure that emergencies and other health care costs do not interfere with a student’s education, all University of California students are required to carry medical insurance. A comprehensive and inexpensive program specifically designed for students is available through the university through the Undergraduate Student Health Insurance Plan (USHIP) and the Graduate Student Health Insurance Plan (GSHIP). All students are automatically enrolled in USHIP or GSHIP and billed quarterly through their student account, unless they choose to waive this coverage by providing proof of comparable insurance by the specified deadline. For detailed information regarding insurance coverage and the waiver process, see the web site at www2.ucsc.edu/healthcenter. You may also contact the insurance office at insure@ucsc.edu, or call 459-2389.

Student Health Outreach and Promotion (SHOP)

SHOP provides opportunities for students to explore and enhance their health and wellness as they pursue their academic and personal goals. Our various programs and services offer students culturally sensitive, non-judgmental information, education, resources, and support around issues related to alcohol and other drug use, sexual health, and other related health concerns. Students can get involved with SHOP through the volunteer programs described below.

• Alcohol and Other Drug (AOD) Education. SHOP coordinates alcohol and other drug education, prevention, and early intervention efforts on campus. Staff members work collaboratively with students to help them identify information relevant to their situation and provide support in the decision-making process. SHOP works with students, staff and community members to reduce the harms associated with binge drinking, both on and off campus. Our “Just Say Gnome, Party Small” campaign helps students become responsible party hosts. Staff members provide training for housing and residence life staff and serve on the campuswide AOD Advisory Committee, which develops, implements, and assesses AOD policies.

• HIV Prevention Program. Helping students explore their options around the sexual choices that they make, SHOP seeks to reduce students’ risk of HIV, other sexually transmitted infections (STIs), and unplanned pregnancy. SHOP offers the following: a free and anonymous HIV testing program run by trained student test counselors; the Condom Co-op, which sells safer sex supplies at a reduced cost; and SLUG LOVE interactive workshops. SHOP also co-sponsors special events such as the annual Santa Cruz AIDS Walk.

• Peer Education and Volunteer Opportunities. Students can get involved in SHOP in several ways: by becoming a volunteer for the Condom Co-op (we train 15-20 students each quarter), training to be
a Peer HIV Test Counselor (requires application and interview process), and/or by training to be a Peer Educator (requires application and taking a two-credit course in the spring). SHOP also participates in the Chancellor’s Undergraduate Internship Program (CUIP). Send us an e-mail at shop@ucsc.edu and we’ll let you know when volunteer opportunities arise.

For more information about SHOP, visit us, go to our web site at www2.ucsc.edu/healthcenter/shop, e-mail us at shop@ucsc.edu, or call 459-3772.

### Housing and Dining Services

#### University Housing

The Campus Housing Office is responsible for the application and contract records for all students living in college residence halls and apartments, Graduate Student Housing, The Village, University Inn, and University Town Center. Staff are available to advise students about room and board billing, payment plans, and contractual responsibilities.

Students living in college residence halls and apartments, and at the University Inn, are required to select a meal plan as part of their housing contract. All other students, whether living on or off campus, may purchase meal plans or Flexi Dollars online at studenthousing.ucsc.edu. Campus Housing is centrally located at 104 Hahn Student Services Building; hours are 8 A.M.-5 P.M., Monday through Friday. Phone: 459-2394; e-mail: housing@ucsc.edu; web site: housing.ucsc.edu.

Room assignments, key distribution, and waiting lists are handled by the individual Offices of Residential Life/Housing at each community.

#### Community Rentals Office

The Community Rentals Office serves as a resource center for UCSC students, faculty, and staff who wish to secure housing off campus. The office maintains an extensive rental listings database accessible via the Internet. The web site provides resource information, forms, and agreements commonly used when searching for, living in, and moving out of rentals. A Renters’ Workshop geared for first-time renters is available online.

To visit the office, students need to bring proof of university admission or affiliation and a picture ID. Services are free to newly-admitted and currently enrolled students. UC Extension, alumni, and Summer Session-only students pay a user fee.

Community Rentals is centrally located at 104 Hahn Student Services Building; hours are 8 A.M.-5 P.M., Monday through Friday. Phone: 459-4435; e-mail: communityrentals@ucsc.edu. For more information visit communityrentals.ucsc.edu.

#### Family Student Housing

Family Student Housing, located near the west entrance to the campus, is a residential community of two-bedroom apartments for students with children or couples without children. More information and applications are available from the office in the Community Building, 599 Koshland Way, phone: 459-4080; e-mail: fsh@ucsc.edu. For more information visit housing.ucsc.edu/fsh.

#### Guest Accommodations

The University Inn and Conference Center provides guest accommodations for visiting relatives and friends. For availability and reservations, contact the University Inn at 426-7100; or visit ucscinn.com.

#### University Dining

The five dining halls on campus offer a wide variety of choices at each meal. Students living in college residence halls and apartments, and at the University Inn, are provided with meal plans as part of their residence contract. All other students, whether living on or off campus, may purchase a meal plan/Flexi Dollars online at studenthousing.ucsc.edu. Flexi Dollars, a declining balance plan, can be purchased with or without a meal plan. Flexi Dollars may be used at campus cafes, coffee shops, and dining halls. For information about any of the above services or to comment on dining services, contact the University Dining Office at Social Sciences 2 at 459-4169 or send e-mail to ucsantacruzdining@ucsc.edu.
8. Services and Opportunities from A to Z

“L” Topic
  • Libraries

Libraries

The University Library collections are divided between two buildings: the collections in humanities, arts, and social sciences are housed in McHenry Library; books and periodicals in the natural and physical sciences are housed in the Science & Engineering Library. The collections include over 1,470,000 books and nearly 28,000 journals. UCSC’s CRUZCAT catalog and UC’s California Digital Library system are available at both libraries and through the campus network. Most of the materials are in open stacks so that you can help yourself, and reference staff is available if you need assistance. The Media and Electronic Resource Center (MERC), Government Publications, Special Collections, Visual Resource Collection, Film & Music Center, and Lick Observatory Archives are specialized units in McHenry Library. Online catalog and database demonstrations are strongly recommended for learning how to use the library’s resources. They are offered throughout the quarter on a drop-in basis, and on request. For demonstration schedules, go to [library.ucsc.edu/instruction/workshops](http://library.ucsc.edu/instruction/workshops). Access to materials not in the library’s print collection is provided through interlibrary loan service, document delivery, and electronic databases. Most of the colleges also have a study library with small collections.

  Library hours during the regular academic quarter: Monday–Thursday, 8 A.M.–11:45 P.M.; Friday, 8 A.M.–8 P.M.; Saturday, 9 A.M.–8 P.M.; Sunday, 10 A.M.–11:45 P.M.

  Library hours are more restricted during quarter breaks and in the summer. Call 459-4000 for information on hours.


Mail Service

Each student is assigned a mailbox at his or her college. A complete delivery address is essential and must include college street address and zip plus four codes, as listed below. Include your mailbox number after the college name. Check your college mailbox for official university notices even if you have an off-campus mailing address. The following is the only approved format:

Student’s name
UCSC, College name, box
College street address
Santa Cruz, CA 95064-XXXX

where XXXX is the expanded Zip code (Zip + 4).

On-Campus Mail

The campus interoffice mail system is limited to official university business only. Each college office and campus unit has a red bag for on-campus mail. Use interoffice manila envelopes, and address the mail as follows:

Name of Person
Mail Stop Name

The mail stop name for most faculty, staff, and students on campus can be found on the web site, cmsmailserv.ucsc.edu/tango/all.html.

Campus Post Office

A U.S. Postal Service substation (post office) is located in Baskin Engineering Building. Entrance is from the west side of the building, next to the loading dock. Postage stamps may be purchased and packages mailed Monday-Friday, 11 a.m.-3:30 p.m. Call 459-2765 for information. Postal mail collection boxes are located at each college, behind McHenry Library, and near the Bay Tree Bookstore.

Media Services

Media Services provides support for academic courses and special events using media on or off campus. A course is defined as being listed in the schedule of classes, having a class number, meeting at the time and general assignment location listed and having a mandatory attendance of students. A special event is defined as any event that is not an academic course and does not require student attendance.

UCSC Identification with a current quarter sticker is required to check out any equipment from the Media Checkout Facility, Kerr Hall 149, by faculty, staff, or students. Reservations for equipment are strongly encouraged. All equipment is available on a first come, first served basis and can be borrowed for up to three working days. Equipment may be reserved by calling 459-2117. Detailed information can be found at: http://media.ucsc.edu.
Ombuds' Office

The Ombuds' Office is an impartial, independent and confidential resource available to all members of the UCSC community. The office assists students, staff, and faculty in the informal resolution of complaints and/or problems conflicts stemming from UCSC policies, procedures, practices, or difficult campus-related relationships. The office also facilitates communication and problem-solving workshops for departments, units, and student groups, focusing on effective conflict management and prevention through improving interpersonal communication skills and utilizing the tenets of principled negotiation. The office also provides assistance with strategic planning and other organizational development needs.

The Ombuds' Office operates independently of administrative authorities and protects the privacy of all contacts and communications to the office. When appropriate, the Campus Ombuds encourages direct interaction between involved parties and provides support for individuals to resolve their own issues. The Ombuds maintains a neutral role when listening to concerns and providing options to resolve them.

The Campus Ombuds Office recommends changes to policies and procedures in a consultative manner. Services include providing information on campus resources, policies, and procedures, and making appropriate referrals. The office is not involved in formal grievance or disciplinary processes, and cannot set aside any university policy or rule. The office does maintain records and does not serve as an office of notice.

Please contact Campus Ombuds Laurie McCann at 459-2073 or lmccann@ucsc.edu for further information or for an appointment. PLEASE NOTE: As of September 1, 2009 the Office of the Ombuds is will be located on the first floor of Kerr Hall, at 419 Physical Sciences Building. PLEASE NOTE: THE OFFICE HAS MOVED FROM MCHENRY LIBRARY! For additional information, visit the Ombuds Office website at www2.ucsc.edu/ombuds.
Pets
Dogs and cats are prohibited from campus with the exception of guide dogs and service animals assisting people with disabilities. Animals found on campus will be impounded by the campus animal control officer. No dogs may be kept in parked vehicles anywhere on campus. No dogs, cats, farm animals, or wild, undomesticated, or dangerous animals may be kept in any campus residential facility. Other small animals, normally considered domesticated when kept exclusively in cages, display cases, or containers designed for that purpose, may be permitted upon approval. A full copy of the Non-Research Animals on Campus Policy can be found on the UCSC Animal Control web site: police.ucsc.edu/ac.html, or call campus police at 459-2231 for additional information.

Physical Education, Recreation, Sports, and Wellness
The Office of Physical Education, Recreation, and Sports (OPERS) has six distinct programs. Physical Education classes are regularly scheduled courses that carry no academic credit but are recorded on your transcript. A broad range of physical activities is offered. Many classes are small, and all offer expert instruction and carefully designed practice periods so that you can accomplish much in sessions of two to three hours per week. For detailed information, consult the quarterly Schedule of Classes, visit the OPERS web site at http://opers.ucsc.edu, or call 459-2531.

The recreation program provides outlets for social, physical, and creative expression. A broad spectrum of activities, classes, and special events is offered. Examples include backpacking, day hikes, wilderness skills, rock climbing, white-water rafting, surfing, sea kayaking, guitar, pottery, dance, and a holistic health certificate program. A schedule of activities is published each quarter providing detailed information regarding the program. Registration for these activities is done online through the Recreation Department web site. The recreation program also maintains an outdoor equipment rental center and oversees recreational clubs initiated and organized by students. Current clubs include shotokan karate, quantum jujitsu, scuba, warrior yoga, Argentine tango, and backpacking. Call 459-2806 for more information, or visit the web site at www.ucscrecreation.com.

The intramural sports program provides recreational competition for the campus community through leagues, tournaments, and special events. The motto is “Friendship Through Competition.” Leagues are divided into open, men’s, women’s, and coed for team activities such as volleyball, basketball, floor hockey, softball, ultimate Frisbee, and inner-tube water polo. Tournaments are held for individual activities such as, tennis and racquetball. Special events include a 5K run and a triathlon. For more information call 459-4220, or visit the website at http://www.ucscintramurals.com.

The sports club program provides the opportunity for students to develop an organized club for a sport in which they have an interest. Every club has a different level of participation and competition based on a variety of factors. Some compete against other schools in a set conference or league, others are more casual. But the single unifying aspect of all sports club teams is a passion for their sport. Current active clubs include cycling, rugby, sailing, men’s lacrosse, ultimate frisbee, men’s soccer, special olympics, cheer, dance, baseball, equestrian, water polo, diving, badminton, men’s cross-country, fencing, and track and field. For more information call 459-4220, or visit the website at http://www.ucscsportsclubs.com.

The athletics program offers NCAA Division III intercollegiate competition in women’s golf and cross-country, men’s and women’s basketball, tennis, volleyball, soccer, and swimming and diving. For more information, visit the website at www.goslags.com.

The Wellness Center provides state-of-the-art fitness equipment including treadmills, stationary bike, weight machines and free weights. There are also weight training classes, personal training, fitness testing, and wellness programs such as adopt-a-slug, a buddy system for keeping active during winter quarter. This facility is located in the East Field House, and admission is free of charge with a current UCSC student ID. You must have your card with you to gain access. For hours of operation and other information, visit the website at http://www2.ucsc.edu/opers/wellness/index.html, or call 459-2995.

Police
The university police have the same authority and responsibility, by law, as municipal police departments. In emergencies, call 911, 24 hours a day, from campus or private phones. If you need information or if you need to report a non-emergency situation, call 459-2231, also 24 hours a day. Officers patrol the campus on foot, bicycle, motorcycle, or by car; they answer calls related to crimes, collisions, injuries, and complaints. The lost and found service is located in the Police Office, 459-2231. Office hours are 8 A.M.-5 P.M., Monday-Friday. The Police Office is located between the Women’s Center and the Corporate Yard near the main entrance to campus.
8. Services and Opportunities from A to Z

“P” Topics

• Pets
• Physical Education, Recreation, Sports, and Wellness
• Police

The Parking Enforcement Office (for paying parking citations and requesting special parking consideration) is in the same location. Citation payments may be made by mail or in person Monday-Friday, 8 A.M.-5 P.M.
Rape Prevention Education

UCSC Rape Prevention Education works to raise the student body’s awareness about rape, its causes and prevention. Primary focus is on acquaintance rape, which is the most common and most under-reported of crimes on college campuses. Rape Prevention Education offers a wide variety of free educational programs in the colleges, at campus-wide events and in academic courses. A dynamic peer education program including male and female peer educators offers free evening workshops in the residence halls. Ask your RA, CA or NA for details. A free program of self-defense is offered each quarter with details in the Schedule of Classes. A resource library is available for academic papers. Students can also make an appointment for free rape crisis counseling at Rape Prevention Education, whether for a recent rape or a rape from the past. This service is also available for the loved ones of anyone who has been raped. Rape Prevention Education is located at Kresge College in the lower section next to the plaza and fountain. It is best to call 459-2721 before dropping by, or access the web site at www2.ucsc.edu/rape-prevention for more resources.

Religious Counseling (see Spiritual Guidance)
8. Services and Opportunities from A to Z

“S” Topics

- Sexual Harassment Officer/Title IX Coordinator
- Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
- Services for Transfer and Re-Entry Students (STARS)
- Smith Renaissance Society
- Spiritual Guidance
- Student Involvement in University Governance
- Student Organization Advising and Resources (SOAR)
- Student Media
  - Broadcast Media
  - Print Media
  - Weekly Publication
  - Bi-Weekly Publications
  - Quarterly Publications
- Annual Publications
- Media Council
- Student Regent
- Student Union
- Student Union Assembly

Sexual Harassment Officer/Title IX Coordinator

UC Santa Cruz takes the issues of sexual assault and sexual harassment very seriously. We are committed to ensuring that our campus community is free of these types of behavior and other discriminatory and hostile conduct. You can receive information and advice or file an informal complaint or a formal grievance by contacting the Title IX/Sexual Harassment Officer. Copies of the UCSC Policy on Sexual Assault, the UC Policy on Sexual Harassment and Procedures for Reports of Sexual Assault(s) and Sexual Harassment are available to all students, faculty, and staff by contacting Rita E. Walker, Title IX/Sexual Harassment Officer (SHO), at (831) 459-2462, e-mail rew@ucsc.edu or Emily Baer at (831) 459-4117, e-mail ebaer@ucsc.edu; web site: www2.ucsc.edu/title9-sh/. The Title IX/SHO is also available to investigate other violations of Title IX, such as sex/gender discrimination in student services or academic programs.

Society for Advancement of Chicanos and Native Americans in Science (SACNAS)

The mission of SACNAS is to encourage Chicano, Latino, and Native American students to pursue graduate education in order to obtain the advanced degrees necessary for science research, leadership and teaching careers at all levels. The SACNAS office can provide information on many opportunities for minority students and professionals in the sciences.

The annual national conference provides scientific symposia, keynote speakers who are at the forefront of scientific research, professional development sessions, and student poster and oral presentations. This conference, usually held in mid-October, provides a forum for students, faculty, and professionals in science and education to share research, address the unique accomplishments and challenges of minorities in science, form networks of mentors and colleagues, and gain access to educational and career opportunities. For more information, contact SACNAS at 459-0170, info@sacnas.org; or visit www.sacnas.org.

Services for Transfer and Re-Entry Students (STARS)

STARS is a program for transfer students who are entering UCSC from a community college or other four year school, for undergraduate and graduate reentry students who have had a substantial break in their college education, for all students who are also parents, and for military veterans. STARS provides the extra academic and personal support you may need to benefit fully from your education at UCSC whether you are a full- or part-time student. These services include orientations for new students, academic courses and study skill workshops, tutorial services, informal academic advising, drop-in assistance, social and cultural programs, scholarships, newsletters, and student lounges with computer workstations. STARS also acts as a clearinghouse for information about campus and community resources for UCSC’s large transfer and re-entry student populations, and the STARS staff advocates on behalf of these students campuswide.

STARS is located in the Academic Resources Center (the ARC), on the road between the Music Center and McHenry Library. A STARS satellite center is also located at Kresge College. Hours are 8 a.m.–5 p.m., Monday through Friday; the phone number is 459-2552. For current programs and activities, view the STARS web page at stars.ucsc.edu.

Smith Renaissance Society

The Smith Renaissance Society is an organization that works with emancipated foster youth and other youth who are on their own, helping them make the transition to higher education and to have a successful experience after they enroll. Academic preparatory outreach is offered through the Educational Partnership Center and the UCSC Admissions Office.

The organization was established as a lasting tribute to Cowell College’s first provost, Page Smith, and his wife Eloise. What was originally envisioned as a scholarship fund has now grown to incorporate the wider vision of a scholastic society that provides students with a community that supports them through their academic career. Mentoring, financial aid, academic and personal support services, and social and recreational events are among the many support services offered.

The Smith Renaissance Society is housed at STARS in the ARC, room 216A. Phone numbers are 459-4968 and 459-4819. Advisor: Amy Hamel, amyhamel@ucsc.edu; web site: smithsociety.ucsc.edu.

Spiritual Guidance

Professional staff from various faiths are available to students seeking personal, premarital, or spiritual guidance and counseling. Appointments can be made by calling one of the following organizations serving the campus through the University Interfaith Council (UIC):

- American Indian Resource Center, Lucio Ramirez, 459-5389
- Baha’i Association, Brian Miller, 688-0221


8. Services and Opportunities from A to Z

“S” Topics continued

- Buddhist Society at UCSC, Mark Neenan, 459-1520
- The Church of Jesus Christ of Latter-day Saints, Chad Mitchell, 439-7072
- Graduate Student and Postdoc Christian Fellowship, Peter Payne, 734-216-0763
- Hillel/Jewish Student Resource Center, Rick Zinman, 426-3332, ext. 12
- Indian Student Interfaith Network of UCSC, Dr. Annapurna Pandey, 332-2320
- International Students, Inc., Peggy Pollard, 423-2593
- Inter-Varsity Christian Fellowship, Jason Rieckewald-Schmidt, 419-5523
- Lutheran Campus Ministry, Inese Dahl, 423-8330 or Rev. Herb Schmidt, Pastor Emeritus, 423-5777
- Newman Catholic Community, Sister Maryann Cantlon, CSJ, 423-9400
- Religious Society of Friends (Quakers), Clarke Dixon-Moses, 430-0880 or Gabriela Alaniz, 459-5230
- United Campus Christian Ministry, Sean X. Tai, uccm@ucsc.edu
- The Veritas Forum, Pamela Urfer, 475-5157
- Student University Interfaith Council, Nathan Ellstrand, 951-505-4476

The University Interfaith Council is an independent, voluntary, and inclusive organization that has been affiliated with the campus since 1965. The UIC receives no university or student fee funding. Information about other religious faiths represented on campus through registered student organizations may be found by contacting SOAR at 459-2934.

Student Involvement in University Governance

There are many different opportunities for students to become involved in governance at the university—allocating resources, strategic planning, establishing priorities, and evaluating programs. Student involvement in governance often provides a chance for students to learn more about the university and gain quality leadership experience while having fun and developing lifelong friendships.

Students interested in becoming involved in governance at their college should contact their college programs coordinator. Participation in campuswide governance is open to students through service on a variety of administrative and Academic Senate committees. These committees provide an opportunity to ensure that the student body voice is heard in important university decisions. The presence of students on committees encourages communication among the faculty, the administration, and the students and allows student access and input to the decision-making process. Undergraduate students interested in applying for membership on one or more committees should do so by filling out an application, available online at sua.ucsc.edu/scoc. The Student Committee on Committees (SCOC), composed of one student appointed by each college, will review applications and make committee appointments. The SCOC can be reached by phone at 459-5533 or 459-4838. Graduate students may apply to serve on campuswide committees through the Graduate Student Association, 459-1473 or gsa@ucsc.edu.

Also see Media Council (page 117), Student Organization Advising and Resources (SOAR) (page 117), Student Union Assembly (page 118), and UC Student Association (page 122).

Student Media

Student Media offers academic support services, facilities, equipment, and pre-professional training to more than 800 students each academic year. More than 600 students receive academic credit through the Writing, Literature, Film and Digital Media, Community Studies, and Economics departments, and Kresge College. Participating students’ voices are heard through radio and television broadcasts, newspaper reporting, and literary journals.

Students are provided the opportunity for leadership, decision-making, creativity, and financial responsibility. Advisers uphold the First Amendment and support students’ freedom of expression while providing training in print and broadcast equipment, financial management, leadership skills, teamwork, FCC rules and regulations, and media law. This program is a rewarding adjunct to academic pursuits where practical skills and experience are gained prior to graduation. See the web site at studentmedia.ucsc.edu.

Broadcast Media

KZSC 88.1 FM is a noncommercial radio station webcasting and broadcasting 20,000 watts to five counties within the Monterey Bay area. KZSC operates 24 hours a day, 365 days per year. The station provides UCSC and the Monterey Bay area with music, news, and public affairs programming. KZSC sponsors classes that train students interested in all aspects of FCC broadcast rules and regulations and in becoming on-air programmers. Academic credit is available.

SCTV Channel 28 transmits and webcasts to the campus community. The programming is diverse and includes student film and video submissions, news, and on- and off-campus event filming. For more
8. Services and Opportunities from A to Z

“S” Topics

- Sexual Harassment Officer/Title IX Coordinator
- Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
- Services for Transfer and Re-Entry Students (STARS)
- Smith Renaissance Society
- Spiritual Guidance
- Student Involvement in University Governance
- Student Organization Advising and Resources (SOAR)
- Student Media
  - Broadcast Media
  - Print Media
  - Weekly Publication
  - Bi-Weekly Publications
  - Quarterly Publications
  - Annual Publications
- Media Council
- Student Regent
- Student Union
- Student Union Assembly

Print Media

Print media offers an opportunity for students to develop knowledge of the production of a publication including writing, reporting, photography, design, production, business, and management. The publications are truly student run—from the democratic editorial policies to the flexibility given writers and artists to explore printed expression without censorship. Call 459-5817 for more information. Academic credit is available.

Weekly Publication

City on a Hill is one of the largest student weeklies in California and has been the recipient of numerous state and national awards. Call 459-2430 or 459-4350 for more information about City on a Hill Press.

Bi-Weekly Publications

Fish Rap Live! provides an alternative opportunity for students to write, report, photograph, produce, and learn about producing a newspaper online. The Project is a monthly newspaper produced by politically active students of UCSC. Call 459-5817 for more information.

Quarterly Publications

Leviathan (the Jewish political/environmental publication), Eye Candy (the film and video critique publication), The Black/African Voice, TWANAS (Third World and Native American Students), and Kresge Town Krier afford students valuable training in editing, writing, and production, and welcome the involvement of all campus members. The Big Q is a magazine for the queer student’s voice on campus. Call 459-5817 for more information.

Annual Publications

African Black Voice, Chinquapin, Red Wheelbarrow, Alay, Las Girlfriends, La Revista, Vis-A-Vis, Turnstile, Disorientation, Variance, and other publications solicit, edit, and provide a showcase for student writing. The production of these diverse publications develops students’ critical skills for selecting and editing art, photography, poetry, prose, and drama. Call 459-5817 for more information.

Media Council

The Media Council is an advisory committee that represents all student media organizations. Each year there is an opportunity to apply for funding for new publications. General questions concerning student media organizations can be directed to 459-2840 or 459-4733.

Student Organization Advising and Resources (SOAR)

At SOAR, students can choose from more than 150 active student organizations. Members can learn leadership skills, participate in workshops, work on exciting projects, and meet life-long friends. SOAR’s professional and experienced staff offers mentorship, leadership training, organizational development advising, and event management services to all students.

SOAR:

- Values each student’s experiences, ideas, and initiative
- Encourages dialogue and appreciation for the perspectives of others
- Increases students’ sense of belonging and access to the campus-wide community
- Advances student voice and leadership in university decision-making processes
- Helps students develop educational and professional pathways
- Empowers students to foster diversity and civic engagement
- Facilitates the safe and successful production of student-initiated events

SOAR is located on the 2nd floor of the Student Union, across from the Bay Tree Bookstore. Office hours are 9 A.M.-5 P.M., Monday through Friday. Stop by or visit the SOAR web site at soar.ucsc.edu.

Student Regent

The Student Regent is a full voting member of the Board of Regents of the University of California, attending all meetings of the Board and its Committees. The Regents establish policy in areas such as personnel, campus development, student fees, admissions, and financial aid. The duties of the Regents include overseeing the financial management of the university, its investment, and its property holdings as well as
8. Services and Opportunities from A to Z

“S” Topics

- Sexual Harassment Officer/Title IX Coordinator
- Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
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  - Weekly Publication
  - Bi-Weekly Publications
- Quarterly Publications
- Annual Publications
- Media Council
- Student Regent
- Student Union
- Student Union Assembly

appointing the president of the university, the ten campus chancellors, the directors of the major Department of Energy research laboratories, and the officers of the Regents.

The Student Regent is reimbursed for expenses incurred for attendance at meetings of the board and its committees. All mandatory university fees, tuition, and parking fees are waived for the Student Regent during the two academic years in which he or she serves as a Regent-designate and member of the Board. Applications for the Student Regent position are accepted in mid-February. For more information, call 459-2789 or see the web site at www2.ucsc.edu/careers/jobs/regent.html.

Student Union

The UCSC Student Union is designed to complement the role of the colleges by providing a central gathering place for all students and other members of the campus community. The Union provides social, recreational, and meeting space for undergraduate students. Located in Quarry Plaza, the union is close to transportation, the bookstore, eateries, and convenience and copy stores.

The facility contains computers for e-mail and Internet access (wireless capability), recreational and study space, and offices for student organizations, student government, Engaging Education (Redwood Building), and Student Organization Advising and Resources (SOAR). The main lounge contains billiards, table tennis, and vending machines.

A student governing board manages the Student Union. The Student Union Governance Board may be contacted at 459-3167 or 459-2934. The Student Union is open 9 a.m.-9 p.m. Monday–Thursday; 9 a.m.-6 p.m. Friday; and noon–5 p.m. on Saturday. It is closed administrative holidays, quarter breaks, and summer.

Student Union Assembly

The Student Union Assembly (SUA) is the official undergraduate student government of UCSC. The SUA represents and advocates for the student voice and student power on campus, in Sacramento, in Washington D.C., and in the UC Office of the President. The SUA has a General Body which consists of representatives from each of the 10 colleges, the 6 campus-wide elected officers including the chair, and representatives from the following student organizations: African/Black Student Alliance, Asian American/Pacific Islander Student Alliance; the Network; Movimiento Estudiantil Chicano/a de Aztlán (M.E.Ch.A.); and the Student Alliance of North American Indians.

The SUA conducts open meetings once each week during the academic year in Conference Room D in the Bay Tree Building. The assembly operates through issue-specific campaigns. In the past, the SUA has formed campaigns around fighting fee hikes, defending affirmative action, saving the narrative evaluation system, striving for reasonable campus growth, and reforming the UC Regents’ procedures.

Students interested in advocacy and activism are invited to get involved. The SUA provides many opportunities to engage in campus politics and student movements. From various student-led campaigns to outreach committees, such as Engaging Education, the Campus Sustainability Council, and the Student Committee on Committees, to the lobbying of federal, state, and local legislative bodies, the SUA offers many opportunities for students to grow as young adults.

For more information about the assembly, the officers, or how to get involved, contact the SUA at 459-4838; check out the web site sua.ucsc.edu; or stop by the Student Union Assembly Office on the second floor of the Student Union.
Transportation and Parking (TAPS)

On Campus
TAPS provides the campus community with programs and incentives that encourage ridesharing, thereby contributing to a better campus environment by helping to improve air quality, reduce traffic congestion, and minimize the campus resources necessary to accommodate automobile parking. Walking, bicycling, and riding transit are promoted over personal vehicle use. Daytime on-campus transit service is provided Monday through Friday; night-time on-campus transit service is available seven nights per week during the academic quarters. The Student Transit Fee supports campus transit service; bus fare is not required on campus transit buses. All campus transit buses are wheelchair accessible. Current route and schedule information can be obtained from the “Campus Transit” section of the TAPS web site at http://taps.ucsc.edu/campustransit.html.

To and From Campus
Santa Cruz Metro Bus Service. Santa Cruz Metro provides extensive bus service throughout Santa Cruz County. University route Metro buses serve the campus every five to eight minutes on instruction days, and three to four times an hour on weekends and during summer and quarter breaks. All Metro routes are wheelchair accessible. Student ridership on Metro is funded by the mandatory Student Transit Fee paid each quarter with registration fees. Showing a valid UCSC student I.D. card provides unlimited Metro bus service to students. Metro Night Owl buses provide late-night bus service to campus. Night Owl service to campus operates until 3:00 A.M. on Friday and Saturday nights and until 2:00 A.M. Sunday through Thursday nights. From certain areas of town, dial-a-ride service is available on Friday and Saturday nights. Dial-a-ride service areas include downtown Santa Cruz, River Street locations, the Boardwalk area, West Santa Cruz locations, and the area between Mission Street and campus. Route and schedule information can be obtained from the Metro web site at www.scmtd.com, or pick up a Metro “Headways” schedule on any Santa Cruz Metro bus. Metro offers paratransit service to those who meet the Americans with Disabilities Act requirements. For more information about these Metro services, call 831-425-8600.

Bicycle Programs. Bicycle lanes line many Santa Cruz roads, including both Bay and High Streets, the main access roads to campus. Once on campus, cyclists can use the dedicated bike lane along Hagar Drive or the “Bike Path,” a beautiful car-free ride through grasslands, to access the upper campus. Bicycle racks are available near buildings throughout campus. TAPS operates shuttles with bicycle trailers from Olive Street, next to the Mission Street Longs/CVS Drug Store, and from the University Inn on Ocean Street, on weekday mornings. Cyclists can load their bicycles on the trailer and catch a ride on the van up to campus. Once on campus, bikes can be unloaded at the Physical Plant Metro Stop on the lower campus, and at the Engineering 2 Circle on the upper campus. Between the trailer and the van front carrier rack, 14 bikes can be carried on each trip. Schedule information can be obtained from the TAPS web site at http://taps.ucsc.edu/bikeshuttle.html or by calling 831-459-3228.

Santa Cruz-Fremont BART Connector. UCSC offers a weekend shuttle with two round-trips a day on Fridays and Sundays during the academic year between the campus and the Fremont BART station. UC students and affiliates can use the shuttle to connect with BART, which offers rail service throughout the North Bay, including stops in San Francisco, San Francisco Airport, and Berkeley. The cost is $19 each way. Reservations are required and can be made by calling 831-459-3779 from 10:00 a.m. to 3:00 p.m., Monday through Friday. Schedule information is also available at http://taps.ucsc.edu/bartconnector.html.

TAPS Disability Van Service. TAPS provides on-campus wheelchair lift-equipped transportation for those unable to use the regular campus transit service. This service is available to students with temporary or permanent mobility impairments. No fare is required for the Disability Van Service; current medical documentation is required. For more information call 831-459-2829.

Ridesharing. Carpool permits for close-in parking can be purchased by two or more UCSC commuters. The cost of the carpool permit is split between the members. Each carpool member must own a vehicle. To find carpool partners who live in the same area and commute similar hours, call the County Commute Solutions office at 429-POOL; or visit their web site at www.commutesolutions.org. They will provide you with a listing of others interested in sharing a ride. Carpool partners can also be matched through www.511.org.

Ridesharing with Zimride. Zimride is a simple way to find friends, classmates and co-workers who are going the same way you are. Combining social networks and a proprietary route-matching algorithm, Zimride makes it easy to share the seats in your car or catch a ride. Zimride provides a rich social context to connect and establish trust. Zimriders can view profiles for common networks, interests and friends before deciding to share a ride.

It’s simple. Have a car? Split the costs by driving fellow UCSC community members. Don’t have a car? Find a ride where you need to go. You save money and protect the environment when you share a ride!
8. Services and Opportunities from A to Z

“T” Topic

- Transportation and Parking (TAPS)
- To and From Campus
- On-Campus Parking
- Off-Campus Parking
- The Transportation Advisory Committee (TAC)

There is no cost for membership. To find out more about Zimride at UCSC visit http://taps.ucsc.edu/zimride.html.

Vanpools. Serving areas from Palo Alto to Watsonville, the Vanpool Program is an inexpensive transportation option for students who commute to campus. Find out if your commute will fit the UCSC Vanpool Program by calling Joanna Palmer at 831-459-4289, or send an e-mail to jopalmer@ucsc.edu.

Carsharing with Zipcar. Zipcar is a membership-based car rental program providing self-service access to vehicles on campus, 24/7. At UCSC, all eligible students 18 years of age and older can join Zipcar for affordable, convenient access to a car when needed. Simply apply for membership and, once you’re approved, you can reserve a car, online or by phone, by the hour or by the day. To find out more about Zipcars at UCSC visit http://www.zipcar.com/ucsc/.

On-Campus Parking

In an effort to preserve the natural environment of the campus and to minimize the negative impacts of automobiles, the campus has developed a relatively small number of parking spaces and carefully manages their use. Campus parking regulations are enforced 24 hours a day, including weekends, finals week, quarter breaks, and summer. All vehicles using campus parking lots between 7:00 a.m.–8:30 p.m. must display a parking permit appropriate to that lot, or use a metered space; purchasing a permit does not waive the meter fee. Reserved parking spaces and some lots are enforced 24 hours a day. Please check the lot posting prior to parking.

The Campus Police Department is responsible for parking enforcement. Fines for illegal parking range from $18 to $275. If you wish to contest a parking ticket, you must contact the UCSC Police Department at 831-459-4373 within 21 days of citation issuance.

UC Santa Cruz has a parking prohibition for first and second year residential students. Students with less than 90 semester units that live in University housing facilities, including the University Inn and the University Town Center may not purchase a campus-parking permit and may not park in campus parking lots on campus. The parking permit prohibition applies to all types of campus parking permits (except motorcycle permits), including temporary daily, weekly and monthly permits. On rare occasions the Parking Review Panel may grant a parking exception to a first and second–year residential student who can demonstrate a compelling need. Parking exceptions must be approved prior to bringing the vehicle to campus; temporary permits will not be issued during the appeal process. Appeals take approximately three weeks if all necessary documentation accompanies the original appeal form submittal. More information about the Parking Appeal Process can be obtained on the TAPS web site at http://taps.ucsc.edu/appeal.html or e-mail ajklein@ucsc.edu.

All parking permits are sold to eligible students on a first-come, first-served basis. Student parking permits are no longer issued through lotteries. Commuting students and juniors and seniors living on campus may purchase parking permits for the remote lots on campus. Juniors and seniors may also apply for “C” permits for close-in parking near their college, as available. “C” parking permits have limited quantities and sell out quickly. Apply early to increase your chance of obtaining the type of permit you need. Temporary permits for the East and West Remote lots are issued to eligible students, as available, throughout the academic year.

Parking permits for disabled or medical spaces are available to students with temporary and permanent disabilities. Students with temporary disabilities must obtain medical authorization from the Cowell Student Health Center. Students with permanent disabilities must schedule a review of current medical documentation for recommendation from the Disability Resource Center. Contact the Disability Resource Center at 831-459-2089.

To avoid waiting in long lines, you should purchase parking permits online whenever possible. Purchasing a permit through the online application center is easy. To apply go to the TAPS On-Line Application Center at http://taps.ucsc.edu/application.html. Monthly, Weekly, and Daily permits are not available for purchase online. When necessary, permits may be purchased at the TAPS Sales Office, located in the H Barn (adjacent to the University Police office) near the main entrance to campus. A valid vehicle registration is necessary for students to purchase a permit. Vehicle registrations may be faxed to 831-459-1366, mailed to Transportation and Parking Services, UCSC-H Barn, 1156 High St., Santa Cruz, CA 95064, or delivered in person to the TAPS Sales Office. TAPS Sales Office hours are 7:00 a.m.–5:00 p.m., Monday–Friday. The TAPS phone number is 831-459-4543. For quick response to your questions about parking permits, send an e-mail to taps@ucsc.edu.

Off-Campus Parking

UCSC prefers that students who are not eligible to purchase an on-campus parking permit not bring vehicles to Santa Cruz unless advance arrangements for paid long-term parking off-campus are made.

Residential streets near campus and in downtown Santa Cruz have strictly enforced parking permit requirements.
The Santa Cruz Beach Boardwalk offers off-campus parking to UCSC resident students. The lot is just a short walk from the downtown Metro transit center, where students can board a bus to campus. Space in this lot is limited and provided on a first-come, first-served basis. More information and applications are available by contacting the Boardwalk at 831-423-5590.

**The Transportation Advisory Committee**

TAC, the Transportation Advisory Committee, is involved with planning and monitoring campus transportation and welcomes your comments, ideas, and participation. The committee membership includes student representation and meets once per month from October through June. For more information, call 831-459-5704.
UC Student Association

The UC Student Association (UCSA) is a statewide association of graduate and undergraduate governments from the nine campuses of the UC system. UCSA is the officially recognized voice of students before the UC Board of Regents, various UC administrative offices, and the UC Office of the President. The UCSA campus office provides grassroots membership and support for the Sacramento-based UCSA office. Issues covered by the lobby include UC fees and financial aid, affirmative action, and academic and admissions policies as well as issues of broader social responsibility, such as environmental concerns and civil rights. The campus office organizes voter registration drives, letter-writing campaigns, and rallies on particular UC issues. The UCSA Representative is also involved with systemwide committees and attends Regents’ meetings and statewide conferences.

The UCSA Representative is located in the Student Union Assembly office on the second floor of the Student Union, and may be reached at 459-4838.
Voter Registration

If you are 18 years of age or older and a U.S. citizen, you have the right and responsibility to participate in election processes at the national, state, and local levels.

To avoid any potential challenge to your right to vote, be certain that you are registered at the address where you reside. If you live on campus, be certain to use the complete street address. (For college street address, see section on Mail Service, page 110.) If you are already registered and no longer live at the address of your registration, you should obtain a voter registration form, complete the change of address section, and mail or deliver it to the Santa Cruz County Elections Department, Room 210, 701 Ocean Street, Santa Cruz, California 95060, 454-2060, no later than 30 days before an election. Voter registration forms are available at the colleges, the Bay Tree Bookstore, the Student Center, and online at www.ucsc.edu/resources/register_to_vote.html.

Be aware that when you reach the voting age of 18, you become eligible to be called for jury duty. A student called to jury duty in Santa Cruz County will need to make up missed work and examinations. It is the student’s responsibility to notify his or her instructors of the impending absence(s). As proof of the reason for such absences, the student should show the instructors the official Jury Summons or Certificate of Jury Service provided by the Jury Commissioner’s Office. Instructors will make alternate arrangements with the student to make up work or examinations missed because of official jury duty.

If the instructor and the student are unable to agree on arrangements, the student or the instructor should seek the assistance of the department chair, appropriate dean, or the vice provost and dean of undergraduate education, in that order. The student may also contact the Ombuds’ Office.
Women’s Center

The UCSC Women’s Center is a resource center located in the historic Cardiff House near the main entrance of campus. During the academic year, the center is staffed by a director, a program coordinator, and several student workers and provides co-curricular support to faculty, graduate, and undergraduate students. This support is comprised of educational, cultural, community-building and activist opportunities.

Founded on feminist principles, Women's Center programs and referral services focus on critical issues to women and male allies, such as body image; self-defense (both physical and verbal); eating disorders; art as a revolutionary act; positive relationships; women in science, math, engineering, and sports; and community activism.

The Women’s Center is open daily Monday-Friday, 8 a.m.-5 p.m. during the academic year, and 9 a.m.-5 p.m. during the summer. Students are welcome to drop by to study, check e-mail, use the computers to write/print papers, browse the center’s library, meet friends for lunch, lounge on the lawn, or attend a variety of interesting events.

To receive biweekly updates of women-focused activities and events on campus and in the community, subscribe to the electronic newsletter by e-mailing women@ucsc.edu. To get connected with other women or student organizations, activities, or volunteer opportunities, call 459-2072; e-mail us; or visit the center’s web site (womenscenter.ucsc.edu). Look for interesting social, cultural, and educational events at your Women’s Center—“on the edge of campus, for a reason!”
UCSC Principles of Community

The University of California, Santa Cruz, is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism, and fairness.

UCSC expects that every campus member will practice these Principles of Community. We strive to be

- **Diverse**: We embrace diversity in all its forms; and we strive for an inclusive community that fosters an open, enlightened, and productive environment.
- **Open**: We believe free exchange of ideas requires mutual respect and consideration for our differences.
- **Purposeful**: We are a participatory community united by shared commitments to service society, preservation and advancement of knowledge, and innovative teaching and learning.
- **Caring**: We promote mutual respect, trust, and support to foster bonds that strengthen the community.
- **Just**: We are committed to due process; respect for individual dignity; and equitable access to resources, recognition, and rewards.
- **Disciplined**: We seek to advance common goals through reasonable and realistic practices, procedures, and expectations.
- **Celebrative**: We celebrate the heritage, achievements, and diversity of the community and the uniqueness and contributions of our members.

We accept the responsibility to pursue these principles in an atmosphere of personal and intellectual freedom, security, respect, civility, and mutual support.

Nondiscrimination Statement

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics) ancestry, marital status, age, citizenship, sexual orientation, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, treatment in University programs and activities and employment.

University policy also prohibits retaliation for bringing a complaint of discrimination or participating in a complaint process or investigation pursuant to this policy.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to Student Judicial Affairs 9-1738.

Inquiries regarding the UCSC Policy on Sexual Assault, the UC Policy on Sexual Harassment, and Procedures for Reports of Sexual Assault(s) and Sexual Harassment and/or violations of Title IX may be directed to Title IX Coordinator/Sexual Harassment Officer, (831) 459-2462, or e-mail rew@ucsc.edu.

Inquiries regarding the University's affirmative action, equal employment opportunity, and nondiscrimination policies for staff employment may be directed to the Equal Employment Opportunity/Affirmative Action Office, (831) 459-3676, or e-mail cbene@ucsc.edu. For academic employment, contact the Assistant Vice Chancellor for Academic Human Resources, (831)459-4300, or e-mail pgpeters@ucsc.edu.

Student inquiries regarding disability or disability accommodations may be addressed to the Director, Disability Resource Center, (831) 459-2089 (voice); (831) 459-4806 (TTY); e-mail drc@ucsc.edu.

Federal Student Right-to-Know Act

The following graduation-rate information is listed in compliance with the 1990 Title I: Federal Right-to-Know Act, Section 103. Based on recent data, 48.6 percent of students who entered UCSC as freshmen in 1999 graduated after four years, and 65.0 percent of those who entered in 1998 graduated after five years. In recent years, students who entered as freshmen took an average of four and one-half years to graduate, and students transferring to UCSC as juniors averaged two and one-half years. These graduation rates are well above the national averages.

In accordance with the Education Amendments of 1976, Section 493A, more detailed information regarding retention is available from the Office of Planning and Budget, University of California, Santa Cruz, 1156 High Street, Santa Cruz, CA 95064. More information is also available on the web at planning.ucsc.edu/irps.
Crime Awareness and Campus Security Act
In compliance with the federal Crime Awareness and Campus Security Act, UCSC publishes information on campus security and crime statistics. A publication containing this information is published annually and made available to all students and UCSC employees. The publication is posted on the web: http://www2.ucsc.edu/police/reports.html.
Appendix B
Policy on Academic Dishonesty

Procedures for Dealing with Undergraduate Academic Dishonesty

I. Principles

1. Academic misconduct includes, but is not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty or as further specified in campus regulations.

2. Instructors shall make a reasonable effort to explain to students at the outset of a course the behavior expected of them when taking examinations or preparing and submitting other course work.

3. In the event that academic misconduct is suspected, due process shall be respected. The procedures described below shall be invoked to determine the facts of a case and to decide upon both academic and disciplinary sanctions where appropriate. All steps need to be carefully documented in writing and should be completed in a timely fashion.

4. All members of the university community who suspect academic dishonesty should report it to the instructor of record. If the instructor of record is unavailable, or the case is outside the scope of the course, it should be reported to the chairperson of the department sponsoring the course.

5. The instructor of record is responsible for recommending the academic sanctions to be imposed. Academic sanctions may include reduced scores on assignment(s), a reduced grade in the course, or failure of the course.

6. Disciplinary sanctions are determined by the provost of the student's college or, if the student's case goes to a hearing, by the Academic Tribunal.

7. The decision of the Academic Tribunal is final. Appeals to the chancellor will be considered only for alleged violation of due process.

8. In a case of academic misconduct involving more than one student, provosts will coordinate their decisions to ensure that disciplinary sanctions are applied fairly.

9. No grade notation or evaluation will be issued until the process outlined is completed and a final decision is made on the charges and the sanctions to be imposed. The student may appeal the academic sanctions (grade or evaluation) imposed by the instructor through the Narrative Evaluations Student Grievance Committee (UC Santa Cruz Academic Senate bylaw 13.17.8).

10. In serious cases in which academic misconduct has been determined to occur, a notation of misconduct shall be entered for a specified period on a student's transcript, including all external copies.

II. Process for Dispensation of Academic Dishonesty Cases

(see chart on page 130)

An instructor who has evidence of student academic misconduct has discretion to decide whether that misconduct is sufficiently serious to warrant formal action.

The instructor initiates the process by making a formal request for a meeting with the student to discuss the charges, evidence of misconduct, and the academic sanctions to be imposed. If the student refuses to meet with the instructor, that refusal shall be reported to the student's provost and shall be taken as prima facie evidence of violation. There can be one of three outcomes to the meeting of the instructor and student:

1. The term instructor refers to the “instructor of record” of the course.

2. All attempts should be made to complete cases within the academic quarter in which the incident occurred or within the quarter or summer immediately following the incident.
Appendix B
Policy on Academic Dishonesty
Procedures for Dealing with Undergraduate Academic Dishonesty

I. Principles
II. Process for Dispensation of Academic Dishonesty Cases
III. Assignment of Grade and Submission of Evaluation
IV. Annual Report and Procedural Instruction
V. Sunset Provision

The completed form and copies of any physical evidence are sent to the provost of the student's college, who then determines what disciplinary sanctions may be appropriate. The provost will summarize the charges and the academic and disciplinary sanctions to be imposed and notify in writing:

1. the originator of the charges, the student, and the chair(s) of the student's academic department (if one is declared). Only after receiving the formal report on the final dispensation of the case will the instructor submit the final grade and evaluation for the student;
2. the campus judiciary officer, who will notify the registrar and request specific actions as appropriate;
3. the vice provost and dean of undergraduate education (VPDUE).

C. The student does not admit to a rules violation. The instructor must send a completed form to the student's provost summarizing the charges and academic sanctions proposed together with a summary of the specifics of the disagreement by the student. Both the instructor and student must sign the completed form. This completed form should be submitted within three working days of the initial meeting between student and instructor.

Once the form is received, the student's provost will schedule a meeting with the student to begin the formal hearing process. At this meeting, the provost serves as a procedural adviser to the student, advising the student of his or her options, the consequences of various options, and the procedures that are open to the student.

After meeting with the provost, the student may agree to the charges. In this case, the provost will then determine disciplinary sanctions and formally report the decision to the appropriate parties.

If the student does not admit violation, the case is referred to a formal hearing of the Academic Tribunal. The provost of the student's college will schedule this hearing to occur in as timely a manner as possible. Every effort will be made to schedule this hearing within one month of the initial charge.

In cases involving multiple accused students, it will be up to the discretion of the tribunal whether to hear the cases separately or jointly.

The Academic Tribunal will hear the originator's and student's case, decide upon disciplinary sanctions, and report their decision to the student's provost, who informs all other parties and the originator of the charge. The instructor may then impose the academic sanctions first proposed or may modify these sanctions based on the findings of the Academic Tribunal.

Four standing provosts will be appointed by the VPDUE to serve on this tribunal, each for a two-year term. Any case will be adjudicated by three of the four members to enable a provost with a conflict of interest (e.g., the provost of the student's college) to be excused from the proceeding. Provosts' terms will be staggered to provide continuity between different academic years.

Procedural Appeal Process: The decision of the Academic Tribunal with respect to verdict and sanctions will be final. The student may appeal the academic sanction (grade notation or evaluation) imposed by the instructor through Narrative Evaluations Student Grievance Committee.

3. When more than one student is accused of cheating, the instructor will notify the provosts of each of the students' colleges.

4. The procedures of the formal academic tribunal will provide for both the instructor and the student to be present and to present their cases. Both parties will be allowed to bring in appropriate witnesses and procedural advisers if agreed to in advance of the hearing by the Academic Tribunal.
### Procedures for Dispensation of Academic Dishonesty Cases

**University of California, Santa Cruz**

Instructor and student meet to discuss alleged violation(s) and possible academic sanctions that may be imposed.

<table>
<thead>
<tr>
<th>Mutually agreed—no violation. No further action.</th>
<th>Student admits violation.</th>
<th>Student does not admit violation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member informs provost of student’s college.</td>
<td>Faculty member formally informs provost of student’s college.</td>
<td></td>
</tr>
<tr>
<td>Provost determines disciplinary sanctions.</td>
<td>Provost functions as “procedural adviser” and schedules a hearing with the Academic Tribunal.</td>
<td></td>
</tr>
<tr>
<td>Provost sends summary report of case and sanctions to student, instructor, department chairperson, registrar, and chancellor’s office.</td>
<td>Academic Tribunal hears case, determines violation/not-in-violation, and imposes disciplinary sanctions.</td>
<td></td>
</tr>
<tr>
<td>Final appeal of decision and disciplinary sanctions will be considered only if procedures were violated.</td>
<td>Final appeal of academic sanctions may be considered by Narrative Evaluation Student Grievance Committee.</td>
<td></td>
</tr>
</tbody>
</table>

### Appeals to the Chancellor

Appeals to the chancellor or to the chancellor’s designee will be considered only for alleged “use of improper criteria” as well as for procedural violations. Appeals shall be limited to the following:

1. whether there is substantial evidence to support the finding(s) of violation of university policies or campus regulations for which the discipline was imposed;

2. whether there is evidence which could not be adduced at the time of the original hearing which is likely to change the result;

3. whether there was procedural unfairness in the conduct of the hearing;

4. whether the sanctions imposed were too harsh given the findings of fact.

Any appeal to the chancellor must be made in writing and received by the chancellor’s office within five working days after the student receives the decision of the Academic Tribunal. The decision of the chancellor or chancellor’s designee is final and shall be conveyed to the student and the student’s provost who will formally inform all other parties involved in the case.

### III. Assignment of Grade and Submission of Evaluation

Until a final decision is made regarding the case and sanctions to be imposed, the instructor will not assign the grade (when the option becomes available from the registrar, the instructor will assign the notation DG for deferred grade.) Assignment of a final grade and submission of an evaluation shall not occur until the case is finalized and the instructor has received a written summary of the case’s outcome from the student’s provost.

### IV. Annual Report and Procedural Instruction

The VPDUE shall compile an annual public summary (omitting names and other material that would identify the concerned parties) of the disposition of cases that have been reported to that office. This report shall contain the VPDUE’s summary and assessment of the effectiveness of the procedure.
particular, cases of multiple offenses shall be noted. Copies of the report will be sent to CEP, the Committee on Teaching (COT), and to all deans and provosts.

The VPDUE’s office is responsible for monitoring consistency between colleges; instructing instructors, graduate teaching assistants, departmental chairs, and provosts on all procedures regarding academic integrity; and providing web-based and paper copy information to the campus community.

V. Sunset Provision

These procedures shall be assessed by CEP after being in effect for five years, and a report of the assessment shall be made to the Senate. At the end of the third year, the VPDUE shall prepare an addendum to the annual report with recommendations for any modifications to these procedures.
Student Policies and Regulations

You can access a copy of the Student Policies and Regulations Handbook online at www2.ucsc.edu/judicial/handbook.shtml. Topics include the following:

- Nondiscrimination
- Use of University Properties
- Speech and Advocacy
- Registered Campus Organizations
- Noncommercial Fund-raising
- Posting Noncommercial Materials
- University Obligations and Student Rights
- Student Conduct and Discipline
- Student Governments
- Student Reciprocity Privileges
- Campus Emergencies
- Student Grievance Procedures
- Disclosure of Information from Student Records
- Guidelines Applying to Nondiscrimination on the Basis of Handicap
- Title IX of the Education Amendments of 1972
- UCSC’s Sex Offense Policy and Procedures for Reporting Sexual Assault and Sexual Harassment
- Student Participation in Governance
- Academic Dishonesty Policy and Procedures
- Sexual Orientation Harassment/Discrimination Policy
- Guidelines for Speakers and Public Events
- Campus Election Code
- Policies for use of UCSC Computing Facilities
- Smoking Policy
- Public Nudity and Sexually Offensive Conduct Policy
- Alcohol and Drug Policy
- Rape and Sexual Assault Procedures
- Hate/Bias Incident Policy
- Protection from Retaliation and Intimidation

Student Conduct

In order to carry on its work of teaching, research, and public service, the university has an obligation to maintain conditions under which the work of the university can proceed freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who comprise the university community. Each member of the UCSC community shares the responsibility of maintaining an environment conducive to the achievement of the university’s purposes.

The university’s standard of conduct for students consists of systemwide policies, campus regulations, and individual college rules. The chancellor has delegated authority to the college administrative officers, director of student judicial affairs, dean of graduate studies, college provosts (for academic dishonesty issues), and vice chancellor of student affairs to impose discipline for violation of these policies, regulations, and rules. See the Student Policies and Regulations Handbook, section 100.00, for a complete listing of violations.

Individual colleges have developed additional rules and standards of conduct applicable to members of the college communities and these are available at the college offices.

Procedural due process is basic to the proper enforcement of university policies, campus regulations, and college rules. The college administrative officer has initial responsibility for procedures for students of the college. In addition, the administrative officer of each college has original jurisdiction for students residing in the college, regardless of official collegiate affiliation.

The director of Student Judicial Affairs assumes initial responsibility for the following allegations:

- stalking;
- activities of campuswide student organizations, clubs, or athletic teams;
- allegations of criminal charges which may be forwarded to the District Attorney;
- death threats and bomb threats;
- actions arising from student demonstrations;
- hate- or bias-motivated conduct;
Disciplinary Consequences

Sanctions for violations of university policies or campus regulations may include restitution, warning, probation, suspension, and dismissal. Notice of suspension or dismissal is posted to the student’s official academic record (transcript).

How to Report Alleged Violations

Theft, vandalism, assault, harassment, and threats should be reported directly to the University Police Office, 459-2231. Such violations may lead to criminal prosecution, campus disciplinary processes, or both.

Sexual assault and sexual harassment should be reported to the director, Student Judicial Affairs, and the Title IX/Sexual Harassment Officer.

Cheating and plagiarism and other forms of academic dishonesty should be reported to the faculty member in charge of the course or the department chair responsible for an affected program.

Violations of regulations about the time, place, and manner of the use of university buildings, grounds, or other properties should be reported to the appropriate college administrative officer or the director, Student Judicial Affairs. All other violations or alleged violations of university policies and campus regulations should be reported to the appropriate college administrative officer or the director of Student Judicial Affairs.
Student Non-Academic Conduct Process Flow Chart

This flow chart is intended to provide students with an overview of the UCSC student discipline process. It does not constitute campus or University policy. The details of the process can be found in the Policies on Student Conduct (See Section 100.00 of the Student Policies and Regulations Handbook).

Referrals to:

**Title IX Office**
1. Victim needs to file complaint
2. Interim administrative actions may be taken
3. Title IX Officer investigates and notifies Adjudicating Officer of findings and makes recommendations for sanctions
4. Results referred to Director of Student Judicial Affairs

**CATS/ResNet**
1. Interim administrative actions may be taken
2. Technical investigation occurs
3. Adjudicating Officer is notified of findings and recommendations for disciplinary action

For Students Living in University Sponsored Housing
A violation of university rules is also a violation of the “Terms & Conditions” of your housing contract. As such, the adjudicating officer will determine what action should be taken with regard to your housing contract. Note: This action is separate and apart from the judicial process outlined in the Student Policies and Regulations Handbook.

Actions that may be taken include:
A) reassignment to another room or residential facility;
B) cancellation of your housing contract;
C) contract modification.

Students have the option to accept the above or request, in writing, a review of the contract action.

Ombuds’ Office available for resource and process information
Alcohol and Other Drugs: Policies and Prevention

UCSC is responsible for providing a healthy environment where the use of alcohol and/or other drugs does not interfere with learning. Consequently, the university is committed to promoting a campus environment where community members who choose to use substances do so in a low-risk and legal manner.

The Alcohol and Other Drug (AOD) Abuse Prevention Program, located in the Health Center basement, provides students with the information, resources, and support to address substance use/abuse issues. Students can meet confidentially with staff to discuss their personal involvement with mood-altering chemicals, obtain educational materials, and participate in workshops or other programs. Students can also become involved with the AOD Program through various volunteer opportunities. For more information, contact AOD@ucsc.edu.

Principles for Reducing Drug-Related Harm

• Abstinence is the safest choice.
• Know the legal consequences and/or campus sanctions that may result from inappropriate use/abuse of alcohol and/or other drugs (see below).
• Abstain periodically from use to avoid physical or psychological addiction.
• Drink no more than one drink per hour—with a maximum being three drinks for women and four for men.
• Be mindful of the reasons for your substance use (e.g., celebration vs. avoiding problems).
• Respect the rights and safety of others (e.g., not driving under the influence of alcohol or other drugs).

Health Risks

The consequences of using alcohol and other drugs may result in short and/or long-term negative effects. Poor judgment, loss of clarity and ambition, and the inability to deal with personal problems are often associated with long-term, habitual substance use.

Discipline and Penalties

All members of the university community are expected to comply with applicable federal and state laws, local ordinances, and campus policies governing alcohol and other drugs. These policies are addressed in detail in the UCSC Student Policies and Regulations Handbook, Appendix D, Alcohol and Drug Policy, and in sections 102.17 and 102.18.

Students violating the UCSC Alcohol and Drug Policy will be subject to disciplinary procedures and sanctions, which may include restitution, treatment, loss of housing, suspension, and dismissal. Notice of disciplinary suspension or dismissal is posted to the student's official academic record (i.e., transcript). In addition to disciplinary actions, students may face alcohol and other drug-related legal penalties such as:

• loss of driver’s license for one year for individuals under 21 found drunk in public or in possession of alcohol and/or other controlled substances;
• fine up to $100 for possession of less than one ounce of marijuana for personal use;
• fine or jail sentence for possession of one or more ounce(s) of marijuana for personal use;
• civil fines up to $10,000 per violation, jail sentence, and denial of federal benefits (e.g., financial aid) for simple possession of controlled substances (e.g., narcotics, hallucinogens);
• state prison sentence for manufacture, cultivation, sale, or distribution of illicit drugs.

Drug-Free Schools and Communities Act

In compliance with the federal Drug-Free Schools and Communities Act, UCSC annually notifies students, faculty, and staff of policies, procedures, and potential consequences related to unlawful possession, use, or distribution of drugs and alcohol on campus. This notice is distributed to students through the colleges and the Graduate Studies Division, and to faculty and staff through campus mail. The university also conducts a biannual review of programs related to drugs and alcohol in order to determine their effectiveness, to implement changes, and to ensure that disciplinary sanctions are consistently enforced. This review is conducted by the Office of the Vice Chancellor for Student Affairs, 459-4446.

Smoke-Free Policy

To protect the rights of the nonsmoking campus community to breathe smoke-free air, UCSC has adopted a Policy for a Smoke-Free Environment. This policy prohibits smoking in all indoor areas of all nonresidential public buildings on campus and in common areas such as lobbies, lounges, waiting areas, and rest rooms of residential buildings. Smoking is also prohibited in the outside areas beside all building doorways, windows, and ventilation air intakes; this includes patios underneath building windows or other areas where smoke
could enter openings to buildings. For more detailed information about the smoking policy, see the web: ehs.ucsc.edu/industrial_hygiene/indoor_air_quality.php. Tobacco products will not be sold on campus either through vending machines or campus establishments. UCSC supports and assists efforts to stop smoking by providing literature and referrals to community cessation programs. Students may obtain information about the programs from the Cowell Student Health Center, 459-2211.

### Appendix D

**Alcohol and Other Drugs: Policies and Prevention**

- Principles for Reducing Drug-Related Harm
- Health Risks
- Discipline and Penalties
- Drug-Free Schools and Communities Act
- Smoke-Free Policy
### Appendix E: Petitions, Forms, and Actions; and Waviers or Appeals

#### Undergraduate Petitions, Forms, and Actions

You may be asked to show a photo ID to take some of the actions listed below. Fees must be paid at the Cashier’s Office between 9 A.M. and 4 P.M. Check the Academic and Administrative Calendar in the *Schedule of Classes* for deadlines. Instructions for petitions, forms, and actions appear on the forms themselves. All petitions and forms must be signed by the student unless “n/a” is noted under signature(s).

<table>
<thead>
<tr>
<th>Form</th>
<th>Fee</th>
<th>Obtain from</th>
<th>Signature(s)</th>
<th>Return to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add by Petition</td>
<td>$10</td>
<td>Registrar</td>
<td>Instructor, Department, College (if applicable)</td>
<td>Registrar</td>
</tr>
<tr>
<td>Apply/Reapply to Graduate</td>
<td>$40 fee if late or not recently enrolled</td>
<td>Registrar</td>
<td>Student, College (if applicable)</td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>Cancellation Notice (of enrollment)</strong></td>
<td>Registrar</td>
<td>*Available online at <a href="http://reg.ucsc.edu/Forms/Cancellation_Notice.pdf">reg.ucsc.edu/Forms/Cancellation_Notice.pdf</a></td>
<td>Student</td>
<td>Registrar</td>
</tr>
<tr>
<td>Certification of Completion of Degree Requirements</td>
<td>$6</td>
<td>Registrar</td>
<td>Student</td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>Certification of Student Status/ Enrollment</strong></td>
<td>$6</td>
<td>Registrar</td>
<td>Student</td>
<td>Registrar</td>
</tr>
<tr>
<td>Change of College</td>
<td>—</td>
<td>College</td>
<td>Both Colleges</td>
<td>Registrar</td>
</tr>
<tr>
<td>Credit by Petition</td>
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<td>Registrar</td>
<td>Instructor, Department (or sponsoring agency), College</td>
<td>Registrar</td>
</tr>
<tr>
<td>Cross Enrollment</td>
<td>$14 per unit</td>
<td>Registrar</td>
<td>College, Student</td>
<td>Registrar</td>
</tr>
<tr>
<td>Deferred Payment Plan Application (DPP)</td>
<td>$25</td>
<td>Student Business Services</td>
<td>Student</td>
<td>Student</td>
</tr>
<tr>
<td>Direct Deposit Application (Electronic Funds Transfer)</td>
<td>—</td>
<td>Student Business Services</td>
<td>Student</td>
<td>Student</td>
</tr>
<tr>
<td>Employee Reduced Fee</td>
<td>—</td>
<td>Training &amp; Development</td>
<td>Training &amp; Development, Supervisor, Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Undergraduate Scholarship Application</td>
<td>—</td>
<td>Financial Aid Office</td>
<td>Student/Parent</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Intercampus Visitor Application</td>
<td>$60</td>
<td>Registrar</td>
<td>College, Department, Chair, Student</td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>Legal Residence Status, Change of Classification</strong></td>
<td>—</td>
<td>Registrar</td>
<td>Student (documentation required)</td>
<td>Registrar (Residence Deputy)</td>
</tr>
<tr>
<td>Name Change or Correction</td>
<td>—</td>
<td>Registrar</td>
<td>Student (with proof)</td>
<td>Registrar</td>
</tr>
<tr>
<td><em>Nonrelease of Public Information (NRI)</em></td>
<td>—</td>
<td>MyUCSC student portal</td>
<td>Student</td>
<td>Registrar</td>
</tr>
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<td><strong>Part-Time Program Application</strong></td>
<td>—</td>
<td>Registrar</td>
<td>Documentation required, Student</td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>Part-Time Program Cancellation</strong></td>
<td>—</td>
<td>Registrar</td>
<td>Student</td>
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</tr>
</tbody>
</table>

*Available online on MyUCSC student portal

**Available online at Registrar ([reg.ucsc.edu](http://reg.ucsc.edu))

1 September 2009
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<tr>
<th>Form</th>
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<th>Obtain from</th>
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<tr>
<td>Petition to Extend Enrollment</td>
<td>—</td>
<td>College</td>
<td>see form</td>
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<tr>
<td>Petition for Individual Studies Course</td>
<td>—</td>
<td>Sponsoring Department or College</td>
<td>Instructor, Chairperson or College</td>
<td>Department or College</td>
</tr>
<tr>
<td><strong>Study Plan – Declaration of Major/Minor</strong></td>
<td>—</td>
<td>advising.ucsc.edu</td>
<td>See form</td>
<td>Department or College</td>
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<td><strong>Readmission Application</strong></td>
<td>$60</td>
<td>advising.ucsc.edu/student/read</td>
<td>See form</td>
<td>Office of Admissions</td>
</tr>
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<td>Removal of Incomplete, Petition for</td>
<td>$10</td>
<td>Registrar</td>
<td>Instructor</td>
<td>Instructor</td>
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<tr>
<td><strong>Request for Course Approval (for courses 42/192, Student Directed Seminar)</strong></td>
<td>—</td>
<td>Sponsoring Department/College or online at reg.ucsc.edu/form/CAF_Form.pdf</td>
<td>Instructor, Chairperson, Dean, CEP</td>
<td>Sponsoring Department/College</td>
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<tr>
<td><strong>Request for Official Transcript</strong></td>
<td>$12/6 per copy</td>
<td>reg.ucsc.edu/students/ordering.htm#online_order</td>
<td>Cashier</td>
<td></td>
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<tr>
<td>Review of Transfer Credit</td>
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<td>Admissions</td>
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<td>Admissions</td>
</tr>
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<td>Request for Change of Student Identification Number</td>
<td>—</td>
<td>Registrar</td>
<td>Student (with proof)</td>
<td>Registrar</td>
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<tr>
<td><strong>Request for Waiver of Registration/Enrollment Late Fee</strong></td>
<td>—</td>
<td>Student reg.ucsc.edu/forms/students/waiver/waiver_req.cfm</td>
<td>Registrar</td>
<td>Registrar</td>
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<td>Student Copy of Academic Record (unofficial transcript)</td>
<td>—</td>
<td>MyUCSC student portal</td>
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<td><strong>Statement of Legal Residence</strong></td>
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<td>Registrar</td>
<td>Student</td>
<td>Registrar</td>
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<tr>
<td>Substitution or Waiver of General Education Requirement</td>
<td>—</td>
<td>College</td>
<td>College</td>
<td>College</td>
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<td>*Transfer Credit Evaluation</td>
<td>—</td>
<td>MyUCSC student portal</td>
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<td>Waiver of Senior Residency</td>
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<td>Student, College Provost, or Designee</td>
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<td>W (Withdraw) Grade, Petition to Request</td>
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<td>College</td>
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<td>College</td>
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<td><strong>Withdrawal/Leave of Absence</strong></td>
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<td>College</td>
<td>see form advising.ucsc.edu/student/loa</td>
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</table>

*Available online on MyUCSC student portal

**Available online at Registrar (reg.ucsc.edu)
Waivers or Appeals

The Student Policies and Regulations Handbook is published by Student Affairs, and a copy may be obtained from that office (or at www2.ucsc.edu/judicial/handbook.shtml); all other page references are from The Navigator. Below is a reference guide of where to find information regarding various waivers and appeals.

<table>
<thead>
<tr>
<th>Waiver/Appeal</th>
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<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>Navigator page 128</td>
</tr>
<tr>
<td>Academic Disqualification</td>
<td>Navigator page 71</td>
</tr>
<tr>
<td>Activity Scheduling</td>
<td>Policies &amp; Regulations 40.105</td>
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<tr>
<td>Barred Enrollment</td>
<td>Navigator page 71</td>
</tr>
<tr>
<td>Catalog Rights</td>
<td>Navigator page 5</td>
</tr>
<tr>
<td>Contested Charges</td>
<td>Navigator page 23</td>
</tr>
<tr>
<td>Final Exam Modifications</td>
<td>Navigator page 23</td>
</tr>
<tr>
<td>Grades (grievance procedure)</td>
<td>Navigator page 69</td>
</tr>
<tr>
<td>Late Fees</td>
<td>Navigator page 23</td>
</tr>
<tr>
<td>Ombuds’ Office</td>
<td>Navigator page 112</td>
</tr>
<tr>
<td>Privacy of Records</td>
<td>Navigator page 16</td>
</tr>
<tr>
<td>Senior Residence Requirement</td>
<td>Navigator page 33</td>
</tr>
<tr>
<td>Student Conduct &amp; Discipline</td>
<td>Policies &amp; Regulations 100.00</td>
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<tr>
<td>Student Grievance Procedures</td>
<td>Policies &amp; Regulations 110.00</td>
</tr>
<tr>
<td>Substitution or Waivers of General Education Requirements</td>
<td>Navigator page 34</td>
</tr>
<tr>
<td>University Property, use of</td>
<td>Policies &amp; Regulations 40.00</td>
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</table>
## Equity in Athletics Disclosure Act Report

<table>
<thead>
<tr>
<th>Varsity Teams</th>
<th>Men's Teams</th>
<th>Women's Teams</th>
<th>Total</th>
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<tr>
<td>Basketball</td>
<td>60,396</td>
<td>68,143</td>
<td>128,539</td>
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<tr>
<td>Cross Country</td>
<td></td>
<td>24,124</td>
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<tr>
<td>Golf</td>
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<td>33,794</td>
<td>33,794</td>
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<tr>
<td>Soccer</td>
<td>50,329</td>
<td>66,466</td>
<td>116,795</td>
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<tr>
<td>Swimming and Diving (combined)</td>
<td>39,704</td>
<td>55,399</td>
<td>95,103</td>
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<tr>
<td>Tennis</td>
<td>68,816</td>
<td>20,237</td>
<td>89,053</td>
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<tr>
<td>Volleyball</td>
<td>47,308</td>
<td>38,343</td>
<td>85,651</td>
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<tr>
<td>Water Polo</td>
<td>41,448</td>
<td>42,516</td>
<td>83,964</td>
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<tr>
<td>Total Expenses of all Sports, Except Football and Basketball, Combined</td>
<td>247,605</td>
<td>280,879</td>
<td>528,484</td>
</tr>
<tr>
<td>Total Expenses Men's and Women's Teams Not Allocated by Gender/Sport</td>
<td>308,001</td>
<td>349,022</td>
<td>657,023</td>
</tr>
</tbody>
</table>

Not allocated by gender/sport $451,534

Grand Total Expenses $1,108,557
Glossary

Academic and Administrative Calendar. The UCSC official calendar that lists key academic and administrative dates, including deadlines. Available in the Schedule of Classes and online (reg.ucsc.edu/calendar).

Academic Information System (AIS). An integrated database combining all relevant student information from the Offices of Admissions, Registrar, Financial Aid, and other campus units.

Academic Senate. The faculty assembly that oversees academic policy, curricula, degrees, evaluations, and other academic matters. Responsibilities are shared with key committees, such as the Committee on Educational Policy.

Academic standing. The state of a student’s progress toward graduation.

Add by Petition. The process for receiving credit for a course attended in the current quarter but for which the student failed to enroll.

Chancellor. The chancellor is the chief campus officer, with full responsibility for the campus’s organization and operation, its internal administration, and its discipline.

Class level. Freshman, sophomore, junior, or senior. The level is determined by the number of credits completed, not by the number of years in attendance. Students advance from freshman to sophomore level when they have passed 44.9 credits, from sophomore to junior standing when they have passed 89.9 credits, from junior to senior standing when they have passed 134.9 credits.

Concurrent enrollment. (1) Regular UCSC courses taken through University Extension by qualified students prior to admission to UCSC or after graduation. (2) A maximum of 5 credits required for graduation taken through University Extension by a regularly enrolled UCSC student. (3) Enrollment required in both a credit lecture and credit laboratory course.

Credit by Petition. A student may petition to obtain credit for a course by passing an appropriate examination or completing an appropriate body of work (Academic Senate Regulation 6.7). This is considered challenging a course and is in lieu of regularly attending a course and completing the assigned course work.

Cross enrollment. A program that permits UCSC students who meet certain eligibility requirements to enroll in one course on a space available basis at a California community college or state university.

Division. An administrative grouping of academic disciplines. There are five UCSC divisions: Arts, Humanities, Physical and Biological Sciences, the School of Engineering, and Social Sciences.

Lapse of Student Status. Student status lapses (an administrative cancellation) when a student fails to enroll in classes by the end of the third week of the quarter. The student may petition for reinstatement.

Leave of absence. An interruption of studies for one or more quarters with definite plans to return. Not official until the Withdrawal/Leave of Absence petition is filed with the Registrar.

Preceptor. Title applied to the several administrative officers of a college who have continuing responsibility for advising students. References to the preceptor in this book usually refer to the academic preceptor.

Provost. The chief academic officer of a college.

Readmitted student. One who registers in a regular term at UCSC after an absence of part or all of the preceding regular quarter. A re-entering student must file a Readmission Application with the Office of Admissions. (This does not apply to students on an official leave of absence.)

Registration. The enrollment in classes and the payment of required quarterly fees. Payment is made by various methods, including payment in full, payment via the Deferred Payment Plan, and payment by financial aid funds.

Sponsoring agency. The department, committee, college, or the division sponsoring a particular course.

Student Identification Number (SID). Each student is assigned a unique seven-digit student identification number.

Student Portal. Personalized, secure web site with links to access enrollment information, financial aid awards, account summaries, and address information. The Student Portal is at my.ucsc.edu.

Transfer credit. Credit taken at another collegiate institution which is transferable to UCSC. Students may wish to obtain copies of records from prior institutions for their own files.
Glossary

**Transfer credit evaluation.** The Office of Admissions determines how many credits taken at other collegiate institutions are transferable to UCSC, which general education requirements have been satisfied, and whether the Entry Level Writing and American History and Institutions requirements have been satisfied. Once the transcripts have been evaluated by the Office of Admissions, students may access the information on the Student Portal.

**Transfer student.** A student who attended a college or university prior to registering for a regular quarter for the first time at UCSC.

**University.** The entire University of California system, including all 10 campuses and facilities and all academic and administrative units that function for the total system.

**Withdraw “W” Grade.** Students may file a request to withdraw from a course at the college, and receive a grade notation of W.

**Withdrawal/Leave of Absence Petition.** Students wishing to withdraw from the university must file a Petition for Withdrawal/Leave of Absence at their college.
## Index

- **A**
  - Academic Advising 1
  - Academic Dishonesty 128
  - Academic Disqualification 71
  - Academic Probation 67, 71
  - Academic Progress
    - cumulative progress 67
    - minimum progress 69, 72
    - part-time students 69
  - Academic Records 16
  - Academic Trouble 71
  - ACE Academic Excellence Honors Program 96, 98
  - Advance Course Information 11
  - Advising 1
    - academic difficulty 1
    - new student 1
  - Advising Clusters 57
  - African-American Resource Center 96
  - Alay 118
  - American History and Institutions Requirement 33
  - Americans with Disabilities Act 102
  - Arboretum 96
  - Arts Opportunities 97
  - Asian American/Pacific Islander Resource Center 97
  - Authors Anonymous 118

- **B**
  - Bachelor’s Degree 32, 58
    - completion of 180 credits 34
  - Barred Enrollment 71
  - Bay Tree Bookstore 98
  - Biological Sciences Resource Program 98
  - Black/African Voice 118

- **C**
  - Campus Calendar 99, 101, 103, 106
  - Career Center 99
  - Career Guide for UC Santa Cruz Students 99
  - Cashier’s Office 25
  - Catalog 4
  - Catalog Rights 5
  - CATS Information Resource Center (IRC) 21
  - Center for Teaching Excellence 99
  - Certificates of Completion 92
  - Chancellor’s Undergraduate Internship Program (CUI 78
  - Changing College Affiliation 6
  - Cheating 3
  - Chicano Latino Resource Center 99
  - Child Care and Youth Programs 99
  - Chinquapin 118
  - City on a Hill 118
  - Coalition for Student Academic Success 69
  - College Affiliation
    - academic records 6
    - changing affiliation 6
    - college office phone numbers 6
    - student records 6
  - College Requirements 34
  - Combined majors 54
  - Community Studies Field-Study Program 78
  - Computing Labs 21
<table>
<thead>
<tr>
<th>Index</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Concurrent Enrollment Program 34</td>
</tr>
<tr>
<td>B</td>
<td>Copy Services 101, 102</td>
</tr>
<tr>
<td>C</td>
<td>Counseling and Psychological Services 99</td>
</tr>
<tr>
<td>D</td>
<td>Course Credit</td>
</tr>
<tr>
<td></td>
<td>noncredit courses 12</td>
</tr>
<tr>
<td></td>
<td>workload credit courses 12</td>
</tr>
<tr>
<td>E</td>
<td>Course Withdrawal 60</td>
</tr>
<tr>
<td>F</td>
<td>Cross-Enrollment 75</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative Progress 67, 68</td>
</tr>
<tr>
<td>H</td>
<td>Current Progress 67</td>
</tr>
<tr>
<td>I</td>
<td>Date of Degree 92</td>
</tr>
<tr>
<td>J</td>
<td>Declaring a Major 53</td>
</tr>
<tr>
<td>K</td>
<td>Declaring Majors and Minors</td>
</tr>
<tr>
<td></td>
<td>combined majors 54</td>
</tr>
<tr>
<td>L</td>
<td>double majors and minors 54</td>
</tr>
<tr>
<td>M</td>
<td>filing a study plan 53</td>
</tr>
<tr>
<td>N</td>
<td>individual major 55</td>
</tr>
<tr>
<td>O</td>
<td>minors 55</td>
</tr>
<tr>
<td>P</td>
<td>proposed majors 53</td>
</tr>
<tr>
<td>R</td>
<td>senior comprehensive requirement 54</td>
</tr>
<tr>
<td>S</td>
<td>Deferred Payment Plan (DPP) 25</td>
</tr>
<tr>
<td>T</td>
<td>Degree Requirements</td>
</tr>
<tr>
<td></td>
<td>college requirements 34</td>
</tr>
<tr>
<td>U</td>
<td>Degree Verification 92</td>
</tr>
<tr>
<td>V</td>
<td>Digital Copy Services 99</td>
</tr>
<tr>
<td>W</td>
<td>Diplomas 92</td>
</tr>
<tr>
<td></td>
<td>Disability Resource Center 101</td>
</tr>
<tr>
<td></td>
<td>Disclosure of Information from Student Records 16</td>
</tr>
<tr>
<td></td>
<td>Discrimination and Harassment 101</td>
</tr>
<tr>
<td></td>
<td>Disputing a Grade 70</td>
</tr>
<tr>
<td></td>
<td>Disqualification Pending Status 71</td>
</tr>
<tr>
<td></td>
<td>Documents, Keep Your Academic 1, 2, 3, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 39</td>
</tr>
<tr>
<td></td>
<td>Double Majors and Minors 54, 55</td>
</tr>
<tr>
<td>E</td>
<td>Economics Field-Study Program 78</td>
</tr>
<tr>
<td></td>
<td>Education Abroad Program 75</td>
</tr>
<tr>
<td></td>
<td>Educational Opportunity Programs 103, 106</td>
</tr>
<tr>
<td></td>
<td>Enrolling in Courses</td>
</tr>
<tr>
<td></td>
<td>extension of enrollment 58</td>
</tr>
<tr>
<td></td>
<td>Schedule of Classes 11</td>
</tr>
<tr>
<td></td>
<td>TELESLEG 11</td>
</tr>
<tr>
<td></td>
<td>UCSC General Catalog 11</td>
</tr>
<tr>
<td></td>
<td>Evaluating Academic Performance</td>
</tr>
<tr>
<td></td>
<td>evaluations 59</td>
</tr>
<tr>
<td></td>
<td>Exchange Programs</td>
</tr>
<tr>
<td></td>
<td>Education Abroad Program (EAP) 75</td>
</tr>
<tr>
<td></td>
<td>Intercampus Visitor Program 75</td>
</tr>
<tr>
<td></td>
<td>Express Store 98</td>
</tr>
<tr>
<td></td>
<td>Extension Courses, UCSC 76</td>
</tr>
<tr>
<td></td>
<td>UCSC Extension Transcripts 95</td>
</tr>
<tr>
<td></td>
<td>Extension of Enrollment 58, 67</td>
</tr>
<tr>
<td></td>
<td>Eye Candy 118</td>
</tr>
<tr>
<td>F</td>
<td>Faculty Mentor Program (FMP) 104</td>
</tr>
<tr>
<td></td>
<td>Fee Information 23, 31</td>
</tr>
<tr>
<td></td>
<td>cashier's office 25</td>
</tr>
</tbody>
</table>
Index

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W

contested charges 23
dropped enrollment 27, 74, 82
fee waivers 27
late fees 23
nonresident tuition fee 25
registration fees 25, 28
returned checks 24
Field and Internship Programs 77
Field Study 77
Final Examinations 72
Financial Account 23
Financial Aid 28
Funding for Undergraduate Student Projects 29
minimum progress 26
Scholarships 28
Fire Department 103, 106
Fish Rap Live! 116
Forms 137
Funding for Undergraduate Student Projects

G
Gay, Lesbian, Bisexual, Transgendered Resources 107
General Education Requirements 32, 34
quick reference 38
Grade Notifications 62
Grade Options 59
incomplete grade notation 61
letter grades 59
pass/no pass option 59
removal of incomplete grade notation
Grade Point Average
how to calculate 66
Grading Policies 64
Graduate Information Program (GIP) 104
Graduate Student Association 117
Graduation Ceremony 92
Graduation Checklist 94
Graduation/Degree 92, 94
Graphic Services 107
Grievance Procedure 70

H
Health Science Career Advisory Service 108, 110
Health Services 108
Honors 62
student notification of 62
Housing and Dining Services 109
Community Rentals Office 109
Family Student Housing 109
Guest Accommodations 109
University Dining Services 109

I
Incomplete Grade Notation 61
Individual Majors 55
Intercampus Visitor Program 75
International Programs 75
Internships 77
Index

<table>
<thead>
<tr>
<th>Letter</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>Judicial Affairs Officer 101</td>
</tr>
<tr>
<td>K</td>
<td>KZSC 117</td>
</tr>
<tr>
<td>L</td>
<td>La Revista 118, Las Girlfriends 118, Late Payment Fees 23, Learning Center 104, Letter Grades 59, Leviathan 118, Libraries 110</td>
</tr>
<tr>
<td>M</td>
<td>Mail Service 111, Major Degree Requirements 36, Major Honors 62, Major Requirements 34, combined majors 54, double majors and minors 54, list of undergraduate majors 56, proposed majors 53, senior comprehensive requirement 54, McHenry Library 110, Media Council 118, Media Services 111, Minimum Progress 67, and financial aid 26, Minors 55, Modified Supplemental Instruction (MSI) 104, Multicultural Career Conference 99</td>
</tr>
<tr>
<td>N</td>
<td>Nonresident tuition 25</td>
</tr>
<tr>
<td>O</td>
<td>Ombuds' Office 112</td>
</tr>
</tbody>
</table>
## Index

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W

### R

- Rape Prevention Education 115
- Readmission
  - after disciplinary action 91
  - after disqualification 91
  - after medical withdrawal 91
- Red Wheelbarrow 118
- Registration Deadlines and Penalties 26
- Registration Fees 25, 28
- Reinstatement after Lapse of Student Status 89, 90
- Repeating Courses 69
- Request for Course Approval 138
- Residence Requirement
  - California nonresident tuition 25
- ResNet 20
- Returned checks 24

### S

- SACNAS 116
- Scholarships 28, 29
  - Joel Frankel Scholarships 29
  - Marilyn C. Davis Scholarships 29
- Nancy Pascal Field Study Scholarships 29
- President's Undergraduate Fellowships 30
- Richard Cooley/Friends Foundation 29
- Susie Pfingstel Memorial Scholarships for Women 30
- Terence Freitas Awards in Environmental Studies 29
- Science Library 110
- Senior Comprehensive Requirement 54
- Senior Residence Requirement 35
- Senior Thesis 54
- Services for Transfer and Re-Entry Students 116
- Sexual Harassment Officer/Title IX Coordinator 116
- Smith Renaissance Society 116
- SOAR 99
- Society for Advancement of Chicanos and Native Americans 116
- Spiritual Guidance 116
- Sports 113
- Student Conduct 132
- Student ID 14
- Student Involvement in University Governance 117
- Student Media 117
- Student Organizations 118
- Student Policies and Regulations Handbook 128
- Student Publications 118
- Student Records 16
- Student Union 119
- Study Plan 53
- Summer Session 84

### T

- Transcripts 95
  - UCSC Extension Transcripts 95
- Transfer Students 6
  - financial aid 10
**Index**

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- R
- S
- T
- U
- V
- W

**Intersegmental General Education Transfer Curricul** 8
  transfer credit  8, 73
**Transportation and Parking (TAPS)** 120
**Tutoring** 104
**TWANAS (Third World and Native American Students)** 118

**U**

**UCDC Program** 82, 83
**University of California in Washington, D.C., (UCD** 35
**University Requirements** 32
  American History and Institutions 33

**V**

**Violations, Reporting** 133

**W**

**Warning Status** 67, 71
**Withdrawal**
  from a course  60
  from the university  86
**Women’s Center** 125
**Workload Credit Only Courses** 12
**Writing Program** 33