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WELCOME

Dear UC Santa Cruz Student,

Welcome to a new academic year! I am delighted that you've joined the UCSC community, and I hope that 2013-14 will be filled with learning, growth, and new discoveries for you. I have served as the Chancellor of UCSC since 2006 and have been a professor of astronomy and astrophysics here for 40 years, so I know this place pretty well. You made an excellent decision when you chose to pursue your undergraduate education at UC Santa Cruz.

We are continuing to expand and refine our world-recognized programs. This fall, we have added a new bachelor of arts (B.A.) program in Spanish studies. This interdisciplinary program draws upon a wide range of fields, including literature, history, Latin American and Latino studies, linguistics, and sociology. I am also pleased to welcome back our innovative community studies B.A. program, which is known for its focus on social justice and the opportunity to integrate classroom learning and analysis with extended field study. In the spring, UC Santa Cruz will begin offering new interdisciplinary courses in critical race and ethnic studies (CRES), an exciting field that focuses on dynamic power relations and institutional productions on the idea of race. UC Santa Cruz faculty have contributed significantly to conversations in CRES for decades, offering courses in American studies, anthropology, community studies, feminist studies, film and digital media, history, history of art and visual culture, history of consciousness, Latin American and Latino studies, literature, politics, psychology, social documentation, and sociology.

You are part of a campus that has been recognized for its dedication to sustainability and stewardship of the environment, including its dining hall, transportation, and water-conservation programs, and its efforts to increase overall energy efficiency. UCSC was one of 22 colleges in the U.S. that earned a place on the Princeton Review's "Green Honor Roll" in 2013, and we were even rated the number-one most vegan-friendly college in the United States by PETA2, the young adult division of People for the Ethical Treatment of Animals.

Our campus is also known for its "green," energy efficient buildings. The new BioMedical Building is one of three buildings on campus that have achieved LEED Gold certification, and Engineering 2 is an LEED Silver building, as well as having received awards for its architectural design.

To build on our success, I am launching the Chancellor’s Sustainability Challenge this year with a focus on waste reduction. My goal is to move us closer to becoming a "zero waste" campus by reducing the amount of trash that goes to the landfill. If we all pitch in, we can achieve our campus commitment of becoming a zero-waste campus by 2020.

UCSC’s faculty and staff are dedicated to your success and growth. Our faculty are renowned for their commitment to teaching, and they regularly invite undergraduates to join their research projects. I encourage you to take advantage of the abundant opportunities UC Santa Cruz has to offer, including internships, laboratory studies, and fieldwork programs.

Finally, I am proud of this campus's commitment to diversity and inclusion. Diversity is an integral part of our mission. It ensures that students, staff, and faculty engage with people who bring different sets of experiences, values, and views to the classroom. As chancellor, I am committed to cultivating an inclusive campus climate.

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

Sincerely,

George R. Blumenthal
Chancellor
Professor, Astronomy and Astrophysics
ADVISING
The Navigator 2012-14

University of California, Santa Cruz (UCSC), offers a wealth of advising resources, including college and department academic advisers, faculty advisers, career counselors, Educational Opportunity Programs (EOP) counselors and others. Seek advice early 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 the Undergraduate Advising Center.

If you have general academic questions or are experiencing academic difficulty, contact your college office to make arrangements to meet 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 standing and progress, general education requirements, and integrating majors and minors into an overall academic plan. If you need information on a particular major, consult the UCSC General Catalog and the department’s advising web site, and contact your department/major adviser with any questions you have. Your major adviser can help with academic planning for the major, and can refer you to faculty advisers. 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 major/minor requirements from your department/major 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.

For counseling in personal, family, or psychological matters, see Counseling and Psychological Services.

ACADEMIC INTEGRITY
The Navigator 2012-14

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 record and disciplinary sanctions imposed either by the provost of his or her college or 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.

For the full policy and disciplinary procedures on academic dishonesty, students and instructors should refer to the Academic Integrity page at the Division of Undergraduate Education.

CATALOG
The Navigator 2012-14

The UCSC General Catalog is your main source of reference for courses offered at this campus. 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.)
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 major or minor requirements from other catalog years(s) when filing the Petition for 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 making contact with your department/major adviser (for major requirements) or college adviser (for general education requirements).

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.

Revised 08/05/14

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, student-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).

Revised 10/10/12

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, MyUCSC, 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 and Scholarships, 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.

Revised 10/10/12

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 you are in good academic and disciplinary standing and you are not a senior (seniors must be affiliated with their new college for at least their final two quarters leading to graduation). You must satisfy the college core course requirements of your current college before your change of college is approved.

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.

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. 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.

Revised 08/05/14

CHANGE ON STUDENT RECORDS
The Navigator 2012-14

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.

Revised 10/10/12

COLLEGE CHANGE PROCE DURE
The Navigator 2012-14

- The Change of College petition is available here. There is no charge for this petition.
- Obtain the approval of both the current college and the new college. The academic adviser and the associate 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 housing coordinator at the college to which you wish to move for space availability. Also, contact the housing coordinator at your current college to request housing contract cancellation information.
- File the petition at the new college 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.

Revised 10/10/12

TRANSFER STUDENTS/STUDENTS WITH TRANSFER CREDIT
The Navigator 2012-14

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/major 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/major adviser 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.

Revised 8/14/14

YOUR TRANSFER CREDIT AT UCSC
The Navigator 2012-14

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 MyUCSC by viewing the Academic Advisement Report from the "more links" drop-down menu in the Academics area of the Student Center. 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 will be denied for courses completed at an institution not originally listed on your application. This applies to all incoming undergraduate students, frosh, and transfers. 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.

LETTER OF RECIPROCITY

A Letter of Reciprocity is an official document that confirms that a student has satisfied all of the UCSC lower-division, general education requirements. Students who are transferring to another UC campus 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 your major adviser if your transfer credit satisfies the UCSC prerequisite, your major adviser may enter the course equivalency into the computer system or issue a permission number, allowing you to enroll in the course via MyUCSC. Contact your major adviser to review your transfer credit equivalencies that are part of your major program.

COURSE SELECTION TIPS FOR TRANSFER STUDENTS

- Junior transfers highest priority for first-quarter classes should be those courses needed to make progress in their major.
- Students who complete the IGETC do not need to meet any additional lower-division 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 or started to formulate an academic plan, so it is important to pursue courses in your major during the first quarter.
- As you review the Class Search 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).
- 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.)

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

Revised 08/05/14

DECLARING YOUR MAJOR AS A TRANSFER STUDENT

Junio r transfer students must declare a major by the deadline in their second quarter. Please check the Academic and Administrative Calendar for deadline information. 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, combined majors, or major/minor combinations provided that all requirements for the majors can be completed by the end of 9 UCSC quarters (see Criteria for Double Major/Minor).

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 major’s academic adviser. For information regarding major requirements and department orientations, contact the appropriate department/major adviser.

Revised 10/10/12

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 UC Santa Cruz grants and scholarships, UC Santa Cruz Scholarships, Federal and State grants, Federal Perkins and 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 FAFSA, refer to guidance at Financial Aid or go to the Financial Aid and Scholarship Office, Room 205 on the second floor of the Hahn Student Services building.

After you submit the FAFSA, 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 List” in the Student Center of MyUCSC. Be sure to meet the deadline on your “To Do List” items to retain eligibility for all types 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 for up to nine quarters of enrollment. Information is available at the UCSC Financial Aid and Scholarship Office web site.

Revised 10/10/12

ENROLLING IN COURSES

The quarterly Schedule of Classes and the Class Search provides the appointment schedule for priority enrollment, the courses and their class numbers, descriptions of courses offered, and instructions on how to access MyUCSC. Schedules are available 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. You should choose several alternate courses in case one of the courses you want is not available.

The UCSC General Catalog gives detailed descriptions of major requirements and each course, including general education requirements, prerequisites, restrictions, and enrollment limitations. Prerequisites are designed to ensure you have the level of experience needed to successfully complete a course.
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, as well as cancelled or newly added classes, visit the online Schedule of Classes. Read your quarterly Schedule of Classes for complete instructions on how to enroll via MyUCSC, 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 links.

Revised 10/10/12

ENROLLMENT VERIFICATION

You are advised to verify all enrollment transactions by viewing your schedule on MyUCSC. MyUCSC is available 24 hours a day, seven days a week and operates in real time, so any transactions can be immediately verified. Use MyUCSC to confirm your courses, meeting times, and locations, and the grade option. Use MyUCSC to make any changes or corrections to your enrollments by the posted enrollment deadlines (see the Academic and Administrative Calendar).

Revised 10/10/12

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 examinations. 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.

Revised 10/10/12

COURSE CREDIT

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

Revised 10/10/12

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.

Revised 10/10/12

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.

Revised 10/10/12
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.

Revised 10/10/12

HOW COURSE CREDITS CAN AFFECT FINANCIAL AID STATUS

You must enroll in at least 6 credits for your financial aid to disburse to your student account. Your financial aid may be adjusted if you do not enroll full-time. Enrollment for financial aid purposes is measured after the deadline to add classes each quarter. 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;
- you receive all W grade notations; or
- you withdraw from the university before the end of the term

Credit values for financial aid eligibility are as follows:

- Full-time: 12–15 credits (you must obtain the approval of your academic preceptor if you enroll in 14 or fewer credits).
- Part-time: 6–11 credits (financial aid may be reduced).
- Less than half-time: 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 your aid is adjusted due to less than full time enrollment. You may also be required to pay financial aid received if you leave or withdraw from all courses during a quarter. Check with the Financial Aid and Scholarship Office, (831) 459-2963, for more information.

Failure to make adequate progress can also affect your eligibility for financial aid. For more information, see How Your Academic Progress Affects Your Financial Aid at the Financial Aid and Scholarships web site.

Revised 08/05/14

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.

Revised 10/10/12

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, Kerr Hall, 459-5055, 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.

Revised 10/10/12
STUDENT ID
The Navigator 2012-14

STUDENT IDENTIFICATION CARD
The Navigator 2012-14

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
The Navigator 2012-14

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.

MYUCSC PASSWORD
The Navigator 2012-14

Your CruzID Gold password is required each time you use MyUCSC. When you first receive your claim code from the Office of Admissions, it will allow you to log into CruzID Manager and set your CruzID Gold password used to log into MyUCSC.

We strongly suggest that you set up security questions when setting your CruzID Gold password. You may change your password or security questions any time thereafter.

ADDRESS CHANGES
The Navigator 2012-14

It is important for UCSC offices to have access to accurate address information for all UCSC students. UCSC relies on the addresses on MyUCSC 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 and Scholarship 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.

Revised 10/10/12
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
- UCSC GPA, and UC GPA, if applicable

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 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 (831) 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 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. For the full text of the policy, see the University of California Policies Applying to the Disclosure of Information from Student Records. 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
- campus e-mail address
- local telephone number
- division
- department
- college, major and minor fields 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. Revised 10/10/12

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 visa status, required course loads, and employment plus a variety of other services to help international students adjust to academia and life in Santa Cruz. Forms and advising for extending visa status, on and off-campus work authorization, SEVIS-transfer of schools, and other information is available. The International Scholar and Student Services office is located in 107 Classroom Unit and can be contacted at (831) 459-3550 or e-mailed at fvisa@ucsc.edu. General Office hours are listed at http://ieo.ucsc.edu/about/index.html. If you are a non-immigrant international student studying at UCSC, U.S. Citizenship and Immigration Services (USCIS) imposes additional regulations on your stay in the United States. You must comply with these rules in order to maintain your legal F-1 or J-1 status.

Please contact an International Student Adviser if you plan to do the following
- enroll less than full-time
- take a leave of absence
- change educational levels, major, visa status
- extend or shorten your studies
- withdraw from UCSC
- transfer to another U.S. school
- work on or off-campus

ON-CAMPUS EMPLOYMENT STEPS FOR INTERNATIONAL STUDENTS

All steps must be completed.

1. You must be enrolled full time at UCSC (12 credits for undergraduate students).
2. New students must attend the international student orientation and submit copies of documents to verify legal status (I-20 or DS-2019 issued by UCSC, passport, visa, I-94).
3. You must update Residence address at MyUCSC. This address must be your local, residential address in the U.S. It cannot be a P.O. Box, department address, or campus address (except dormitories).
4. You must be registered in the SEVIS database. (The ISSS office will register your SEVIS record after ISSS verifies your full-time enrollment, submission of visa documents, and residential address.)
5. J-1 students must complete the J-1 On-Campus Employment Authorization form and submit it to an International Adviser at the ISSS office prior to working.
If you already have a social security number, continue at step 9. If you do not have a social security number, please complete steps 6 through 8 next, then continue at step 9.

6. Obtain the social security letter from the ISSS Office. Students can only obtain the letter after:

7. F-1 students: Complete the first 4 steps, obtain an Employment letter from you campus employer, and submit to ISSS. The employment letter must specify that student has been offered a job. It should also specify the dates of employment. Employment start date cannot be more than 30 days in the future. The Employment Letter must be dated within the last 30 days.

8. J-1 students: Complete the first 5 steps. Note that the employment start date cannot be more than 30 days in the future.

7. Bring the following documents to the Social Security Administration Office at 169 Walnut Avenue, Santa Cruz, (831) 426-8111:
   - Original I-20 or DS2019 issued by UCSC
   - Passport with I-94 and visa
   - Original social security letter from ISSS
   - Employment Letter from Employer(F-1)/J-1 On-Campus Employment Authorization Form(J-1)

You will be required to fill out an application for the social security card. The card will be mailed to you.

8. Students will be informed at the time the application is submitted of the date they can go down to the social security office in person to request his/her new social security number. The card will be sent to the student in ten days. However, only the social security number is required to complete the hiring process at UCSC.

9. Once you have a social security number, bring the following documents to the Career Center to complete payroll signup forms and receive a blue card:
   - Original I-20 or DS 2019 issued by UCSC
   - Original passport with I-94 and visa
   - J-1 students ONLY: ISSS J-1 On-Campus Employment Authorization Form

   Students will be informed at the time the application is submitted of the date they can go down to the social security office in person to request his/her new social security number. The card will be mailed to you.

8. Students will be informed at the time the application is submitted of the date they can go down to the social security office in person to request his/her new social security number. The card will be sent to the student in ten days. However, only the social security number is required to complete the hiring process at UCSC.

9. Once you have a social security number, bring the following documents to the Career Center to complete payroll signup forms and receive a blue card:
   - Original I-20 or DS 2019 issued by UCSC
   - Original passport with I-94 and visa
   - J-1 students ONLY: ISSS J-1 On-Campus Employment Authorization Form

10. The Career Center enter will enter you in the GLACIER online tax system and give you a user name and password, then you
   a. Log in.
   b. Complete the required information.
   c. Print and sign the resulting forms.
   d. Give the forms to the Career Center payroll representative. This completes the payroll sign-up process.

   Revised 10/10/12

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**VETERANS**
The Navigator 2012-14

**VETERANS EDUCATION BENEFITS**
The Navigator 2012-14

For information about the post-9/11 GI Bill® and other VA education benefits, please refer to http://gibill.va.gov where you can sign up to receive updates and apply for benefits. Refer to UCSC Veterans Benefit Services for information about using these benefits at UCSC.

Revised 12/18/14

**SATISFACTORY PROGRESS TOWARD A DEGREE OBJECTIVE**
The Navigator 2012-14

Veterans and veterans’ dependents receiving VA educational benefits are expected to make satisfactory progress toward completion of a degree objective. Benefits will be paid only for approved 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.

Revised 09/10/14

**REDUCTION IN COURSE LOAD, W GRADES, WITHDRAWALS, AND INCOMPLETES**
The Navigator 2012-14

Dropping a course or requesting a W grade notation will affect your payments; you are responsible for promptly reporting the drop or W to the UCSC Veterans Benefit Services office. 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 Department of Veterans Affairs (VA) 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 VA because at UCSC, incompletes convert to “F” grades if the work is not completed by a specific date.

Revised 12/18/14
TRANSFER CREDIT
The amount of transfer credit that satisfies UCSC graduation requirements (including major requirements) is reported to the Department of Veterans Affairs (VA) as “credit for prior training,” when required. The VA will pay only for the maximum number of quarters required to complete your program. If you have questions, contact 831-459-2709, or vets_benefits@ucsc.edu. Revised 09/10/14

PRIORITY ENROLLMENT
At UCSC, veterans are one of the groups with priority enrollment appointment times. Included are: veterans receiving Department of Veterans Affairs education benefits and, upon documentation of their service, veterans who did not opt for education benefits; active-duty personnel with military ID; 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 UCSC Veterans Benefit Services, 190 Hahn Student Services, (831) 459-2709 or e-mail vets_benefits@ucsc.edu. Revised 12/18/14

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 UCSC Veterans Services, contact UCSC Veterans Services, 190 Hahn Student Services, (831) 459-2709 or e-mail vets_benefits@ucsc.edu. If you are called to active duty mid-quarter, the registration fees paid for the quarter are refunded. Once you know when you will return to UCSC, e-mail your college adviser. The Readmission/Leave of Absence application fee is waived. Revised 07/21/14

ACADEMIC AND SUPPORT SERVICES FOR VETERANS
Academic and Support Services for Veterans Benefit 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 Kresge College, on the second floor of the Administration Building. Contact the staff at 831-459-1520, or visit the STARS web site. Revised 12/18/14

INFORMATION TECHNOLOGY SERVICES (ITS)
Information Technology Services (ITS) at UCSC provides a broad spectrum of IT-related resources, services, and support to students, faculty, and staff in the areas of computing, network, telephones, media services, information systems security, web, email, and instructional technology. ITS operates the campus network, which interconnects computers, workstations, instructional computing labs, and computer-equipped classrooms with each other and the Internet. In addition, wireless access called CruzNet is available across campus. ITS also provides the campus with technical services and computer support through the ITS Support Center. Revised 10/10/12

PURCHASING A COMPUTER?
If you are planning on buying a new computer, UCSC recommends purchasing a laptop with both wired and wireless network capability. The campus supports both PC and Mac computers. An excellent source for purchasing computers and computer products is the campus Bay Tree Bookstore, (831) 459-2082. Through university-negotiated contracts, the bookstore offers a full line of Apple and Dell computers, as well as software and peripheral equipment. Pricing is almost always below outside market prices. The bookstore works closely with ITS to be certain the equipment you buy will meet campus specifications, both wired and wireless. Revised 10/10/12

Computer Standards
The campus supports both PC and Mac computers.

**UCSC ACCOUNT (CRUZID) AND E-MAIL**

All students, faculty, and staff have a CruzID and UCSC e-mail account, for example cruzid@ucsc.edu. In addition to e-mail, CruzID gives you access to many campus systems and applications. Every UCSC student is preassigned a CruzID account upon enrollment. You can activate and change the initial password through MyUCSC. All official UC and UCSC communication is e-mailed to the @ucsc.edu address (see the campus e-mail policies).

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**COMPUTING POLICIES**

Policies define how ITS will approach security, how students are to approach security, and how certain situations will be handled. Students using UCSC computing services must comply with the University of California state and federal policies and laws.

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**SECURITY AWARENESS**

There are many cyber security threats out there, but it is important to remember that most of them are avoidable. To help protect you against common cyber security threats, refer to the ITS Security page.

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**RESIDENTIAL NETWORK AND TELEPHONES**

ITS provides in-room Internet access (called ResNet) and a university-owned and operated telephone system in each residential hall. Network services are available to undergraduate and graduate students living in university housing (except for the camper park). For assistance with network connections, contact ResNet at resnet@ucsc.edu or call (831) 459-HELP (4357).

Land-line telephones are not provided in each dorm room. Students must rely on using their personal cell phone or land-line phones in each residential hall. For more information on telephone services, please visit the ITS Telephone Services page.

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**COMPUTING LABS FOR DROP-IN USE AND ACADEMIC CLASSES**

ITS manages 12 computer labs throughout the campus. These labs have more than 360 computers available for students to use that include PC, Mac, and Sun workstations. 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 you 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 students may complete homework assignments. Faculty or teaching assistants can request ITS staff to conduct training sessions as part of an academic course. Contact the Faculty Instructional Technology Center at fitc@ucsc.edu for more information. More extensive lab information, including hardware and software specifications and hours of operation, see the ITS Computer Labs page.

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**ACADEMIC COURSE MATERIALS ON THE WEB**

eCommons is the campus online course-management system used to create sophisticated web-based course materials to supplement, but not replace, classroom instruction. eCommons uses a web browser as the interface for the course. Faculty using eCommons 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. Faculty can use eCommons to see what materials students have viewed before they arrive in class. When faculty administer pre-class quizzes on eCommons, they can see what concepts students understand before class and then tailor the lecture accordingly. For more information, see the ITS eCommons page.
Outside of class time, students can use eCommons to view course materials, participate in web-based class discussions, collaborate on student group projects, and take quizzes.

GENERAL STATEMENT ON STUDENT PRIVACY
The Navigator 2012-14

The following directory information (CruzID, First and Last Name), will be viewable by authenticated members of eCommons who are associated with each class in which you participate, for example: students, faculty, teaching assistants, and guest participants. Please note that some of the tools within eCommons (i.e., the wiki) can be made public. If you do not want your directory information to be released in public tools, please consult your instructor for an alternative method of course participation. For additional information on privacy, see Privacy of Student Records.

Revised 10/10/12

DISABILITY ACCOMMODATIONS FOR COMPUTING
The Navigator 2012-14

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.

Instructional 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 (831) 459-2089 (voice) or (831) 459-4806 (TTY).

Revised 10/10/12

ITS SUPPORT CENTER FOR TECHNICAL AND COMPUTER HELP
The Navigator 2012-14

The ITS Support Center is open to all students, staff, and faculty and provides general computer help, assistance with CruzID accounts and e-mail, and other technical-support needs. The Support Center is located at 54 Kerr Hall and is open Monday through Friday from 8 A.M.-5 P.M.

Get help:

- Online: http://its.ucsc.edu/get-help/index.html
- Phone: (831) 459-4357 ((831) 459-HELP)
- E-mail: help@ucsc.edu
- Walk-in: Kerr Hall, Room 54

Revised 10/10/12
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 MyUCSC 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 MyUCSC 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 MyUCSC 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. Revised 07/21/14

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 MyUCSC and on UCSC eBill/ePay. A student can access UCSC eBill/ePay via MyUCSC. Once on UCSC eBill/ePay eBill/ePay, 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 off 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 UCSC eBill/ePay. Failure to pay campus debts results in holds on enrollment 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.–3:30 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 at any time. Payments dropped into the depository after 1:00 pm will be processed the next business day. The campus does not accept credit card payment for charges assessed on the Statement of Account. Revised 08/15/14

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. Revised 07/21/14

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 Student Business Services at oarinfo@ucsc.edu, call 831-459-2107, 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. Revised 07/21/14

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

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 Academic and Administrative 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. Check regularly 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.

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 by filling out the Undergraduate Cancellation Notice. 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 schedule of refunds). You must withdraw by the first day of instruction to receive a full refund of registration fees.

DEFERRED PAYMENT PLAN (DPP)

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. 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 information at http://sbs.ucsc.edu/dpp.html; contact Student Business Services at 459-2107; or e-mail oarinfo@ucsc.edu.
REGISTRATION LATE FEES
The Navigator 2012-14

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); 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.

Revised 10/10/12

NONRESIDENT TUITION FEE
The Navigator 2012-14

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 UCSC General Catalog appendix.

If you have any questions about your residence status, make an appointment to see a Campus Residence Deputy at the Office of the Registrar, 459-2709 or gloria@ucsc.edu. No other university personnel are authorized to supply information about residence requirements for tuition purposes.

Revised 10/10/12

PART-TIME PROGRAM: REDUCTION IN FEES
The Navigator 2012-14

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 for the Part-Time Program. 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 think 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.

CANCELLATION OF THE PART-TIME PROGRAM
The Navigator 2012-14

If you intend to enroll in more than 10 credits, you will return to full-time status. To do so, fill in and return the Undergraduate Part-Time Cancellation form to the Office of the Registrar, Hahn Student Services Building, 1156 High Street, Santa Cruz, CA, 95064.

Revised 10/10/12
FEE WAIVERS
The Navigator 2012-14

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 the UCSC Reduced Fee Program.)

If the registration fee assessment on your statement of account does not reflect your fee waiver, call (831) 459-4412 before the payment deadline for further information.

Revised 10/10/12

FINANCIAL AID RECIPIENTS
The Navigator 2012-14

If you are offered financial aid, accepted the aid awards listed on MyUCSC, enrolled in classes, have completed the online student loan counseling and promissory notes (if applicable), 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. Scholarships you receive from private agencies will be paid to your account as checks are received in the Financial Aid and Scholarship Office. 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 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 meet the conditions described above and no credits appear on your statement, review “Holds and To Do’s” on MyUCSC. If you still need assistance, contact the Financial Aid and Scholarship Office, (831) 459-2963, before the registration deadline for further instructions.

Revised 10/10/12

FINANCIAL AID
The Navigator 2012-14

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 in person and phone service 10 a.m.-4 p.m. Monday through Friday. The phone number is 831-459-2963. The web site financialaid.ucsc.edu contains comprehensive information about financial aid programs at UC Santa Cruz.

Financial aid advisers are available to assist students by phone, at our main counter, or on a drop-in basis. Advisers can assist in answering questions on a variety of areas including: the FAFSA application process and financial aid programs, addressing student difficulties in meeting educational and living expenses, providing money management tips, and guiding students on alternative resources to fund educational expenses. The Financial Aid Scholarship Office manages the awarding of campus scholarships, grants and work-study as well as federal student and parent loans. 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.

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 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. Undergraduates may receive aid for up to 15 quarters of full-time enrollment (or 9 quarters for transfer students.)

Credits earned in the UC Santa Cruz Summer Session are counted with other transfer credits. The college must approve enrollment beyond 12 quarters. Students are not eligible to receive aid beyond the 15th (9th for transfer students) quarter. Approximately three quarters before their final quarter of aid eligibility, aid recipients will receive an e-mail notification of their final quarter of eligibility. Students may complete an online appeal to petition for additional quarters 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 credits. By completing the online 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.

Revised 10/10/12
account. If you are not signed up for direct deposit, a paper check will be generated and mailed to your mailing address (on MyUCSC) 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 MyUCSC by going to accounts and billing, direct deposit.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Financial Aid Satisfactory Academic Progress rules are different than Academic Senate rules. Students must meet the following financial aid academic progress standards in order to receive financial aid:

- Maintain a cumulative UC GPA of 2.0 or higher
- Make adequate “pace” to graduate on time: earn, at minimum, an average of 12 credits per quarter—a minimum of 36 credits per academic year if you are a full time student who enrolls in fall, winter, and spring quarters. You can use summer credits to make up a deficit. (If you are enrolled in the Undergraduate Part-Time Program, you must earn at least 80 percent of the credits you attempt.)
- Complete your degree within 15 quarters (or the equivalent for transfer students). This maximum is prorated for part-time students.

Financial aid satisfactory academic progress for GPA (item 1 above) and pace (item 2 above) will be measured at the end of each year (at the end of spring quarter or at the end of summer if you enroll in Summer Session). Time to degree progress (item 3 above) is measured at the end of each quarter.

If you do not meet either the GPA or Pace standard, you will be officially notified and will be considered ineligible to receive financial aid for subsequent quarters. If you enroll in summer, we will use credits you earn to re-evaluate your eligibility for fall quarter. If you do not meet the Time to Degree standard, you will be notified at the end of the quarter this occurs.

To regain eligibility and have your aid reinstated, you must take action to correct GPA and pace deficit(s). There is an appeal process for students who experience extenuating circumstances beyond their control which prevented them from meeting financial-aid, academic-progress requirements.

More details about the policy may be found on the Financial Aid and Scholarship Office web site.

SCHOLARSHIPS

All students, both entering and continuing, are automatically considered for UC Santa Cruz Scholarships administered by the Financial Aid and Scholarship Office based on admissions application data and/or based on their academic record. Scholarships do not have to be repaid. Academic departments also administer scholarships. Scholarships are generally given in recognition of outstanding academic achievement and potential.

Undergraduate students receive about $2 million from private agencies. Information and private scholarship search links are available under Private Scholarships at the Financial Aid and Scholarships web site.

Each year, undergraduate students receive about $3 million in campus scholarships. For information about campus scholarships administered by the Financial Aid and Scholarship Office, see Scholarships at the Financial Aid and Scholarships web site. For information about other UCSC scholarships, contact academic departments.

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 student loan disbursements are placed if Pre-Loan Counseling has not been completed.

See the Student Business Services web site 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
**EXIT COUNSELING**
The Navigator 2012-14

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. In-person sessions will be available upon request.

Revised 10/10/12

**BUDGET COUNSELING SESSIONS**
The Navigator 2012-14

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.

Revised 10/10/12

**COLLECTIONS**
The Navigator 2012-14

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.

Revised 10/10/12
SECTION 3, DEGREE REQUIREMENTS

BACHELOR'S DEGREE

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)
• complete a minimum of 180 credits, each with a grade of D or better (or Pass)
• 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)
• 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
• meet the senior residence requirement

It is your responsibility to meet all the requirements for the bachelor’s degree. Use MyUCSC to verify your progress toward fulfilling university and general education requirements.

UNIVERSITY REQUIREMENTS

AMERICAN HISTORY AND INSTITUTIONS

Undergraduates are expected to demonstrate 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 in Section 5)
• 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:

• Education 164
• Legal Studies 120A, 120B, 120C
• Politics 20, 120A, 120B, 120C
• Sociology 170
• Stevenson 90

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:

- 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)
- 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 taken the Analytical Writing Placement Exam should take the exam 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 did not score high 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).

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 459-2431.

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

Revised 9/17/12

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.

Revised 9/17/12

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 been enrolled for 13 or more regular quarters, excluding summer sessions at UCSC or elsewhere, or if you will exceed 225 credits. Students who take and pass extra credits in 12 quarters will not be penalized. However, you must pass a minimum of 180 credits within 15 quarters (9 UCSC quarters for junior transfer students). For information regarding extending quarters, see Extension of Enrollment.

UCSC students may complete 5 credits toward graduation by means of the Concurrent Enrollment Program through UCSC Extension’s Open Campus. 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.

Revised 09/17/12

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 as a comprehensive examination, senior seminar[s] or senior thesis) prescribed by your department. See Declaring Majors and Minors 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 the series may not be substituted. Refer to the UCSC General Catalog, or seek the advice of the appropriate department adviser to understand your options.

**UC GRADE POINT AVERAGE**

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.)

**GRADUATION LIMIT ON P/NP GRADING OPTION**

For students entering after fall 2001, no more than 25 percent of UCSC credits may be graded as Pass.

**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. 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.

**GENERAL EDUCATION**

The general education requirements are designed to introduce you to various kinds of information, reasons for learning, and approaches to acquiring knowledge, as well as to promote responsible use of what is learned. Obviously, general education requirements alone cannot achieve these ends. You are urged to look for as many opportunities as possible to gain a richer understanding of your own cultural heritage and social situation; insight into countries, societies, and eras besides your own; proficiency in another language; understanding of the nature of ethical and moral choice; and expanded knowledge of science and technology. The formal requirements described here should be considered foundations for exploration.

- Beginning fall 2010, general information
  - Course lists
- Prior to fall 2010, general information
  - Course lists

**GENERAL EDUCATION REQUIREMENTS**

Beginning in fall 2010, all new students will be required to fulfill a new set of guidelines for general education requirements that were approved by the UCSC Academic Senate in 2009. Continuing students and transfer students may opt to change to the new requirements or to fulfill the previous general education requirements (see Catalog Rights for more information). Contact your college adviser if you have questions.

The general education requirements are meant to accomplish several goals:

- Provide students with a base of knowledge and skills that future learning can build on.
• Expose students to a broad range of disciplines and methodologies, to better prepare them for a world of complex problems and rapid changes.
• Enhance the abilities of students to approach problems in appropriately analytical ways.
• Prepare students to function as responsible and informed participants in civic life, considering pressing societal issues (such as the environment, the economy) productively and from a variety of perspectives.

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 “General Education” field on MyUCSC Class Search page. A list of courses that fulfill General Education requirements is in the navigation bar at the left. The list is subject to change. Students should check the Schedule of Classes each quarter for the most up-to-date information. Students entering using the new general education requirements should review the requirements for their proposed or declared major(s) to establish if some of their general education requirements will be fulfilled by completing their major. As a general rule, each course satisfies only one of the new general education requirements.

BACHELOR’S DEGREE WORK SHEET FOR STUDENTS ENTERING BEGINNING FALL 2010

You may download this worksheet. This work sheet 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. Revised 10/10/12

COURSE LISTS--GENERAL EDUCATION REQUIREMENTS BEGINNING FALL 2010

<table>
<thead>
<tr>
<th>Category</th>
<th>General Education Code</th>
<th>Number of Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-Cultural Analysis</td>
<td>CC</td>
<td>5</td>
</tr>
<tr>
<td>Ethnicity and race</td>
<td>ER</td>
<td>5</td>
</tr>
<tr>
<td>Interpreting Arts and Media</td>
<td>IM</td>
<td>5</td>
</tr>
<tr>
<td>Mathematical and Formal Reasoning</td>
<td>MF</td>
<td>5</td>
</tr>
<tr>
<td>Scientific Inquiry</td>
<td>SI</td>
<td>5</td>
</tr>
<tr>
<td>Statistical Reasoning</td>
<td>SR</td>
<td>5</td>
</tr>
<tr>
<td>Textual Analysis</td>
<td>TA</td>
<td>5</td>
</tr>
<tr>
<td>Perspectives (choose one from the following three categories)</td>
<td>PE-E, PE-H, PE-T</td>
<td></td>
</tr>
<tr>
<td>Environmental Awareness</td>
<td>PE-E</td>
<td>5</td>
</tr>
<tr>
<td>Human Behavior</td>
<td>PE-H</td>
<td></td>
</tr>
<tr>
<td>Technology and Society</td>
<td>PE-T</td>
<td></td>
</tr>
<tr>
<td>Practice (choose at least one, 2-credit (minimum) course from the following three categories)</td>
<td>PR-E, PR-C, PR-S, C1 and C2, DC</td>
<td></td>
</tr>
<tr>
<td>Collaborative Endeavor</td>
<td>PR-E</td>
<td>2</td>
</tr>
<tr>
<td>Creative Process</td>
<td>PR-C</td>
<td></td>
</tr>
<tr>
<td>Service Learning</td>
<td>PR-S</td>
<td></td>
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<tr>
<td>Composition</td>
<td>C1 and C2</td>
<td>10</td>
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<tr>
<td>Disciplinary Communication</td>
<td>DC</td>
<td>5*</td>
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</tbody>
</table>

* Students satisfy the Disciplinary Communication (DC) requirement by completing one to three upper-division courses required for their major, totaling a minimum of 5 credits and must be taken at UCSC. Revised 10/10/12

CROSS-CULTURAL ANALYSIS (CC CODE)
The Navigator 2012-14

One, 5-credit course or equivalent is required that emphasizes understanding of one or more culture and societies outside the United States. Courses in Cross-Cultural Analysis prepare students for a world with increased interaction and integration among peoples, companies, and governments. These courses...
encourage a broader and deeper understanding of cultures and societies outside the United States. Such courses might focus on an in-depth examination of one culture, or one aspect of such culture (for example, art, music, history, language). Alternatively, these courses help students develop skills of cross-cultural comparison and analysis.

A third option is courses that explore topics that are inherently cross-cultural such as international relations or the processes of economic globalization. Whatever the approach, these courses all aim to help students develop the openness and sensitivity necessary for cross-cultural understanding.

**ANTHROPOLOGY**

2 Introduction to Cultural Anthropology
110G. Barrio Popular Culture.
110H. Acoustic Culture
110K. Culture through Food
110O. Postcolonial Britain and France
110P. India and Indian Diaspora through Film
130A. Peoples and Cultures of Africa
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
130J. Politics and Statemaking in Latin America
130L. Ethnographies of Latin America.
130M. Inside Mexico
130T. Religion and Politics in the Muslim World

**APPLIED LINGUISTICS**

113. Inter-Cultural Communication.

**CHINESE**

6 Second-Year Chinese

**COWELL COLLEGE**

84 Chinese Approaches to Human Values

**EDUCATION**

170. East Asian Schooling and Immigration.
171. South and Southeast Asian Schooling and Immigration.

**ENVIRONMENTAL STUDIES**


**FEMINIST STUDIES**

1 Feminist Studies: An Introduction
10 Feminisms of/and the Global South
40 Sexuality and Globalization
80S Women in Music
120 Transnational Feminisms
175 Gender and Sexuality in Latin America

**FILM AND DIGITAL MEDIA**

132A International Cinema to 1960
132B International Cinema, 1960 to Present
132C Gender and Global Cinema
165E Chicana/o Cinema, Video
168 National Cinema and Culture

**FRENCH**

4 Second-Year French
5 Second-Year French
6 Second-Year French

GERMAN
4 Second-Year German
5 Second-Year German
6 Second-Year German
119 German Media

HISTORY
2A. The World to 1500
2B. The World Since 1500
5A. Early Muslim World
5B. Early Christianity: First to Fourth Century A.D.
11A. Latin America: Colonial Period
11B. Latin America: National Period
20. Introduction to World Prehistory
30. The Making of Modern Africa
40A. Early Modern East Asia
40B. The Making of Modern East Asia
41. The Making of the Modern Middle East
43. Traditional India
45. Japanese Pop Culture
50. Introduction to the History of Ancient Egypt
62A. Classical World: Greece
62B. Classical World: Rome
63. Women in the Ancient World
65A. Medieval Europe: 200-1000
70A. Modern European History, 1500-1815
70B. Modern European History, 1815-present
80H. Class, Gender, and Community in China, 1700-Present
80N. Gender, Labor, and Feminist Productions
80Y. World War II Memories in the U.S. and Japan
101C. Oceans in World History
102A. The Crusades, 1000-1300
102C. The Mediterranean in the Modern Era, 1730-1930
103. Medieval Spain, 600-1500
105. Nations and Nationalism
106A. Vietnam War Memories
107. Religion and Modernity
134B. History of Mexico, 1850 to Present
137A. Africa to 1800
137B. Africa from 1800 to the Present
137C. African Cinema
140B. History of Qing China, 1644-1911
140C. Revolutionary China 1895-1960
140D. Recent Chinese History
140E. Women in China's Long 20th Century
147A. History of Premodern India
147B. Political and Social History of Modern South Asia
150A. Ancient Japan
150C. Modern Japan
152. Trade and Travel on the Silk Roads
155. History of Modern Israel
156. Interrogating Politics in the Post-Colonial Middle East
157. The Ottoman Empire
159A. Greco-Roman Egypt
159B. Women and Gender in Ancient Egypt
160A. Athenian Democracy
160C. Topics in Greek History
163B. Genesis: A History
166. Northern Ireland: Communities in Conflict
173A. Medieval Russia
173B. Imperial Russia, 1696-1917
173C. History of the Soviet Union
174. Spies: History and Culture of Espionage
176. Eastern Europe, 1848-2000
178C. European Intellectual History, 1870-1970
181. Modern Britain and the British Empire

HISTORY OF ART AND VISUAL CULTURE
10. Introduction to African Visual Culture
20. Visual Cultures of Asia
22. Religion and Visual Culture in China
24. Southeast Asia Visual Culture
58. Gardens of Delight: Fifteen Centuries of Islamic Visual Culture
70. Visual Cultures of the Pacific Islands
110. Visual Cultures of West Africa
111. Visual Cultures of Central Africa
122A. Sacred Geography of China
122B. Constructing Lives in China: Biographies and Portraits
123B. Religions and Visual Culture of South Asia
124A. Arts of Ancient Southeast Asia
124B. History of Photography in Southeast Asia
124C. Arts and Politics in Theravada Traditions
124D. Contemporary Art of Southeast Asia and its Diaspora
127A. Buddhist Visual Worlds
127B. Buddhist Pure Lands
143C. Latin American Modern Architecture
160A. Pre-Hispanic Visual Culture: Mexico
162A. The Maya
162B. The Inka
172. Textile Traditions of Oceania
179. Topics in Oceanic Visual Culture
180A. Global Contemporary Art
191O. Seminar Topics in Oceanic Visual Culture

ITALIAN
4 Second-Year Italian
5 Second-Year Italian
6 Second-Year Advanced Italian
106 Italian Culture Through Film

JAPANESE
6 Second-Year Japanese

JEWISH STUDIES
101 Jewish Studies: Methods and Approaches

LANGUAGES
80D Italian Culture Through Cinema

LATIN AMERICAN AND LATINO STUDIES
30. Social Movements in Latin America
50. Transnational Feminist Organizing in the Americas
80D. Political Change in Mexico
80H. Comparative Latina/o Histories
80I. Gender and Global Cinema
80Q. Musica Latina: Music of Latin America and the Caribbean
80S. Sexualities and Genders in Latin American and Latina/o Studies
80X. Central American Peoples and Cultures
121. Antropologia de las juventudes
140. Rural Mexico in Crisis
145. Grassroots Social Change in Latin America
152. Consumer Cultures Between the Americas
165. Contemporary Peru
169. Latin American Industrialization in a Global Perspective: Past, Present, and Future
170. Indigenous Struggles in the Americas
194C. Chile: Social and Political Change
194I. Contemporary Ecuador
194M. Twentieth-Century Revolutions
194Q. Globalization in the Américas

LINGUISTICS
80C. Language, Society, and Culture.

LITERATURE

ENGLISH-LANGUAGE LITERATURES
160F. Contemporary Transnational Literatures.

ITALIAN LITERATURE
150D. Italian Opera as Drama.

MODERN LITERARY STUDIES
125D. Cinema and Social Change in Latin America.
144E. Hebrew Poetry.

PRE- AND EARLY MODERN LITERATURE
107A. Reading Egyptian Hieroglyphs, Part 1.
107B. Reading Egyptian Hieroglyphs, Part 2.
150D. Orlando Furioso.

SPANISH/LATIN AMERICAN/LATINO LITERATURE
102A. From the Conquest to Sor Juana.
102B. Romanticism to Modernism.
130A. Contemporary Spanish American Prose.
130E. Latin American Poetry.
131H. Cuba.
153. The Picaresque Novel.

WORLD LITERATURE AND CULTURAL STUDIES
124. Cultural Theory in Historical Perspective.
132. Global Cities.

MUSIC
11D. Introduction to World Music.
80A. Music of the Silk Road.
80I. Music of Modern Israel.
80P. History of Jewish Music.
80S. Women in Music.
80T. Mizrahi: Jewish Music in the Lands of Islam.
80X. Music of India.
150I. Special Topics in Music Theory: Hindustani Music.
180D. Music of Insular Southeast Asia.

PHILOSOPHY
22. Introduction to Ethical Theory.

POLITICS
60. Comparative Politics.
65. Introduction to International Relations.
166. Politics of Migration.

PORTUGUESE
65A. Accelerated Intermediate Portuguese.
65B. Accelerated Intermediate Portuguese.

RUSSIAN
5. Second-Year Russian.

SOCIOLOGY
15. World Society.
162. Dutch Society.
188A. Social Change in the Global Economy.

SPANISH
4. Second-Year Spanish.
5. Second-Year Spanish.
5M. Medical Spanish.
156A. The Language v of Latin America Cinema.
156M. Mexico and the Southwest.

SPANISH FOR HERITAGE SPEAKERS
4. Spanish for Heritage Speakers.
5. Spanish for Heritage Speakers.

THEATER ARTS
22. Indonesian Dance and Drama.
80Z. Indian Dance.
122. Indian Performance: Rama, Siva, Krishna.
151I. Studies in Performance: Indonesian Dance and Drama.

ETNICITY AND RACE (ER CODE)
The Navigator 2012-14

One, five-credit course or equivalent is required that emphasizes understanding of one or more culture and societies outside the United States. Courses in Ethnicity and Race prepare students for a state and a world which are increasingly multi-ethnic and multi-racial. Beyond familiarizing students with the culture and/or history of one or more ethnic or racial groups, these courses also aim to develop theoretical and practical understanding of questions such as (but not limited to): how categories of ethnicity and race are constructed; the role they can play in identity formation; how ethnicity and race have historically been used to justify forms of enforced inequality; and the contributions of people of various ethnicities to society and to political change. These courses are particularly concerned with how ethnicity and race may intersect with other categories, such as gender, class, or sexual orientation, to shape self-understanding and patterns of human interaction.
ANTHROPOLOGY
110T. Motherhood in American Culture.  
130N Native Peoples of North America  
159 Race and Anthropology  
176D Colonial Encounters in the Americas

ART
80F. Introduction to Issues in Digital Media.

CRITICAL RACE AND ETHNIC STUDIES
100. Comparative Theories of Race and Ethnicity.

EDUCATION
128 Immigrants and Education  
140 Language, Diversity, and Learning  
177 Teaching Culturally and Linguistically Diverse Students Math and Science  
181 Race, Class, and Culture in Education

ENVIRONMENTAL STUDIES
147. Environmental Inequality/Environmental Justice.

FEMINIST STUDIES
20 Feminism and Social Justice  
115 Gender, Sexuality, and Transnational Migration Across the Americas  
139 African American Women’s History  
145 Racial and Gender Formations in the US  
150 Mediating Desire

FILM AND DIGITAL MEDIA
165B Race on Screen  
165D Asian Americans and Media

HISTORY
9. Introduction to Native American Studies  
10A. United States History to 1877  
10B. United States History, 1877 to 1977  
12. Introduction to Latino American History  
14. Race and Ethnicity in the U.S  
74. Introduction to Jewish History and Cultures  
75. Film and the Holocaust  
80X. Civil Rights Movement: Grassroots Change and American Society  
104D. Museums and the Representation of Native American History, Memory, and Culture  
106B. Asian and Asian American History, 1941-Present  
109A. Race, Gender, and Power in the Antebellum South  
110A. Colonial America, 1500-1750  
110H. Greater Reconstruction: Race, Empire, and Citizenship in the Post-Civil War United States  
111. Popular Conceptions of Race in U.S. History, 1600-Present  
115A. U.S. Labor History to 1919  
115B. U.S. Labor History, 1919 to the Present  
116. Slavery Across the Americas  
121A. African American History to 1877  
121B. African American History: 1877 to the Present  
123. Immigrants and Immigration in U.S. History  
125. California History  
126. From Indigenous Colonial Borderlands to the U.S.-Mexico Border  
127. Race and the American City  
128. Chicana/Chicano History
134A. Colonial Mexico  
178E. Modern Jewish Intellectual History  
185A. Conflict of Interest: War, Holocaust, and Industry in the Lodz Ghetto  
185B. Rethinking the Holocaust: Bioscience, Race Theory, and Genocide  
185E. The Historiography of the Holocaust  
185F. Private Lives, Family Histories, and the Holocaust Experience

**HISTORY OF ART AND VISUAL CULTURE**

46. Introduction to U.S. Art and Visual Culture  
60. Indigenous American Visual Culture  
140B. Victorian America  
140C. Race and American Visual Arts  
140D. Chicano/Chicana Art: 1970-Present  
163. The Native in Colonial Spanish America  
170. Art of the Body in Oceania  
190J. Visual Cultures of the Vietnam-American War  
190X. Art and Identity in Oceania  
191C. Subalternatives: Representing Others

**LATIN AMERICAN AND LATINO STUDIES**

1. Introduction to Latin American and Latino Studies  
20. Latino Politics  
40. Latinos, Work, and Organizing  
45. Race, Class, and Gender  
80F. Latinos in the U.S.: A Comparative Perspective  
80J. Race, Nation, and War  
100. Concepts and Theories Latin American and Latina/o Studies  
112. Immigration and Assimilation  
132. Citizens, Denizens, and Aliens  
143. Race and Ethnicity  
150. Afro-Latinos/as: Social, Cultural, and Political Dimensions  
161P. Theater in the "Chicano Power" Movement.  
166. Latino Families in Transition  
175. Migration, Gender, and Health  
178. Gender, Transnationalism, and Globalization  
194C. Criminalizing the Poor

**LITERATURE**

61J Introduction to Jewish Literature and Culture  
61R. Race in Literature  
80L The Holocaust: The Destruction of European Jewry  
80N Latino Expressions in the US

**ENGLISH-LANGUAGE LITERATURE**

150A Afro-American Literature  
150C Asian American Literature  
150F. African-American Women Writers  
180D. Twain, Slavery, and the Literary Imagination

**MODERN LITERARY STUDIES**

144A Jewish Diaspora, Ethnicity, and Urban Life  
144D Jewish Writers and the American City  
144H Jewish Writers and the European City

**SPANISH/LATIN AMERICAN/LATINO LITERATURE**

105. Introduction to Spanish Studies.

**WORLD LITERATURE AND CULTURAL STUDIES**

129 Theorizing Race and Comics
MUSIC
80E Race and American Music

SOCIOLOGY
156 US Latina/o Identities: Centers and Margins

SPANISH
105. Introduction to Spanish Studies.
156G Spanish for the Professions

THEATER ARTS
80A Introduction to African American Theater
80M Chicano/a Teatro
151A Studies in Performance: African American Theater Arts Troupe
161P. Theater in the "Chicano Power" Movement.

INTERPRETING ARTS AND MEDIA (IM CODE)
The Navigator 2012-14

One five-credit course or equivalent is required that focuses on the practice, analysis, interpretation, and/or history of one or more artistic or mass media (media in which non-textual materials play primary roles). Interpreting Arts and Media courses explore the complex ways in which information of all kinds is represented by visual, auditory, or kinesthetic means, or through performance.

ANTHROPOLOGY
110A. Public Life and Contemporary Issues
110B. From Indiana Jones to Stonehenge: Archaeology as Popular Culture
110R. Discourses in American Religions and Their Role in Public Life
120. Culture in Film
132. Photography and Anthropology

ART
10D. 2D Foundation
10E. 3D Foundation
10F. 4D Foundation
80D. Introduction to Photography

COMPUTER SCIENCE
80K. Foundations of Interactive Game Design

CROWN COLLEGE
60. The Environment on Film: Rhetoric of Ecocriticism

EDUCATION
102. Education, Media, and Society
120. The Arts in Schools: Aesthetic Education Theory and Practice

FEMINIST STUDIES
14. Popular Culture in South Asia
21. Religion in American Politics and Culture
126. Images, Power, and Politics: Methods in Visual and Textual Analysis
FILM AND DIGITAL MEDIA
80M. Understanding Media
80S. Special Topics in Film and Digital Media
80X. Sex in the Cinema
130. Silent Cinema
134A. American Film, 1930–1960
134B. American Film, 1960-Present
136A. Experimental Film and Video
136B. History of Television
136D. Documentary Film and Video
162. Film Authors
165C. Lesbian, Gay, and Queer Film and Video

HISTORY
104C. Celluloid Natives: American Indian History on Film
122A. Jazz and United States Cultural History, 1900-1945
122B. Jazz and United States Cultural History, 1945 to the Present

HISTORY OF ART AND VISUAL CULTURE
27. Image and Ideology in Indian Art
30. Introduction to European Visual Culture
31. The Nude in the Western Tradition
40. Museum Cultures: The Politics of Display
41. Modern Art in Context
43. History of Modern Architecture
45. Photography Now
50. Ancient Mediterranean Visual Cultures
51. Greek Eyes: Visual Culture and Power in the Ancient Greek World
117. Contemporary Art of Africa
122D. Chinese Landscape Painting
127C. Ritual in Asian Religious Art
127E. Modern/Contemporary Architecture of the Asia Pacific
133A. Themes in the Study of Medieval Visual Culture
135B. German Art, 1905–1945
135D. French Painting, 1780-1855
135E. Jewish Identity and Visual Representation
135H. Topics in European and Euro-American Visual Culture
135P. Paris, "Capital of the 19th Century"
137B. Italian Renaissance: Art and Architecture
137C. High Renaissance
137D. Art of the Venetian Renaissance
137E. Renaissance Prints
140A. America in Art
140F. Pop Culture as High Art
141A. Modern Art: Realism to Cubism
141B. Modern Art: Cubism to Pop
141C. Modern Art: Pop to Present
141E. Histories of Photography
141F. The Camera and the Body
141H. Media History and Theory
141I. Environments, Installations, and Sites
141J. Critical Issues in Contemporary Art and Visual Culture
141K. Activist Art Since 1960: Art, Technology, Activism
143A. Contemporary Architecture and Critical Debates
143B. History of Urban Design
143D. Architecture and the City in Modern and Contemporary Visual Culture
151. Greek Myths Antiquity to the Present
155. Constructing Cleopatra: Power, Sexuality, and Femininity Across the Ages
160B. Pre-Hispanic Visual Culture: The Andes
190C. The Mediterranean from the Rise of Christianity to the Rise of Islam
191P. Topics in Contemporary Art

**LATIN AMERICAN AND LATINO STUDIES**

70. Cinema and Social Change in Cuba
124. Brazilian Cinema
128. Latino Media in the U.S
129. Women Filmmakers: Latin American and Latina
176. Gender, the Nation, and Latina Cinema

**LITERATURE**

61H. Introduction to Film Analysis

**GERMAN LITERATURE**

161. Weimar Culture: Modernism in German Literature and Film

**MODERN LITERARY STUDIES**

125J. Cinema and Subjectivity
125N. The Horror Film

**PRE- AND EARLY MODERN LITERATURE**

137. Modern Ancient Drama

**SPANISH/LATIN AMERICAN/LATINO LITERATURES**

135F. Cine y Literatura

**MUSIC**

11A. Classical Music from the Middle Ages to the Present
80G. American Musical Theater
80M. Film Music
80N. Music of the Grateful Dead
80O. Music, Politics, and Protest
80V. The Music of the Beatles
80Y. Music, Anti-Semitism, and the Holocaust
150C. Special Topics in Music Theory: Tonal Counterpoint
150P. Special Topics in Music Theory: 20th-Century Popular Song
150X. Theoretical Practices of American Music

**OAKES COLLEGE**

128. Latino Media in the U.S Theater Arts

**THEATER ARTS**

10. Introduction to Theater Design and Technology
20. Introductory Studies in Acting
31P. Postmodern Dance I
40. Introduction to Directing
80D. Commercial Design 1900 to Present
80L. Muppet Magic: Jim Henson's Art
80N. Walt Disney
80P. The Pixar Feature
80Q. Introduction to Queer Theater
113. The History of Design for Theater
116A. History of Clothing and Costume
117. Design Studio: Costume
130. Intermediate Dance Theory and Technique
131P. Postmodern Dance II
165. Dance Modernism
MATHEMATICAL AND FORMAL REASONING (MF CODE)

One five-credit course or equivalent is required that emphasizes university-level mathematics, computer programming, formal logic, or other material that stresses formal reasoning, formal model building, or application of formal systems. In a world in which much thinking and discourse is directed by emotion and association, formal or mathematical models teach the value of dispassionate analysis. Mathematical and Formal Reasoning courses emphasize the development of mathematical, logical, and/or formal reasoning skills.

Mathematics-based courses that satisfy this requirement are focused on teaching significant problem-solving skills, and are often oriented towards particular application areas. Other courses that satisfy this requirement train students in formal reasoning skills and/or in the construction and use of formal models. Formal reasoning domains include mathematical proof, logic, and applied logic. Some examples of formal models are: computer programming languages, generative grammars (from linguistics), supply and demand models, and formal music theory.

APPLIED MATHEMATICS AND STATISTICS

6. Precalculus for Statistics
10. Mathematical Methods for Engineers I
11A. Mathematical Methods for Economists I.
11B. Mathematical Methods for Economists II.
15A. Case-Study Calculus I.
15B. Case-Study Calculus II.
20. Mathematical Methods for Engineers II.
114. Introduction to Dynamical Systems
147. Computational Methods and Applications

ASTRONOMY AND ASTROP HYSICS

2. Overview of the Universe
3. Introductory Astronomy: Planetary Systems
5. Introductory Astronomy: The Formation and Evolution of the Universe.
12. Stars and Stellar Evolution. F
15. Dead Stars and Black Holes.

BIOLOGY: MOLECULAR, CELL, AND DEVELOPMENTAL


BIOMOLECULAR ENGINEERING


COLLEGE EIGHT

81B. Fundamentals of Environmental Science.

COMPUTER ENGINEERING

8. Robot Automation: Intelligence through Feedback Control.

COMPUTER SCIENCE

5C. Introduction to Programming in C/C++.
5J. Introduction to Programming in Java.
5P. Introduction to Programming in Python.
10. Introduction to Computer Science.
12B. Introduction to Data Structures.

**EARTH SCIENCES**
11. Earthquakes
81B. Fundamentals of Environmental Science

**ECONOMICS**
11A. Mathematical Methods for Economists I.
11B. Mathematical Methods for Economists II.

**MATHEMATICS**
3. Precalculus.
11A. Calculus with Applications.
11B. Calculus with Applications.
19A. Calculus for Science, Engineering, and Mathematics.
19B. Calculus for Science, Engineering, and Mathematics.
20A. Honors Calculus.
20B. Honors Calculus
21. Linear Algebra.
22. Introduction to Calculus of Several Variables.
23A. Vector Calculus.
23B. Vector Calculus.
100. Introduction to Proof and Problem Solving.

**MUSIC**
80L. Artificial Intelligence and Music.
130. Harmony and Form in 19th-Century and Early 20th-Century Music

**PHILOSOPHY**
9 Introduction to Logic

**PHYSICS**
5A. Introduction to Physics I
6A. Introductory Physics I.

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**SCIENTIFIC INQUIRY (SI CODE)**
The Navigator 2012-14

One, 5-credit course or equivalent is required that focuses on the essential roles of observation, hypothesis, experimentation and measurement in the sciences. Courses in Scientific Inquiry teach students about the essential role of observation, hypothesis, experimentation and measurement in the physical, social, life, or technological sciences. In these courses, students acquire key concepts, facts, and theories relevant to the scientific method. By the end of the course students should be able to articulate an understanding of the value of scientific thinking in relation to issues of societal importance.

**APPLIED MATHEMATICS AND STATISTICS**
6. Precalculus for Statistics
10. Mathematical Methods for Engineers I
11A. Mathematical Methods for Economists I.
11B. Mathematical Methods for Economists II.
15A. Case-Study Calculus I.
15B. Case-Study Calculus II.
20. Mathematical Methods for Engineers II.
114. Introduction to Dynamical Systems
147. Computational Methods and Applications
ASTRONOMY AND ASTROPHYSICS
2. Overview of the Universe
3. Introductory Astronomy: Planetary Systems
4. Introductory Astronomy: The Stars. *
5. Introductory Astronomy: The Formation and Evolution of the Universe.
12. Stars and Stellar Evolution. F
15. Dead Stars and Black Holes *

BIOLOGY: MOLECULAR, CELL, AND DEVELOPMENTAL

BIOMOLECULAR ENGINEERING

COLLEGE EIGHT
81B. Fundamentals of Environmental Science.

COMPUTER ENGINEERING
8. Robot Automation: Intelligence through Feedback Control.

COMPUTER SCIENCE
5C. Introduction to Programming in C/C++.
5J. Introduction to Programming in Java.
5P. Introduction to Programming in Python.
10. Introduction to Computer Science.
12B. Introduction to Data Structures.

EARTH SCIENCES
11. Earthquakes
81B. Fundamentals of Environmental Science

ECONOMICS
11A. Mathematical Methods for Economists I.
11B. Mathematical Methods for Economists II.

MATHEMATICS
3. Precalculus.
11A. Calculus with Applications.
11B. Calculus with Applications.
19A. Calculus for Science, Engineering, and Mathematics.
19B. Calculus for Science, Engineering, and Mathematics.
20A. Honors Calculus.
20B. Honors Calculus
21. Linear Algebra.
22. Introduction to Calculus of Several Variables.
23A. Vector Calculus.
23B. Vector Calculus.
100. Introduction to Proof and Problem Solving.

MUSIC
80L. Artificial Intelligence and Music.
130. Harmony and Form in 19th-Century and Early 20th-Century Music

PHILOSOPHY
9 Introduction to Logic
PHYSICS
5A. Introduction to Physics I
6A. Introductory Physics I.

STATISTICAL REASONING (SR CODE)
The Navigator 2012-14
One, 5-credit course or equivalent is required that focuses on developing skills in approaching quantitative data and statistical reasoning.
In today’s globalized, media-saturated information society, we are continually presented with—or asked to present—numerical data. Statistical Reasoning courses prepare students to interpret quantitative claims and make judgments in situations of statistical uncertainty.

The goal of Statistical Reasoning courses is to teach skills for effective reasoning about probability and the use of quantitative information. Students acquire an understanding of making informed decisions in the presence of uncertainty. Topics addressed in Statistical Reasoning courses include ways of (mis)representing data; correlation vs. causation; statistical inferences; experimental design and data analysis; understanding orders of magnitude.

APPLIED MATHEMATICS AND STATISTICS
5 Statistics
7 Statistical Methods for the Biological, Environmental, and Health Sciences
80A Gambling and Gaming
80B Data Visualization
118 Estimation and Introduction to Control of Stochastic Processes
131 Introduction to Probability Theory
132 Classical and Bayesian Inference

BIOLOGY: ECOLOGY AND EVOLUTIONARY
80S Lies, Damn Lies, and Statistics

COMPUTER ENGINEERING
7. Statistical Reasoning in the Age of the Internet
107. Probability and Statistics for Engineers

COMPUTER SCIENCE
17. Social Networks.
80L. Social Data Analysis and Visualization

EARTH SCIENCES
12. Introduction to Weather and Climate
125. Statistics and Data Analysis in the Geosciences

ECONOMICS
113 Introduction to Econometrics

ELECTRICAL ENGINEERING
80S. Sustainability Engineering and Practice

LINGUISTICS
147. Quantitative Methods in Linguistics
157 Psycholinguistics and Linguistic Theory

MATHEMATICS
4 Mathematics of Choice and Argument

OCEAN SCIENCES
90. Fundaments of Climate

PHILOSOPHY
8. Reason, Logic, and the Idols of Thought
PSYCHOLOGY
2. Introduction to Psychological Statistics

SOCIOLOGY
103A Statistical Methods

TEXTUAL ANALYSIS AND INTERPRETATION (TA CODE)
The Navigator 2012-14

One, 5-credit course or equivalent is required that focuses on developing skills in approaching quantitative data and statistical reasoning. In today’s globalized, media-saturated information society, we are continually presented with—or asked to present—numerical data. Statistical Reasoning courses prepare students to interpret quantitative claims and make judgments in situations of statistical uncertainty.

The goal of Statistical Reasoning courses is to teach skills for effective reasoning about probability and the use of quantitative information. Students acquire an understanding of making informed decisions in the presence of uncertainty. Topics addressed in Statistical Reasoning courses include ways of (mis)representing data; correlation vs. causation; statistical inferences; experimental design and data analysis; understanding orders of magnitude.

BIOLOGY: MOLECULAR, CELL, AND DEVELOPMENTAL
114 Cancer Cell Biology
126 Advanced Molecular Neuroscience
127 Mechanisms of Neurodegenerative Disease

CHINESE
103 Advanced Chinese
104 Advanced Chinese: Readings in Literature
105 Advanced Chinese: Readings in History
107 Introduction to Classical Chinese Prose
108 Introduction to Classical Chinese Poetry

COLLEGE EIGHT
80A Introduction to University Discourse: Environment and Society
80B Rhetoric and Inquiry: Environment and Society
80C. Introduction to University Discourse: Writing for Environment and Society (I)

CROWN COLLEGE
80F Science Fictions

HISTORY
1 Theories of History/Theories of Society
13 Introduction to American Religious Culture
100 Historical Skills and Methods

HISTORY OF CONSCIOUSNESS
12. Historical Introduction to Philosophy
112. Foundations in Critical Theory
115. Comedy and the Question of the Comic
185A. Special Topics: Modern Political-Economic Thought and the European Enlightenment

JAPANESE
105 Advanced Japanese

KRESGE COLLEGE
16. The Rise of Capitalism and Its Consequences

LATIN AMERICAN AND LATINO STUDIES
131 Latino Literatures: Assimilation and Assimilability
144 Mexicana/Chicana Histories
180 Borders: Real and Imagined

LINGUISTICS
108 Poetry and Language

LITERATURE
1. Literary Interpretation.
61F. Introduction to Reading Fiction
61K. Introduction to the Fairy Tale
61M. Approaches to Classical Myth
61P. Introduction to Reading Poetry
80E. Animals and Literature
80V. Literature and History
80Z. Introduction to Shakespeare
102. Translation Theory

ENGLISH-LANGUAGE LITERATURES
102A. The Traditional British Canon, Part I
103E. Studies in Romanticism
110A. Studies in the English Novel
110F. Nineteenth-Century American Fiction
120A. Poetry of the 17th Century
120B. Victorian Poetry
120H. Beat Literature and the World
120L. Topics in Poetry
170A. Geoffrey Chaucer
170C. William Shakespeare
170F. Charles Dickens
180B. The Gothic Imagination in Fiction, Film, and Theory
180H. Women's Literature
180K. War in Contemporary American Culture
180M. Topics in American Literature and Culture
180V. The Vampire in Literature and Popular Culture

LATIN LITERATURE
100. Introduction to Latin Literature

MODERN LITERARY STUDIES
145A. Modern Poetry
145B. Modern Literature
167K. Kafka in Translation

PRE- AND EARLY MODERN LITERATURE
134 The Idea of Poetry
144B Hebrew Bible

SPANISH/LATIN AMERICAN/LATINO LITERATURE
60 Introduction to Literary Genres

WORLD LITERATURE AND CULTURAL STUDIES
109. Topics in Cultural Studies
115A. Fiction in a Global Context

MATHEMATICS
181 History of Mathematics

PHILOSOPHY
11 Introduction to Philosophy
POLITICS
4 Citizenship and Action
10 Nationalism
20 American Politics

SOCIOLOGY
164. Capitalism and Its Critics

SPANISH
156F El humor en Espanol

STEVENVSON COLLEGE
23. Monsters and the Monstrous in the Early British Novel
81A. Self and Society 2
81B. Rhetoric and Inquiry: Self and Society 2

THEATER ARTS
61A. Ancient and Medieval Drama
61B. Drama from the Renaissance to the Modern Age
61C. The Birth of the Modern: Drama and Performance After the Renaissance
80K. Shakespeare 4every1
80X. The Performance of Story in Theater and Film
163H. Henrik Ibsen and His Impact: Ghosts of the Future
163K. Special Studies in Playwrights: Euripides

Revised 12/19/14

PERSPECTIVES: ENVIRONMENTAL AWARENESS (PE-E CODE)
The Navigator 2012-14

Choose one, 5-credit course or equivalent from this category or PE-H or PE-T.

Environmental Awareness (PE-E) courses focus on humankind’s interactions with nature. The interactions between people and the earth’s environments are subtle, complex, and influenced by a variety of natural, scientific, economic, cultural, and political factors. Courses satisfying the Environmental Awareness requirement teach students about the complexity of particular ecosystems and/or people’s interactions with nature so that they will better understand the environmental issues and trade-offs that are likely to arise in their lifetimes.

ANTHROPOLOGY
146 Anthropology and the Environment

ART
80B. Environmental Art

BIOLOGY:ECOLOGY AND EVOLUTIONARY
85. Natural History of the UCSC Natural Reserves

COLLEGE TEN
105 The Making and Influencing of Environmental Policy

COMMUNITY STUDIES
149 Political Economy of Food and Agriculture

CROWN COLLEGE
80L Food Safety and Environmental Quality: The Complexities of a Safe Salad

EARTH SCIENCES
1 Oceanography
9 Earth History and Global Change
110A Evolution of the Earth
ELECTRICAL ENGINEERING
80J Renewable Energy Sources
180J Advanced Renewable Energy Sources

ENVIRONMENTAL STUDIES
25 Environmental Policy and Economics
65 Introduction to Fresh Water: Processes and Policy
80A The Future of Rain Forests
80B The Ecological Forecast for Global Warming
125. Ecosystems of California
146 Water Quality: Policy, Regulation, and Management

HISTORY
177 Smoke, Smallpox, and the Sublime: Thinking about the Environment in the 19th Century

HISTORY OF ART AND VISUAL CULTURE
116. African Architecture

LATIN AMERICAN AND LATINO STUDIES
80P Energy, Society, and Environment in Latin America
164 Environmental Justice

OCEAN SCIENCES
80B Our Changing Planet

PHILOSOPHY
28 Environmental Ethics

PHYSICS
2 Elementary Physics of Energy

SOCIOLOGY
125 Society and Nature
173 Water

PERSPECTIVES: HUMAN BEHAVIOR (PE-H CODE)
The Navigator 2012-14

Choose one, 5-credit course or equivalent from this category or PE-E or PE-T.

Human Behavior (PE-H) courses focus on aspects of individual human behavior or the operation of human groups. Courses in Human Behavior help students to prepare for a world in which many of the most pressing challenges (such as genocide, environmental degradation, poverty) are impacted by human thoughts, decisions, or practices. As well, they provide a kind of “owner’s manual” for students to assist them in understanding themselves, their roles (for example, parent, partner, leader), and their social groups (family, workplace, neighborhood, nation).

ANTHROPOLOGY
110L. Anthropology of Love and Intimacy.
110V. Anthropology of Violence and Conflict.

ART
80I. Foundations of Play

COMMUNITY STUDIES
156 Politics of Obesity

COWELL COLLEGE
138A The Place of Higher Education in a Democratic Society
ECONOMICS
1 Introductory Microeconomics: Resource Allocation and Market Structure
2 Introductory Macroeconomics: Aggregate Economic Activity

LATIN AMERICAN AND LATINO STUDIES
149. U.S. Foreign Policy Toward Latin America.
159. Latinos and Population Change
174. Immigration and Citizenship: A Global Perspective
194F. Latinos and Socio-Political Change

PHILOSOPHY
24 Introduction to Ethics: Contemporary Moral Issues

POLITICS
1 Politics: Power, Principle, Process, and Policy
70 Global Politics

PSYCHOLOGY
1 Introduction to Psychology
134. Technology Assisted Reading Acquisition

SOCIOLOGY
136. Social Psychology
137. Deviance and Conformity
159. Latinos and Population Change

Perspectives: Technology and Society (PE-T Code)
Choose one, 5-credit course or equivalent from this category or PE-E or PE-H.
Technology and Society (PE-T code) courses emphasize issues raised by the prevalence of technology in society. The study of technology helps satisfy the need of society for knowledgeable people able to understand, participate, and guide the rapid technological advances that play such a vital role in our world. Technology and Society courses focus on understanding technological advances, how they are developed, and their impacts on society.

ART
80H. History of Digital Games

BIOMOLECULAR ENGINEERING
5. Introduction to Biotechnology
80H. The Human Genome

COMPUTER ENGINEERING
80A. Universal Access: Disability, Technology, and Society
80E. Engineering Ethics
80N. Introduction to Networking and the Internet

COMPUTER SCIENCE
2. Computer Literacy
80J. Technology Targeted at Social Issues
80S. From Software Innovation to Social Entrepreneurship
119. Software for Society

CROWN COLLEGE
80J. Cyborg Society: Myths, Realities, Choices
FEMINIST STUDIES
30. Feminism and Science
124. Technology, Science, and Race Across the Americas
133. Science and the Body

FILM AND DIGITAL MEDIA
80T. Technothrillers
80V. Video Games as Visual Culture
136C. Visual Culture and Technology: History of New Media

WORLD LITERATURE AND CULTURAL STUDIES
105. International Cyberpunk

MUSIC
80C. History, Literature, and Technology of Electronic Music

PHILOSOPHY

SOCIOLOGY
115. Green Governance

STEVENSON COLLEGE
90. The Nuclear Pacific

THEATER ARTS
80T. Flashmob! Mass Performance in the Information Age

PRACTICE: CREATIVE PROCESS (PR-C CODE)
The Navigator 2012-14

Choose one, 2-credit (minimum) course from this category or from PR-E or PR-S.
Creative Process courses teach creative process and techniques in a context of individual or collaborative participation in the arts, including creative writing. Courses may combine theory and experiment in the creation of a new artwork, or new interpretation(s) of an existing artwork. Creative Process courses include studies in individual or group creativity or improvisation, and/or ensemble rehearsal and performance.

ANTHROPOLOGY
81A. Mexican Folklorico Dance (2 credits)
81B. Mexican Folklorico Dance (2 credits)
81C. Mexican Folklorico Dance (2 credits)
154. Multimedia Ethnography

ART
20G. Introduction to Print Media and Drawing
20H. Introduction to Sculpture and Public Art
20I. Introduction to Photography and Digital Media
20J. Introduction to Drawing and Painting
121. Intermedia II

COMPUTER SCIENCE
25. Introduction to Computer Graphics: 3D Modeling
26. Introduction to Computer Graphics: 3D Animation
80V. Creating Virtual Worlds on the Web
178. Human-Centered Design Research
179. Game Design Practicum
**DIGITAL ARTS AND NEW MEDIA**

179. Game Design Practicum

**FILM AND DIGITAL MEDIA**

20P. Introduction to Production Technique
150. Screenwriting
170A. Fundamentals of Digital Media Production
170B. Fundamentals of Film and Video Production
171C. Special Topics Workshop: Found Footage

**LATIN AMERICAN AND LATINO STUDIES**

81A. Mexican Folklórico Dance (2 credits)
81B. Mexican Folklórico Dance (2 credits)
81C. Mexican Folklórico Dance (2 credits)

**CREATIVE WRITING**

10. Introduction to Creative Writing
52. Intermediate Fiction Writing
53. Intermediate Poetry Writing
170. Methods and Materials
180. Advanced Writing: Fiction

**MUSIC**

9. Wind Ensemble (2 credits)
10. Eurasian Ensemble (2 credits)
80Z. Laptop Music
127. Sound, Listening, and Consciousness
163. Early Music Consort (2 credits)
166. Chamber Singers (2 credits)

**PORTER COLLEGE**

20E. Culture and Dance of Bollywood (2 credits)
20F. Solo Performance Works in the Theater (2 credits)
21C. Gospel Choir (2 credits)
23B. Personal Narratives in Theater and Film (2 credits)
34B. Fractals, Chaos Theory, and the Arts (2 credits)
39. Jewish Personal Narratives on Film (2 credits)
80I. Improvisation

**THEATER ARTS**

14. Drawing
15. Special Topics in Textiles
17. Costume Construction
19. Design Studio: Lighting Studio A
30. Introduction to Dance Theory and Technique
36. Introduction to Dance Composition
37. African Dance
114. Design Studio: Sound
115A. Design Studio: Scenic Design
115B. Design Studio: Scenic Design B
119. Design Studio: Lighting Studio B
128. Choreographic Workshop (2 credits)
136. Choreography
PRACTICE: COLLABORATIVE ENDEAVOR (PR-E CODE)

Choose one, 2-credit (minimum) course from this category or from PR-C or PR-S.

Collaborative Endeavor (PR-E code) courses provide significant experience with collaboration on a project. Students learn and practice strategies and techniques for working effectively in pairs or larger groups to produce a finished product. For example, students might learn specialized practical information such as how to use change-management software to monitor and manage changes initiated by multiple group members. Alternatively, they might learn basic information about leadership, teamwork, and group functioning, which they can incorporate into their own group process. What is common to all courses is that some instruction regarding the process of collaboration is provided, in addition to instruction specific to the academic discipline and the products being produced.

BIOLOGY: MOLECULAR, CELL, AND DEVELOPMENTAL

140. Biophysics

BIOMOLECULAR ENGINEERING

123A. Bioengineering Project 1 (7 credits).
123T. Senior Thesis Presentation (2 credits).

COLLEGE NINE

120. Practical Activism Conference Planning and Development (2 credits).

COLLEGE TEN

120. Practical Activism Conference Planning and Development (2 credits).

COMPUTER ENGINEERING

123A. Engineering Design Project I
129B. Capstone Project II.

COMPUTER SCIENCE

20. Game Design Experience
116. Software Design Project.
183. Web Applications

EARTH SCIENCES

109L. Field Geology Laboratory (2 credits)
110L. Evolution of the Earth Laboratory (2 credits)
188A. Summer Field Internship.

ELECTRICAL ENGINEERING

123A Engineering Design Project I
129B Capstone Project II

ENVIRONMENTAL STUDIES

100L Ecology and Society Writing Laboratory

FILM AND DIGITAL MEDIA

151 Film Directing
185X EyeCandy Seminar

KRESGE COLLEGE

72. Collaborative Learning for Equity, Economy, and the Environment (2 credits).

MATHEMATICS

30 Mathematical Problem Solving

MUSIC

1C University Concert Choir
2 University Orchestra
PHYSICS
180 Biophysics

PORTER COLLEGE
22A. Day of the Dead (2 credits)

PSYCHOLOGY
182 Advanced Research Methods

TECHNOLOGY AND INFORMATION MANAGEMENT
20. Innovations and Entrepreneurship Seminar (2 credits)

THEATER ARTS
139. Random: With a Purpose.

Revised 12/19/14

PRACTICE: SERVICE LEARNING (PR-S CODE)
The Navigator 2012-14
Choose one, 2-credit (minimum) course from this category or from PR-E or PR-C. Service Learning (PR-S code) courses provide the opportunity for supervised campus or community service that contributes to a student’s overall education. Service Learning courses provide students with an opportunity to integrate their academic coursework with community involvement. Such courses provide supervised learning experiences where students reflect on, communicate, and integrate principles and theories from the classroom in real-world settings. Students gain valuable practical skills while giving back to the community.

BIOLOGY: ECOLOGY & EVOLUTIONARY
95. Seymour Center Docent Training (2 credits)

BIOLOGY: MOLECULAR, CELL, AND DEVELOPMENTAL
191. ACE Program Service Learning (2 credits)

CHEMISTRY AND BIOCHEMISTRY
182. ACE Program Service Learning (2 credits)

COLLEGE EIGHT
55. College Eight: Service Learning Practicum (2 credits)
155. College Eight Sustainability Internship (2 credits)
162. Sustainability Internship Practicum

COLLEGE TEN
98. Alternative Spring Break (2 credits)
110. Service Learning Field Study (Esprit de Corps)
110B. Service-Learning Field Study (Esprit de Corps) (2 credits)

COMMUNITY STUDIES
191. Student Volunteer Internship (3 credits)
198. Independent Field Study

COWELL COLLEGE
168. Social Change (2 credits)
184A. Leadership and Institution Building (2 credits)
184B. Leadership and Institution Building (2 credits)
184C. Leadership and Institution Building (2 credits)

CROWN COLLEGE
70. Introduction to Broadcast Media: Radio
EDUCATION
50A. CAL Teach 1: Science and Mathematics (2 credits)
50B. CAL Teach 1: Mathematics (2 credits)
50C. CAL Teach 1: Science (2 credits)
180. Introduction to Teaching

ENVIRONMENTAL STUDIES
83. Environmental Studies Internship
184. Environmental Studies Internship (2 credits)

HISTORY
129 History and Public Policy

KRESGE COLLEGE
12A. Service Learning (3 credits)
12B. Service Learning (2 credits)
12C. Service Learning: Introduction to National Service/Introduction to Grant Writing (3 credits)

LITERATURE
191. Methodologies of Teaching (3 credits)

MATHEMATICS
188. Supervised Teaching
189. ACE Program Service Learning (2 credits)

MERRILL COLLEGE
85B. Merrill Classroom Connection Field Study (3 credits)
85C. Merrill Classroom Connection Field Study (2 credits)
90. Theory and Practice of Field Study
90F. Merrill Field Study Practicum (2 credits)

OAKES COLLEGE
73B. Oakes College Mentoring: Service Learning Practicum (2 credits)
151B. Community Literacies Field Study (3 credits)

PORTER COLLEGE
13C. Service Learning: Introduction to National Service/Introduction to Grant Writing (3 credits)
83. Pacific Rim Film Festival: Viewing Across Cultures (2 credits)

PSYCHOLOGY
155. Social-Community Psychology in Practice
193. Field Study
193A. Developmental Field Study
193B. Cognitive Field Study
193C. Social Field Study
193D. Clinical/Personality Field Study

WRITING PROGRAM
169. Theory and Practice of Tutoring Writing (3 credits)

Revised 12/19/14
SECTION 4, MEASURING ACADEMIC PROGRESS

EVALUATING ACADEMIC PERFORMANCE

The UC Santa Cruz evaluation system consists of two major components: the assignment of a final grade in the course, and an accompanying evaluation of your performance. Grades are submitted for every course; evaluations are optional, and are completed at the discretion of the instructor.

EVALUATIONS

In each course for which you receive a grade of D or better (or P), you may receive an evaluation of your academic performance. Faculty may also write an evaluation for a course in which you receive an F, NP, or W, but the evaluation does not appear on an official transcript. An evaluation may:

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

Evaluations may be 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. 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. All grades, except I and IP, are final when submitted by the instructor. No change of grade may be made on the basis of re-examination or the completion of additional coursework with the exception of I and IP grades.

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 a 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 for details. There are a few courses that are offered only for Pass/No Pass grading. This limitation is noted in the Schedule of Classes and the UCSC General Catalog. The final grades in these courses are not used in calculating your GPA.

Revised 10/10/12
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.

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.

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 who attempt at least two-thirds of their UCSC credits graded P/NP, 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). 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 for deadlines). After the deadline, you may only withdraw from a class for documented medical or emergency reasons. 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 coursework 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 standing by taking an Incomplete. To remove an Incomplete from a course, you must file a Petition for Removal of Incomplete and complete the coursework 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 coursework and the instructor has submitted the paperwork, the grade change will appear permanently on your academic record. If the coursework 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 the petition with the completed coursework 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, and you will be billed the $10 fee.

IN PROGRESS FOR MULTIPLE-TERM COURSES

The Navigator 2012-14

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

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

COMPREHENSIVE EXAMINATION AND THESIS GRADES

The Navigator 2012-14

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 for further information. A student who does not pass the comprehensive examination may be permitted to repeat it once. Examinations 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
The Navigator 2012-14

DEAN’S LIST HONORS
Students will be considered for quarterly Dean’s Honors if they have earned a minimum of 15 credits 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. If a major or a college awards honors, these are generally limited to 15 percent of the graduating class. University Honors are based upon the 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 credits 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 percent; Magna Cum Laude, next 3 percent; Cum Laude, next 10 percent. Each year the Office of 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.

Note: 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 percent of the graduating class in a major 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 and graduates 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
The Navigator 2012-14

Students entering before fall 2001 please see appendix F.

Enrollment

When students enroll, letter grading is the default. The Pass/No Pass option is available only to students in good academic standing. Students may change the grading option up until the 15th day of instruction.

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. After the deadline, students may only withdraw from a course for documented medical or emergency reasons.

If enrolled in a course for a letter grade, students will receive a grade of A+, A, A-, B+, B, B-, 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).

Beginning fall 2010, undergraduate evaluations are provided at the option of the faculty. In each course for which you receive a grade of D or better (or P), an evaluation of your academic performance may be submitted.

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 first course taken at UC Extension through Concurrent Enrollment after matriculation at UCSC will be calculated towards the GPA. Additional courses taken through UC Extension will not be calculated in the GPA. The UCSC GPA is displayed on the official transcript. Courses taken through the Domestic Exchange Program are not calculated in the UC or the UCSC GPA.

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 first course taken at UC Extension through Concurrent Enrollment after matriculation at UCSC will be calculated towards the GPA. Additional courses taken through UC Extension will not be calculated in the GPA. The UC GPA is not on the official transcript but is available on MyUCSC 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 are not calculated in the UC or the UCSC GPA.

Satisfying Requirements

A course graded D or F cannot be used to satisfy a course prerequisite or to satisfy major or general education requirements. Any course graded P is equivalent to a C or better and can be used to satisfy general education requirements.

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.

Undergraduates may repeat courses in which they earn a D, F, or No Pass. Courses in which a D or F is earned may not be repeated on a Pass/No Pass basis. 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. Repetition of a course more than once requires the approval of your college. 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.

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. See the section on Catalog Rights regarding graduation requirements in effect for each student. 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.

Revised 10/10/12

GRADE POINT AVERAGES
The Navigator 2012-14

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.)

Revised 10/10/12

UCSC GRADE POINT AVERAGE
The Navigator 2012-14

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 Office of 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.) Courses that you take at other institutions are not counted toward your UCSC GPA unless they become part of your official UCSC transcript. (For example, transfer work from 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.)

Revised 10/10/12

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 receive an official UCSC GPA. For example, if you elected letter grades for 10 of the 15 credits attempted for 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 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 achieve a minimum 2.0 UC GPA in order to graduate.

Revised 10/10/12
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 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 Office of the Registrar and 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 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.

Revised 10/10/12

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.

A+=4.0
A=4.0
A-=3.7
B+=3.3
B=3.0
B-=2.7
C+=2.3
C=2.0
D=1.0
F=0.0
W=0.0
I=0.0
IP=0.0
P=0.0
NP=0.0

Revised 9/17/12

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.

<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</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.

Revised 01/07/13
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. Students are allowed to enroll for a maximum of 15 quarters (9 for transfer students) or equivalent. (Also see the section for adjustments for part-time students.)

Your college will regularly check to ensure 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.

Note: The Academic Standing and Minimum Progress Standards monitored by your college is not the same as the Financial Aid Satisfactory Academic Progress Policy.

DETERMINING YOUR ACADEMIC STANDING

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POLICY APPLYING TO STUDENTS ENTERING UCSC FALL 2001 AND AFTER

(Students who entered UCSC before fall 2001, please see Appendix G.)

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 GPAs 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 Academic Trouble.

ACADEMIC TROUBLE

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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. 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, and live in university housing.
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 coursework at another institution (for example, a community college) earning a certain GPA before the student can be readmitted to UCSC. In other cases, the readmission condition might not require additional coursework 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.

Revised 10/10/12

**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 all 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 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.

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 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, 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 a 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. 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.

FINAL EXAMINATIONS

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. Final examinations are only given during the examination-week period at the time announced in the Schedule of Classes, usually in the same room used for class meetings during the quarter. 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. Requests must be received by CEP no later than the first week of the quarter in which the course is occurring. When finals are administered, they must be completed at the scheduled examination 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 examinations, it cannot require more than three hours to complete.

To avoid three final examinations on the same day, students may want to consider the final exam schedule when enrolling in courses.

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 grade and schedule a makeup examination provided that the student’s work is passing up to that point. When a final examination is one of the regular requirements in a course, no one taking the course may be individually exempted from it. Travel plans for vacation are not an emergency, and should not be made without checking the final examination schedule.

CLOSED WEEK

No examinations or tests other than laboratory examinations, quizzes, or individual makeup examinations 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.
ACCOMMODATIONS FOR DISABILITY

Students with documented 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.

Revised 10/10/12
SECTION 5, EDUCATIONAL OPTIONS

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 C- (if less than a 2.0) or any grade that is less than a 2.0 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. coursework 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. 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.
- The Evaluation Data System (EDS) web site can be used to view previously evaluated transfer courses.
- 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 ASSIST.
- 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 introductory courses in a subject area in which you have completed upper-division courses. Even if an introductory course is deemed UC-transferable, a student that has already completed upper-division courses and major requirements must be satisfied with coursework completed with a Pass (must be equivalent to a 2.0 or higher) or grade of C (2.0) or better. Coursework 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.

Revised 10/10/12
coursework in that discipline will not be awarded transfer credit for the lower-division course.

- 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 coursework. 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.

**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 COURSEWORK**

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 MyUCSC.

**EXCHANGE PROGRAMS**

**INTERCAMPUS VISITOR PROGRAM**

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, (831) 459-3459, registrar@ucsc.edu, and see the page about the Intercampus Visitor Program.

**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, and on the page Domestic Exchange Programs.

**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 Argentina, Australia, Barbados, Brazil, Canada, Chile, China, Costa Rica, Denmark, Egypt, England, France, Germany, Ghana, Hong Kong, 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
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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 a matriculated student;
- enrollment in at least six 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

Revised 10/10/12

EXTENSION COURSES

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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 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 coursework 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 or call 831-427-6606. Effective winter 2009, courses taken through concurrent enrollment will be included in your UCSC GPA.

Revised 10/10/12
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.

Revised 10/10/12

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 (Individual Study) 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.

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 MyUCSC, 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.

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. Also see more detailed information about the Career Center.

Revised 10/10/12

THE CHANCELLOR’S UNDERGRADUATE INTERNSHIP PROGRAM (CUIP)

CUIP provides students the opportunity to strengthen their leadership, managerial, communication, and other job skills in on-campus internships. 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. In fall and spring quarters, interns take a two-unit seminar designed to develop their skills and knowledge as student leaders. For an entire academic year, interns work 15 hours per week in a campus unit. CUIP provides a scholarship which pays a generous portion of registration fees in exchange for approximately 450 hours of internship work.

Undergraduate students in good academic and judicial 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 (http://intern.ucsc.edu/cuip) web site or call (831) 459-2184.

Revised 10/10/12

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

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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, 459-5028, econintern@ucsc.edu.

Revised 10/10/12

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 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.

Revised 10/10/12

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 faculty and graduate students, 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 2 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.

Revised 10/10/12

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.

Revised 10/10/12
PSYCHOLOGY FIELD-STUDY PROGRAM
The Navigator 2012-14

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, for ten hours a week, two quarters. Students develop new skills and clarify personal and professional goals by working as interns in schools, criminal justice programs, mental-health facilities, and nonprofit social-service agencies. Psychology faculty members sponsor field-study students for academic credit, helping them to synthesize their intern experience with psychology coursework and an academic project.

Junior and senior psychology majors are eligible to apply. All students are required to attend an information meeting at least one quarter prior to being accepted into the program. Students will get an overview of field study and an application.

Revised 10/10/12

UCDC PROGRAM
The Navigator 2012-14

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, by e-mail at ucdc@ucsc.edu, or through the Politics Department web site.

Revised 10/10/12

UC CENTER IN SACRAMENTO (UCCS)
The Navigator 2012-14

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., (831) 459-2184, intern@ucsc.edu.

Revised 10/10/12

SPECIAL APPROVAL COURSES (INDIVIDUAL STUDY)
The Navigator 2012-14

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. 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.
PETITION FOR SPECIAL STUDY COURSES

Use the petition for undergraduate special study courses. 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, class number(s) will be listed. Use the class number(s) when you enroll through MyUCSC. Make sure to enroll with the grade option approved on the petition. If you are planning a field study that is out of the area, be sure to enroll for the upcoming quarter before you leave.

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 also are open to graduates of other institutions.

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 (although such students should first check with their college advisers). Summer Session offers regular degree credit courses during two five-week sessions. The majority of courses satisfy general education requirements; some 260 courses in almost all disciplines are offered. Summer Session publishes a special catalog beginning in March, listing classes, schedules, housing application, and other pertinent information. Enrollment begins in mid-April through MyUCSC, with no priority enrollment and no enrollment appointments (first-come, first-served). Financial Aid is available (grants and loans) for those who have completed the 2011-2012 FAFSA, and who are enrolled in at least six credits by mid-June, 2013. Summer housing is also available in one of the colleges (TBD). For more information see the summer school web site, 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.

Revised 10/10/12

SECTION 6, WITHDRAWAL FROM THE UNIVERSITY

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 in 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 $70 LOA fee is nonrefundable and nontransferable.

Note: If before the quarter begins, you decide not to attend UCSC, you may either contact your college about filing for a leave of absence, or notify the Office of the Registrar via the cancellation notice if you do not plan to return to UCSC (see If You Decide Not to Attend).

Revised 10/10/12

BEFORE YOU INITIATE A WITHDRAWAL OR DECIDE TO TAKE A BREAK IN YOUR STUDIES

Consider the financial implications of withdrawing during a quarter. (See Financial Implications of Withdrawal.) 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.

Revised 10/10/12
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.) 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 sixth week of the quarter, withdrawals from the university are only approved for documented medical or emergency reasons. (See Withdrawal from a Course.) If you’re leaving and owe the campus money you may arrange a repayment agreement with the Office of Student Business Services. The office is located in room 203, Hahn Student Services building. All outstanding campus debts must be paid before you may return and enroll in classes.

Revised 10/10/12

WITHDRAWAL FOR MEDICAL REASONS (AFTER SIXTH WEEK OF THE QUARTER)

If the need to withdraw after the sixth 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 Undergraduate Advising Center web site.) 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.

Revised 10/10/12

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. This date is typically the date the student first notifies his or her college of the need to withdraw during the quarter.

Revised 08/05/14

FINANCIAL AID RECIPIENTS

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See the Financial Aid and Scholarships web site.

Revised 10/10/12

SCHEDULE OF REFUNDS

Please refer to the Fee Refund Schedule available through the Office of the Registrar web site.

Revised 01/22/13

DEFERRED PAYMENT PLAN

If you are in contract 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 (831) 459-2107 for more information.

Revised 10/10/12
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. Financial aid adjustments may take up to 30 days. Any outstanding debts to the university are first deducted. If you signed up for Direct Deposit with the Student Business Services Office, the credit will be 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.

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.

Revised 08/05/14

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.

Revised 10/10/12

LEAVE OF ABSENCE (LOA) KEY POINTS

- The $70 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 toward 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 e-mail and MyUCSC. LOA services are also available through Family Student Housing, the Career Center, Community Rentals, and Office of Physical Education, Recreation and Sports. 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.
- UCSC approved LOA students may be eligible to purchase voluntary insurance coverage for a limited period of time if they also have been enrolled in UC SHIP (University of California Student Health Insurance Plan) the quarter immediately preceding the approved LOA quarter. You must enroll with 30 days from the beginning date of the quarter. No late LOA enrollments will be allowed after the 30-day period. For more information, please see Insurance Information at the Student Health Center web site, or call 831-459-2389.
- 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 upon returning to campus.
- During your LOA, remember to keep your contact information up-to-date.
- 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 MyUCSC for the Schedule of Classes, your enrollment appointment and any enrollment holds.
- If you move, update your address(es) on MyUCSC.
- Additional steps are required if you are taking a leave of absence for non-UCSC study abroad purposes. For more information, see the International Education Office web site.

Revised 10/10/12
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.

Revised 10/10/12

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. Use the Add by Petition form (instructions are on the form—note the deadline). Return the Add by Petition form 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.

Revised 10/10/12

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 the Undergraduate Advising Center website. Students are readmitted to the college in which they were last enrolled. If you withdrew for medical reasons, see Readmission after Medical Withdrawal. 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 must provide transcripts to your college of all academic work undertaken during your absence from UCSC, whether or not the credits are transferable. In addition, an official copy of your transcripts should be sent to the Office of the Registrar. At least a C or 2.0 grade point average is required in all such work. 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 Financial Aid's March 2 and June 1 application and documentation deadlines. For information regarding major requirements after readmission, see the section on Catalog Rights.

Revised 10/10/12
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);
- 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.

Revised 10/10/12

READMISSION AFTER MEDICAL WITHDRAWAL

If you withdrew after the sixth week of a quarter for medical reasons, you will be required to submit documentation of readiness to return 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. The Readiness to Return after Medical Withdrawal form is available in four parts from the Undergraduate Advising Center web site: (part 1, part 2, part 3, part 4).

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. If your form is signed by your private health care provider, the information contained within may still need to be clarified by the UCSC Health Center staff.

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.

Revised 10/10/12

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.

Revised 10/10/12
SECTION 7, WHEN YOU’RE READY TO GRADUATE

APPLY TO GRADUATE

To be a candidate for the bachelor’s degree, you must apply to graduate by the deadline stated in the Academic and Administrative Calendar. To apply, go online to MyUCSC and follow the instructions. If you apply after the published deadline, you will be assessed a $60 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, are assessed a $60 records reactivation fee. This fee is nonrefundable. To change an announced date of graduation, follow the information provided at the Office of the Registrar web site under Graduation->Apply to Graduate. The records reactivation fee is also assessed, if applicable, when you reschedule candidacy.

Revised 10/10/12

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. It is your responsibility to fulfill all requirements no later than the last day of the quarter for 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, and you must reapply to graduate for another quarter. If you apply to graduate for a particular quarter but do not complete the requirements for graduation, your application will not be automatically 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.

Revised 06/16/12

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. You may download a request for a Certificate of Completion. Include a check for $15 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.

Revised 10/10/12

DATE OF DEGREE AND COMMENCEMENT 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 by the colleges once each year at the end of the spring quarter. Consult your college for commencement ceremony information. Note: You must be affiliated with your college for at least two quarters before graduation. If you plan to participate in the commencement ceremony but will not complete your degree requirements until a later quarter, do not apply to graduate on MyUCSC until the quarter

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in which you will complete all degree requirements. Contact your college office to be included in commencement exercises. You need not apply for graduation in order to participate in commencement ceremonies.

DIPLOMAS

The Navigator 2012-14

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). 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

The Navigator 2012-14

Check the following before applying for graduation. All requirements must be completed by the end of the quarter for which you apply.

Have you completed the following requirements?

- University requirements in American History and Institutions and Entry Level Writing
- All major requirements of your major(s)/minors(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

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 apply for graduation for the following quarter.

- 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 drop the minor by contacting the adviser for the minor to be dropped.
- 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.

Revised 10/10/12
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 ACE web site.

Revised 10/10/12

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 AARCC. 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, (A/BSA), 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, Queens 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.

Revised 10/10/12

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 the American Indian Resource Center web site.

Revised 10/10/12
**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 m. To contact the Arboretum, call 427-2998; or visit the Arboretum web site.

Revised 10/10/12

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**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 and 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 459-2974.

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. For performance and event information about events produced by the Arts Division, please check the Arts Division web site.

The UCSC Ticket Office, located at the Theater Arts Center on the west side of campus, sells tickets for many campus events, as well as off-campus and local events. Phone 831-459-2159 or visit the UCSC Ticket Office web site to purchase tickets.

Revised 10/10/12

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**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 listserv 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 the Asian American/Pacific Islander Resource Center web site.

Revised 10/10/12

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**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 Minority Biomedical Research Support Program (MBRS) and the Minority Access to Research Careers Program (MARC) web site.

Revised 10/10/12

BAY TREE BOOKSTORE
The Navigator 2012-14

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 web site: be sure to “bookmark” us!

Revised 10/10/12

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.

Revised 10/10/12

CAMPUS CALENDAR
The Navigator 2012-14

The Campus Calendar lists 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.

Revised 10/10/12

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
The Navigator 2012-14

Counseling and Psychological Services (CAPS) provides UCSC students with a wide range of counseling and psychiatric services, including short-term individual and couples counseling, psychiatric evaluation and medication, group counseling, crisis assessment and intervention, and referral services. CAPS is staffed by professional mental health clinicians including, psychologists, psychiatrists, MFTs, social workers, pre-doctoral interns, and post-doctoral fellows. CAPS also provides preventative outreach, educational programs, trainings, and consultation services to the University community. Please see the Groups & Workshops flyer on the CAPS web site for more information.

Counseling and psychiatric services are confidential and free of charge to all registered UCSC students. The goal of CAPS services and programs is to facilitate the academic success of students in the UCSC community. Personal information communicated to CAPS staff is confidential in accordance with state laws and the Ethical Code of the American Psychological Association and the American Psychiatric Association.

If you would like to make an appointment for counseling or psychiatry services, please call (831) 459-2628 or come into the main CAPS office located on the second floor of the East Wing of the Student Health Services building. CAPS staff are situated in various locations on campus, including the CAPS Central Office, the Colleges, EOP, and Family Student Housing. You will be informed about the location of your clinician or psychiatrist when the appointment is scheduled.

For urgent or crisis situations, CAPS offers a daytime crisis service at the Central Office on the second floor of the East Wing of the Student Health Services building, Monday-Friday, 8:30 A.M.-4:00 P.M. To reach the CAPS...
After-Hours Crisis Service, please call (831) 459-2628 after 5 P.M. on weekdays or any time on the weekend or holidays. For more information, visit the CAPS web site, or call (831) 459-2628 to speak with a front office staff member.

Revised 10/10/12

**CAREER CENTER**
The Navigator 2012-14

The Career Center provides comprehensive career services to current undergraduate and graduate 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, the center is here to guide students to career success. Services include career advising, career and part-time job and internship listings, on-campus interviews, support for networking with Alumni and other professionals, a resource library, a computer laboratory, graduate school application support, workshops, and special events such as the Multicultural Career Conference, the Graduate and Professional School Fair and Job and Internship Fairs.

The Career Center is located in the Bay Tree Building, Room 305, 459-4420. Visit the center early in your academic career and take advantage of the resources the Career Center web site.

Revised 10/10/12

**CHICANO LATINO RESOURCE CENTER (EL CENTRO)**
The Navigator 2012-14

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 elcentro@ucsc.edu.

Revised 10/10/12

**DIGITAL COPY SERVICES (DCS)**
The Navigator 2012-14

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, scanning, computer rental, and delivery services also are available. Copy cards also may be purchased here for use in various multifunction devices (copier/scanner/fax/printer) located on and around the campus. Copyright clearance, reader production, and sales services are available to faculty through DCS’s Professor Publishing Services. DCS is located on campus at Baskin Engineering B66 and is open 8 a.m. to 5 p.m., Monday through Friday. For more information, phone 459-2925, send e-mail to printing_services@ucsc.edu, or visit the Copy Center web site.

Revised 10/10/12

**DISABILITY RESOURCE CENTER**
The Navigator 2012-14

The Disability Resource Center (DRC) assists the UCSC campus in providing equal educational access to students with physical and mental 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 individualized 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 medical documentation as suggested in the 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 individualized appropriate services.

Revised 10/10/12
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; mental 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. 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)

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, physical or mental disability, 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. Also, visit the Title IX/Sexual Harassment Office web site. 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 (ALSO SEE THE DISABILITY RESOURCE CENTER PAGE)

459-2089 voice
146 Hahn Student Services Building
This office can provide you with advice and services to work with faculty on your behalf.

Revised 10/10/12
EARLY EDUCATION SERVICES
The Navigator 2012-14

Early Education Services offers several campus child-care programs for children of students exclusively. Enrollment is limited and early application is encouraged. 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. No-cost or reduced rates are available to grant-eligible students’ families that qualify. See the eligibility guidelines. Meals are provided to all children enrolled at no cost. Students who do not qualify for state subsidy are charged a reduced fee-for-service rate. 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).

Information on all programs, fees, and applications is available at the Early Education Services web site, from the Early Education Services Business Office at Family Student Housing, (831) 459-2967, or e-mail at earlyeducation@ucsc.edu.

OUR CENTERS
All of our centers are located at Family Student Housing near the West Entrance and serve student families. The centers operate during the academic year (closed during summer months, university holidays, and staff development days). The hours of operation for all centers are 8:30 a.m. to 5:30 p.m.

INFANT CENTER
The Infant Center serves 12 children ages 14 months to 24 months. When spaces are open for enrollment, new children must be between the ages of 14 months and 23 months. The ratio of adults to children is 1:4. 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.

YOUNGER PRESCHOOL AND OLDER PRESCHOOL CENTER
The Younger Preschool Program serves up to approximately 18 children ages 24 to 40 months. When spaces are open for enrollment, new children must be between the ages of 24 months and 33 months. The ratio of adults to children is 1:4 if the majority of the children are younger than 36 months, or 1:8 if the majority of the children are older than 36 months. The Older Preschool Center serves up to 16 children ages 34 months until they enter kindergarten. The ratio of adults to children is 1:8. The preschool classrooms provide 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 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.

The School Age Center provides an after-school program during the academic year for up to 16 children in grades kindergarten to fourth. The ratio of adults to children is 1:14. During the school year, hours of operation are 1:15 p.m. to 5:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays and all other minimum days, the hours of operation are 12:00 p.m. to 5:30 p.m. 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 the program. Throughout the year, the program utilizes community visitors. Homework assistance is available to the children. Teachers collaborate with families and public school teachers to support each child’s academic success.

Revised 10/10/12

EDUCATIONAL OPPORTUNITY PROGRAMS (EOP)
The Navigator 2012-14

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

Learning Support Services, located on the second floor of the Academic Resources Center (ARC), provides a variety of academic support programs for all UCSC students. In fact, during the 2010-11 academic year, 37% of the undergraduate students participated in one or more of the programs sponsored by Learning Support Services (LSS). One of our most popular and most effective programs is Modified Supplemental Instruction (MSI). MSI is attached to classes that UCSC students have found to be difficult and offers students the opportunity to attend study sessions led by an advanced UCSC student who did well in the class, receiving an A or a B. These one-hour sessions meet several times a week, as well as just before course examinations. LSS also offers small group tutoring for all classes, and drop-in tutoring for writing and math. Students may sign up for tutoring using the Online Tutor Sign-Up System (OTSS) or by calling LSS at (831) 459-4333 to schedule a time within the drop-in writing tutoring hours. The LSS staff is willing to assist students to set up peer study groups for their classes. Additionally, LSS offers small, twice a week course sections for Math 2 Stretch, Math 2, and Math 3. UCSC student achievement data indicates that (on average) students who attend MSI pass their classes at a higher rate than students who choose not to participate in the program. To learn more, please visit the Learning Support Services web site.

Revised 10/10/12

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 fire department web site; or call the fire department business office at 459-3473. For all emergencies, dial 911 from any campus phone.

Revised 10/10/12

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 listservs 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 co-sponsors 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 by visiting the GLBTI Resource Center web site, by calling 459-2468, by e-mailing cantuglbticenter@ucsc.edu, or by faxing 459-4387.

Revised 10/10/12
GRADUATE STUDENT COMMONS
The Navigator 2012-14

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; or visit the GSC web site.

HEALTH SERVICES
The Navigator 2012-14

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, counseling services, 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 Student Health Center web site.

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 Student Health Center web site; or call (831) 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 UC Student Health Insurance Plan (UC SHIP). All students are automatically enrolled in UC SHIP 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 insurance information at the Student Health Center web site. You may also contact the insurance office at insure@ucsc.edu, or call (831) 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 health concerns. Students can get involved with SHOP through volunteer programs described below.

Alcohol and Other Drug (AOD) Education. SHOP coordinates AOD education, prevention, and early intervention efforts on campus. Staff members work with students to identify and assess relevant information and issues and to provide support in the decision-making process. SHOP also works with students, staff and community members to reduce harms associated with binge drinking, on and off campus. Our “Just Say Gnome, Party Small” campaign helps students become responsible party hosts. SHOP Health Educators provide training for housing and residential life staff and serve on the Campus AOD Committee, which develops, implements, and assesses AOD policies and programs.

HIV Prevention Program. SHOP helps students to explore their options around the sexual choices that they make. SHOP provides education and support to reduce students’ risk of HIV, other sexually transmitted infections (STIs), and unplanned pregnancy. SHOP programs include 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. Sexual Assault Prevention and Education. SHOP coordinates sexual assault prevention and education efforts on campus. Sexual violence prevention education addresses attitudes about sexual assault, the impact of gender roles, healthy relationships, consent, conflict resolution, respecting personal boundaries and skill building for
these topics. A crisis counselor is available to assist students who have been victims of a sexual assault. Self-defense classes for women are offered through OPERS.

Peer Education and Volunteer Opportunities. Students can get involved in SHOP programs by

- Becoming a volunteer for the Condom Co-op. 15-20 students are trained quarterly; Training to be a Peer HIV Test Counselor (requires an application and interview process);
- Training to be a Peer Educator (requires application and taking a two-credit course in the spring). SHOP participates in the Chancellor’s Undergraduate Internship Program (CUIP)

E-mail shop@ucsc.edu and we’ll let you know when volunteer opportunities arise. For more information about SHOP, please see the SHOP web site.
Or call 831.459.3772 or 459.1417.

Revised 10/10/12

HEALTH SCIENCE CAREER RESOURCES
The Navigator 2012-14

The Health Science Advisory Service located at the Career Center is open to all UCSC students and alumni. (Please see the Health Science Advisory Service web site.) There is an annual fee for alumnae. 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 and appointments may be made with either a Career Adviser or a Pre-health Peer Adviser on SlugQuest. Appointments are located in the Career Center, Bay Tree Building, 459-5705.

Revised 10/10/12

HOUSING AND DINING SERVICES
The Navigator 2012-14

The Campus Housing Office is responsible for the application and contract records for all students living in college residence halls and apartments, Transfer Community, Redwood Grove, The Village, University Town Center, and Graduate Student Housing. Staff are available to advise students about contractual responsibilities, room and board billing, payment plans, and meal plans. A meal plan is included in the housing contract for all students living in college residence halls and apartments, Transfer Community, and Redwood Grove. All other students, whether living on or off campus, may purchase meal plans or Flexi Dollars at the Dining web site.

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.

The Campus Housing Office is 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; or visit the Housing web site. Room assignments, key distribution, and waiting lists are handled by the individual Offices of Residential Life/Housing at each community.

COMMUNITY RENTALS OFFICE
The UCSC Community Rentals Office (CRO) helps students, staff, and faculty locate rental housing by making rental listings easily accessible online. CRO also serves as an information and advising resource for matters relating to renting in the off-campus community. Students conducting a search for off-campus housing are encouraged to utilize the resources offered by the Community Rentals Office, including the online Renters Workshop training available on the CRO web site. This comprehensive workshop educates students about their legal rights and responsibilities and provides valuable tips for conducting an effective rental search. The web site also provides resource information, forms, and agreements commonly used when searching for, living in, and moving out of rentals.

Community Rentals is 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 the Community Rentals web site.

FAMILY STUDENT HOUSING
Family Student Housing offers a unique year-round living experience for students and their families (spouse or domestic partner, other relative, or dependent children). Students and their families enjoy spacious two-bedroom townhomes, most including a balcony area or small yard. Units are unfurnished and come equipped with a full kitchen. Facilities also include a counseling center, play areas, and laundry rooms. UCSC Early Education Services offers several child care programs, serving children ranging in age from 14 months to 12 years.

More information and applications are available at the Housing web site or from the office in the Community Building, 599 Koshland Way, phone: 459-4080; e-mail: fsh@ucsc.edu.

UNIVERSITY DINING
The campus dining halls offer a wide variety of choices at each meal. A meal plan is included in the housing contract for all students living in college residence halls and apartments, Transfer Community, and Redwood Grove. All other students,
whether living on or off campus, may purchase meal plans or Flexi Dollars at the Flexi Dollars information at the Dining web site. 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, visit the Dining web site or contact the University Dining at 459-4529.

Revised 10/10/12

LIBRARIES
The Navigator 2012-14

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 2.1 million books and nearly 37,000 journals. UCSC’s CRUZCAT catalog and UC’s Melvyl union catalog are available at both libraries, throughout the campus network, and to the general public. Most of the materials are in open stacks so that you can help yourself, and public-services staff are available if you need assistance. The Media Center, Government Publications, Special Collections and Archives, and the Regional History Project are specialized units in McHenry Library. Online catalog and article database demonstrations are strongly recommended for learning how to use the library’s resources. Access to materials not in the library’s print collection is provided through the interlibrary loan service and online databases. A variety of study spaces, including group study rooms, are available at both locations. A full-service café is open most library hours in the McHenry Library foyer. For more information about library services and locations, visit the University Library web site. Most of the colleges also have study libraries with small collections.

Library hours during the regular academic quarter: Monday–Thursday, 8 a.m.–midnight; Friday, 8 a.m.-8 p.m.; Saturday, 11 a.m.-7 p.m.; Sunday, 10 a.m.-midnight. Library hours are more restricted during quarter breaks and in the summer. For information, see the listing of library hours or call 459-4000 for information on hours.


Revised 10/10/12

MAIL SERVICE
The Navigator 2012-14

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))

Please note: each college mailroom is a physical address recognized by UPS, FedEx, DHL, etc. and should not be confused with a USPS post office box.
List of college addresses.

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 SlugMail Locator web site

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, 11:30 a.m.-2:30 p.m. Call 459-2765 for information.
Postal mail collection boxes are located at College Eight, Kresge, Cowell/Stevenson, Crown, College Nine/Social Sciences II Bldg., Hahn Bldg, Physical Plant, and 2300 Delaware Ave Lobby.

Revised 10/10/12

PETS
The Navigator 2012-14

Dogs and cats are prohibited from campus with the exception of guide dogs and service animals assisting people with disabilities (see the UC Santa Cruz Service/Support Animal Policy). Animals found on campus will be impounded by the campus Police.
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 policy can be found at Non-Research Animals on Campus Policy or call the campus police at 459-2231 for additional information.

Revised 10/10/12

**PHYSICAL EDUCATION, RECREATION, SPORTS, AND WELLNESS (OPERS)**

The Navigator 2012-14

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, 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 Recreation Department website.

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 Intramural Sports website.

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 UCSC Sports Clubs website.

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 UC Santa Cruz Athletics website.

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 Wellness Center web site, or call 459-2995.

Revised 10/10/12

**POLICE**

The Navigator 2012-14

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-Thursday. The Police Office is located between the Women’s Center and the Corporate Yard near the main entrance to campus.

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-Thursday, 8 A.M.-5 P.M.
RELIGIOUS COUNSELING
The Navigator 2012-14 See Spiritual Guidance.
Revised 10/10/12

RAPE PREVENTION EDUCATION
The Navigator 2012-14
See Sexual Assault Prevention Education (under Health Services Student Health Outreach and Promotion )
Revised 10/10/12

SEXUAL ASSAULT PREVENTION EDUCATION
The Navigator 2012-14
Sexual Assault Prevention Education (see Health Services Student Health Outreach and Promotion )
Revised 10/10/12

STUDENT INVOLVEMENT IN UNIVERSITY GOVERNANCE
The Navigator 2012-14

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. 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, Student Organization Advising and Resources (SOAR), Student Union Assembly, and UC Student Union.
Revised 10/10/12

SEXUAL HARASSMENT OFFICER/TITLE IX COORDINATOR
The Navigator 2012-14

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 the Title IX/Sexual Harassment Office web site. 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.
Revised 10/10/12

SOCIETY FOR ADVANCEMENT OF CHICANOS AND NATIVE AMERICANS IN SCIENCE (SACNAS)
The Navigator 2012-14

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 the SACNAS web site.

Revised 10/10/12

SMITH RENAISSANCE SOCIETY
The Navigator 2012-14

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 ARCenter, room 216A. Phone numbers are 459-4968 and 459-4819.
Advisor: Amy Hamel, amyhamel@ucsc.edu.

Revised 10/10/12

STUDENT ORGANIZATION ADVISING AND RESOURCES (SOAR)
The Navigator 2012-14

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.

Revised 10/10/12

SPIRITUAL GUIDANCE
The Navigator 2012-14

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 member organizations listed at the University Interfaith Council (UIC) web site.
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.

Revised 10/10/12

SERVICES FOR TRANSFER AND RE-ENTRY STUDENTS (STARS)
The Navigator 2012-14

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,
aademic 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.

Revised 10/10/12

STUDENT MEDIA
The Navigator 2012-14

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.

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 information, call 459-3917.

KZSC is located in Music Building East, near Crown/Merrill colleges. For more information, call 459-3914. SCTV is located in the Student Press Center. For more information, call 459-3917.

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 REGENT**

The Navigator 2012-14

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 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 the Board. Applications for the Student Regent position are accepted in mid-February. For more information, call 459-2789 or see the Career Center web site.

Revised 10/10/12

**STUDENT UNION**

The Navigator 2012-14

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. Friday; and noon–5 on Saturday. It is closed administrative holidays, quarter breaks, and summer.

Revised 10/10/12

**STUDENT UNION ASSEMBLY**

The Navigator 2012-14

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 Americans.

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; visit the Student Union Assembly web site; or stop by the Student Union Assembly Office on the second floor of the Student Union.

Revised 10/10/12

**TAPS: TRANSPORTATION AND PARKING**

The Navigator 2012-14

The Transportation and Parking web site has extensive information with answers to most transportation and parking questions.

**CAMPUS TRANSIT SERVICE**

UCSC shuttles circulate through the campus, day and night, year-round to move students from class to class and to other destinations on campus. Some buses are equipped with front-loading bike racks that carry two bikes at a time. All routes are wheelchair accessible. Campus Transit service is supported by the Student Transit Fee, so no fare is required to ride.
METRO BUS SERVICE
Santa Cruz Metropolitan Transit District’s “Metro” buses travel bi-directionally through campus to help students get downtown and around Santa Cruz County. Metro service for students is funded through the Student Transit Fee. Showing a valid UCSC Student ID Card provides students unlimited rides on Metro buses. All Metro buses are wheelchair accessible.

WALKING
UCSC has an amazing network of walking trails, which are both beautiful and convenient. New students receive a campus walking map when they arrive for fall quarter.

BICYCLING
Students are encouraged to bring their bikes to campus. Scenic bike paths abound on campus, including some designated off-road trails in the Upper Campus—but be prepared for hills! Bike racks are conveniently located next to all major buildings. Getting from class to class is easy on a bike. However, riding on the primary bikeways and shared roads can present some challenges that require special attention, so practicing bike safety is important. Always wear a bike helmet, keep your bike and brakes well maintained, and be sure to use a light and reflector when riding at night. Be sure to get your required bike license free of charge when you get to campus.

BIKE SHUTTLE
TAPS operates commuter bike shuttles from two off-campus locations on weekday mornings. Cyclists can load their bicycles on a bike trailer and catch a ride on a shuttle van up to campus.

DISABILITY VAN SERVICE
TAPS operates the Disability Van Service, which provides on-campus wheelchair lift-equipped transportation for those unable to use the regular Campus Transit system for disability-related reasons. More information is available online at http://taps.ucsc.edu or by calling 831-459-2829.

ZIPCAR
No need to bring a car to campus! Zipcar is an innovative, membership-based car rental program that gives you self-service access to vehicles on and off campus, 24 hours a day. Licensed drivers 18 years of age and older are eligible to apply.

ZIMRIDE
UCSC subscribes to Zimride, a campus-specific ride-matching service. It’s useful for both regular ride-sharing or single-use trips, like going home for the holidays.

GETTING HOME
There are several options for getting from UC Santa Cruz to the Bay Area and beyond. Santa Cruz Metro operates up to 20 “Highway 17 Express” buses each day between downtown Santa Cruz and the San Jose Diridon Amtrak/Caltrain Station. Bus connections from Diridon Station to the San Jose Airport are available. Charter buses operated by the Office for Physical Education, Recreation and Sports (OPERS) run from the UCSC campus to the Los Angeles area for both Thanksgiving and Winter breaks. A variety of private airport shuttle services can pick up students on campus and deliver them to either San Jose or San Francisco airports.

Greyhound buses are accessible from the Santa Cruz Metro Pacific Station. More information about all of these options can be found at taps.ucsc.edu/airports.html.

VANPOOLS
Serving areas from Mountain View 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.

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 that park in campus parking lots between 7:00 a.m.–8:30 p.m. must display a parking permit appropriate to that lot. Some parking lots require permits 24 hours/day, so please note the specific permit requirements at the entrance of each lot.

FROSH/SOPH STUDENT PARKING PROHIBITION
UC Santa Cruz has a parking permit prohibition for first and second-year residential students with less than 90 units who live in any on-campus or off-campus University Housing facility (including the University Town Center). The parking permit prohibition applies to all types of campus parking permits (except motorcycle permits), including temporary daily, weekly and monthly permits.
PARKING PERMIT EXCEPTION/APPEALS
On rare occasions, first and second-year residential students may be granted a parking exception by the Parking Review Panel. The following reasons are considered for a parking exception:
- Economic need when a student must rely on income from a job not served by public transportation. Academic need including off-campus classes, research, or field study not served by public transportation. Family need, including continuing care of a sick or disabled relative.
- Student has frequent medical/dental appointments not served by public transportation.
For information about parking appeals and off-campus parking, refer to the prohibition information at the Transportation and Parking web site.

R REMOTE AND C PARKING PERMITS FOR ELIGIBLE UNDERGRADUATE STUDENTS
Juniors, Seniors and commuting students may purchase an R Parking Permit to park in the three remote parking lots, or may purchase a C Permit to park in select close-in parking lots. Students who meet carpool permit eligibility requirements may purchase R Carpool and C Carpool permits. Parking permits are sold on a first-come, first-served basis; apply early to increase your chance of obtaining the type of permit you need. (C Parking Permits, in particular) have limited quantities and sell out quickly. To avoid waiting in long lines at the beginning of academic quarters, apply for a parking permit online at the Transportation and Parking web site.

TEMPORARY PARKING PERMITS
Temporary R Permits for the East and West Remote lots, and the North Perimeter lot are available for purchase throughout the academic year. Monthly, weekly, and daily Temporary R Permits are not available for purchase online. Temporary R Permits must be purchased at the TAPS Sales Office, located in the H Barn on the lower campus.

MEDICAL/DISABLED PERMITS
Parking permits for accessible spaces are available to students with temporary and permanent disabilities. All UCSC affiliates (including students, faculty, and staff) are required to purchase a UCSC parking permit to park on campus, except in metered spaces. The use of a Department of Motor Vehicles (DMV) Disabled placard alone, without a UCSC parking permit, is permissible only in metered spaces. Students with temporary disabilities must obtain medical authorization from the 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.

PROOF OF OWNERSHIP/VEHICLE REGISTRATION REQUIREMENT
A valid vehicle registration is necessary for students to purchase any 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 a quick response to your questions about parking permits, send an e-mail to taps@ucsc.edu.

PARKING ENFORCEMENT/PARKING CITATIONS
The UCSC Police Department is responsible for parking enforcement; their Parking Enforcement staff (not TAPS) issue parking citations, or “tickets.” Citations can be paid in person at the Police Department, located on the lower campus; citations cannot be paid for at the TAPS Sales Office. To contest a parking ticket, contact the UCSC Police Department within 21 days of citation issuance at 831-459-4373.

Revised 10/10/12

UC STUDENT ASSOCIATION
The Navigator 2012-14
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.

Revised 10/10/12

VOTER REGISTRATION
The Navigator 2012-14
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 the section on Mail Service.) 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.

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.

Revised 10/10/12

WOMEN'S CENTER
The Navigator 2012-14

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, 9 a.m.-6 p.m. during the academic year, and 9-5 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 Women's Center web site. Look for interesting social, cultural, and educational events at your Women’s Center—“on the edge of campus, for a reason!”

Revised 10/10/12
APPENDIX A
The Navigator 2012-14

UCSC PRINCIPLES OF COMMUNITY
The Navigator 2012-14

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.

Revised 10/10/12

NONDISCRIMINATION STATEMENT
The Navigator 2012-14

The University of California, in accordance with applicable Federal and State law and University policy, prohibits discrimination against or harassment of any person and 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), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship 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, (831) 459-1738. 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 the Title IX Coordinator/Sexual Harassment Officer, (831) 459-2462, or e-mail ttsugawa@ucsc.edu.

Inquiries regarding the University’s affirmative action, equal employment opportunity, and nondiscrimination policies for staff or academic employment may be directed to the Office for Diversity, Equity, and Inclusion, (831) 459-3676, or e-mail cbene@ucsc.edu. For academic employment related matters, inquiries may also be directed to the Academic Personnel Office, (831) 459-5579, or e-mail apo@ucsc.edu.

Student inquiries regarding disability or disability accommodations may be addressed to the Director, Disability Resource Center, (831) 459-2089, or e-mail drc@ucsc.edu.

Revised 12/19/14

FEDERAL STUDENT RIGHT-TO-KNOW ACT
The Navigator 2012-14

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 freshpersons 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 freshpersons 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 Institutional Research and Policies web site.

CRIME AWARENESS AND CAMPUS SECURITY ACT
The Navigator 2012-14

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.
APPENDIX B
The Navigator 2012-14

STUDENT POLICIES AND REGULATIONS
The Navigator 2012-14

You can access the Student Policies and Regulations Handbook. 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

Revised 10/10/12

STUDENT CONDUCT
The Navigator 2012-14

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
- physical violence
- non-academic conduct that may result in suspension, interim suspension, or dismissal
- non-academic conduct involving students enrolled in summer session and graduate students

Voluntary resolution of an alleged violation of student conduct policies, regulations, and rules is encouraged. When the student and the college administrative officer (or his or her designee) are unable to agree upon an informal resolution, the student is entitled to a directed appeal or, under certain circumstances, an opportunity for a hearing before the Campus Judicial Board. The board is appointed by the vice chancellor and consists of staff and students. Disciplinary procedures are outlined in the Student Policies and Regulations Handbook. Information and advice regarding disciplinary procedures are also available from the director, Student Judicial Affairs, at 245 Hahn Student Services Building, 459-4446.
DISCIPLINARY CONSEQUENCES
The Navigator 2012-14

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
The Navigator 2012-14

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.
APPENDIX C. 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.

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.

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 Discipline and Penalties).
- 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)

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 Environmental Health and Safety web site. 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.
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).

List of Petitions, Forms, and Actions

<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>Employee Reduced Fee</td>
<td>—</td>
<td>Training &amp; Development website</td>
<td>Training &amp; Development, Supervisor, Registrar</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Individual Major, Declaration of</td>
<td>—</td>
<td>College/Academic Preceptor</td>
<td>Department Chair</td>
<td>College</td>
</tr>
<tr>
<td>Intercampus Visitor Application</td>
<td>$60</td>
<td>Registrar's Office</td>
<td>College, Department, Chair, Student</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>**Legal Residence Status, Change of Classification</td>
<td>—</td>
<td>Registrar's Office</td>
<td>Student (documentation required)</td>
<td>Registrar's Office (Residence Deputy)</td>
</tr>
<tr>
<td>Name Change or Correction</td>
<td>—</td>
<td>Registrar's Office or web site</td>
<td>Student (with proof)</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>*Nonrelease of Public Information (NRI)</td>
<td>—</td>
<td>MyUCSC</td>
<td>Student</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>**Part-Time Program Application</td>
<td>—</td>
<td>Registrar's Office or web site</td>
<td>Documentation required, Student</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>**Part-Time Program Cancellation</td>
<td>—</td>
<td>Registrar's Office or web site</td>
<td>Student</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Petition to Extend Enrollment</td>
<td>—</td>
<td>College</td>
<td>see form</td>
<td>College</td>
</tr>
<tr>
<td>Petition for Individual Studies Course (tutorial, field study, senior thesis)</td>
<td>—</td>
<td>Sponsoring Department or College</td>
<td>Instructor, Chairperson or College,</td>
<td>Department or College</td>
</tr>
<tr>
<td>**Study Plan – Declaration of Major/Minor (single, double, or combined)</td>
<td>—</td>
<td>advising.ucsc.edu</td>
<td>See form</td>
<td>Department or College</td>
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<tr>
<td>**Readmission Application</td>
<td>$60</td>
<td>See form</td>
<td>Office of Admissions</td>
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<tr>
<td>Removal of Incomplete, Petition for</td>
<td>$10</td>
<td>Registrar's Office or web site</td>
<td>Instructor</td>
<td>Instructor</td>
</tr>
<tr>
<td>**Request for Course Approval (for courses 42/192, Student Directed Seminar)</td>
<td>—</td>
<td>Sponsoring Department/College or Registrar web site</td>
<td>Instructor, Chairperson, Dean, CEP</td>
<td>Sponsoring Department/College</td>
</tr>
<tr>
<td>**Request for Official Transcript</td>
<td>$12/6 per copy</td>
<td>Student</td>
<td>Cashier</td>
<td></td>
</tr>
<tr>
<td>Review of Transfer Credit</td>
<td>—</td>
<td>Admissions</td>
<td>n/a</td>
<td>Admissions</td>
</tr>
<tr>
<td>Request for Change of Student Identification Number</td>
<td>—</td>
<td>Registrar's Office</td>
<td>Student (with proof)</td>
<td>Registrar's Office</td>
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<tr>
<td>**Request for Waiver of Registration/Enrollment Late Fee</td>
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<td>Student</td>
<td>Registrar</td>
<td>Registrar's Office</td>
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<td>Student Copy of Academic Record (unofficial transcript)</td>
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<td>MyUCSC</td>
<td>n/a</td>
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<td>**Statement of Legal Residence</td>
<td>—</td>
<td>Registrar's Office</td>
<td>Student</td>
<td>Registrar's Office</td>
</tr>
<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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<tr>
<td>*Transfer Credit Evaluation</td>
<td>—</td>
<td>MyUCSC</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Waiver of Senior Residency</td>
<td>—</td>
<td>College</td>
<td>Student, College Provost, or Designee</td>
<td>College</td>
</tr>
<tr>
<td>W (Withdraw) Grade, Petition to Request</td>
<td>—</td>
<td>College</td>
<td>Student</td>
<td>College</td>
</tr>
</tbody>
</table>
### Withdrawal/Leave of Absence

[$70 for LOA](College) see form Financial Aid web site College

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## WAIVERS OR APPEALS

The Navigator 2012-14

The Student Policies and Regulations Handbook is published by Student Affairs. You may request a copy from that office or read it online. All other page references are from The Navigator. Below is a reference guide of where to find information regarding various waivers and appeals.

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<tr>
<td>Activity Scheduling</td>
<td>Policies &amp; Regulations 40.105</td>
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<tr>
<td>Barred Enrollment</td>
<td>Navigator section 4</td>
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<td>Catalog Rights</td>
<td>Navigator section 1</td>
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<td>Contested Charges</td>
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<td>Office of the UCSC Campus Ombuds</td>
<td>Navigator section 8</td>
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<tr>
<td>Privacy of Records</td>
<td>Navigator section 1</td>
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<td>Senior Residence Requirement</td>
<td>Navigator section 3</td>
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<tr>
<td>Student Conduct &amp; Discipline</td>
<td>Policies &amp; Regulations 100.00</td>
</tr>
<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 section 3</td>
</tr>
<tr>
<td>University Property, use of</td>
<td>Policies &amp; Regulations 40.00</td>
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Revised 10/10/12
### APPENDIX E.
The Navigator 2012-14

#### EQUITY IN ATHLETICS DISCLOSURE ACT REPORT

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<th>Varsity Teams</th>
<th>Men’s Teams</th>
<th>Women’s Teams</th>
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</tr>
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<tbody>
<tr>
<td>Basketball</td>
<td>60,396</td>
<td>68,143</td>
<td>128,539</td>
</tr>
<tr>
<td>Cross Country</td>
<td>24,124</td>
<td>24,124</td>
<td>48,248</td>
</tr>
<tr>
<td>Golf</td>
<td>33,794</td>
<td>33,794</td>
<td>67,588</td>
</tr>
<tr>
<td>Soccer</td>
<td>50,329</td>
<td>66,466</td>
<td>116,795</td>
</tr>
<tr>
<td>Swimming and Diving (combined)</td>
<td>39,704</td>
<td>55,399</td>
<td>95,103</td>
</tr>
<tr>
<td>Tennis</td>
<td>68,816</td>
<td>20,237</td>
<td>89,053</td>
</tr>
<tr>
<td>Volleyball</td>
<td>47,308</td>
<td>38,343</td>
<td>85,651</td>
</tr>
<tr>
<td>Water Polo</td>
<td>41,448</td>
<td>42,516</td>
<td>83,964</td>
</tr>
<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

Revised 10/10/12
When enrolling, students are required to choose either letter grading or Pass/No Pass grading. Students may change the grading option up until the 15th day of instruction.

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. After the deadline, students may only withdraw from a course for documented medical or emergency reasons.

If enrolled in a course for a letter grade, students will receive a grade of A+, A, A-, B+, B, B-, 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.

Beginning fall 2010, undergraduate evaluations are provided at the option of the faculty. In each course for which you receive a grade of D or better (or P), an evaluation of your academic performance may be submitted.

Students who have received a letter grade in at least two-thirds of their credits attempted at UCSC have a UCSC GPA calculated and displayed on their official transcripts. Students who receive letter grades in fewer than 2/3 of their UCSC credits attempted are not eligible for UCSC GPA. Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.

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 on MyUCSC 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.

A course graded D or F cannot be used to satisfy a course prerequisite or to satisfy major or general education requirements. Credits earned with a D will not count toward satisfactory academic progress. Any course graded P is equivalent to a C or better and can be used to satisfy general education requirements and will count toward satisfactory academic progress.

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 coursework 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.

Undergraduates may repeat courses in which they earn a D, F, or No Pass. Courses in which a D or F is earned may not be repeated on a Pass/No Pass basis. 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. Repetition of a course more than once requires the approval of your college. 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.

There is no limit on the number of credits graded Pass/No Pass which may be applied toward graduation.

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.

Revised 10/10/12
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 [see note]</td>
</tr>
<tr>
<td>30–34</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>fewer than 30</td>
<td>Review for Disqualification [see note]</td>
</tr>
</tbody>
</table>

Note: There is no warning category for students in their first two quarters of enrollment at UCSC.
### 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>Number of Credits Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Good Standing (Satisfactory Progress)</td>
</tr>
<tr>
<td></td>
<td>from down to</td>
</tr>
<tr>
<td>1</td>
<td>15 10</td>
</tr>
<tr>
<td>2</td>
<td>30 25</td>
</tr>
<tr>
<td>3</td>
<td>30 35</td>
</tr>
<tr>
<td>4</td>
<td>45 50</td>
</tr>
<tr>
<td>5</td>
<td>60 60</td>
</tr>
<tr>
<td>6</td>
<td>75 75</td>
</tr>
<tr>
<td>7</td>
<td>90 85</td>
</tr>
<tr>
<td>8</td>
<td>105 95</td>
</tr>
<tr>
<td>9</td>
<td>130 110</td>
</tr>
<tr>
<td>10</td>
<td>150 120</td>
</tr>
<tr>
<td>11</td>
<td>165 135</td>
</tr>
<tr>
<td>12</td>
<td>180 150</td>
</tr>
</tbody>
</table>

Revised 10/10/12
Academic and Administrative Calendar. The UCSC official calendar that lists key academic and administrative dates, including deadlines.

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 coursework.

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.

MyUCSC. Personalized, secure web site with links to access enrollment information, financial aid awards, account summaries, and address information.

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.

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.

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 MyUCSC.

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.