

# Winter 2019 Schedule of Classes



## Winter 2019 Schedule of Classes

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To search for classes, go to [Class Search](#).

If you are logged into [MyUCSC](#) do not use this link to access the Class Search. Instead, navigate to the Class Search through [MyUCSC](#).

Class Search Instructions:

[Students](#)

[Faculty, Staff, and Public](#)

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# Announcements

Winter Quarter 2019

## **Plan Ahead By Validating Your Enrollments**

All students will now have validation appointments to plan ahead for enrollment. These will coincide with Advising Week, beginning on Nov. 8, 2018, and ending when individual enrollment appointments begin. Validation will allow students to check if prerequisites are met, for time conflicts, and other registration issues before enrollment appointments.

## **Teaching Block and Final Examination Schedule**

Monday, Wednesday, and Friday classes meet for 1 hour and 5 minutes per class. Tuesday and Thursday classes and Monday and Wednesday evening classes meet 1 hour and 35 minutes per class. Passing time between classes is 15 minutes. A schedule planner that lays out all the teaching time blocks can be found online [here](#).

The schedule for final examinations includes final examinations on Fridays during the fall and winter quarters in addition to the scheduled finals on Monday through Thursday. Spring final examinations are still scheduled Monday through Thursday in spring 2019. The final examination schedule can be found online [here](#).

## **Paperless Bills Available on UCSC eBill/ePay**

The Statement of Account is not mailed. It is available on UCSC eBill/ePay or [MyUCSC](#). Students can sign up for UCSC eBill/ePay and e-check payment by logging into [MyUCSC](#).

## **Winter Registration Fees**

E-bills for winter quarter charges will be viewable on UCSC eBill/ePay on Nov. 28. Undergraduate registration fees are due by 4 p.m. on Dec. 18. A late registration fee of \$50 is assessed after the due date.

## **Check for Enrollment Holds**

To prevent delays in enrolling, check [MyUCSC](#) for enrollment holds before priority enrollment begins and take action to clear your holds before your appointment time.

Revised: 11/08/18

# Key Dates for Registration and Enrollment

Winter Quarter 2019

[Winter 2019 Registration Fees](#) | [Registration Payment Information](#) | [Payment of Fees](#) | [Health Insurance](#) | [Part-Time Study for Undergraduates](#) | [Financial Aid](#)

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## Key Dates for Registration and Enrollment

- Nov 8-15—**Advising Week; Validate Enrollment Shopping Cart**
- Nov 14—**Enrollment Begins for Undergraduates, By Appointment**
- Nov. 26—**Second-Pass Enrollment and Waitlist Begins, By Appointment**
- Dec 18\*—**Registration Fees Due**
- Jan 9\*\*—**Undergraduate Enrollment Deadline**
- Jan 14\*\*\*—**Graduate Enrollment and Fee Payment Deadline**
- Jan 16—**Permission Numbers Required**
- Jan 28—**Add/Drop/Swap Ends**
- Jan 28—**Grade Option Deadline**
- Jan 29–Feb 19—**Withdraw from a Class**
- Jan 29–Feb 19—**Add by Petition Period**
- **If payment is not received by the cashier by 4:00 p.m., you will be assessed a \$50 late-registration fee.**
  - \*\*You must be enrolled in at least one course or a \$50 late fee is assessed.
  - \*\*\* \$50 late-enrollment fee after this date.

Additional fee, billing, insurance, and financial aid information can be found in the [Navigator, Section 2: Paying for Your Education](#).

Revised: 11/08/18

# Enrollment Information

Winter 2019 Quarter

## Schedule Planner

Available [here](#).

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## Student Responsibility

You are responsible for ensuring the accuracy of your enrollments. Your instructors, academic advisers, and the Office of the Registrar cannot enroll on your behalf. Be sure to verify your classes and grade options prior to the enrollment deadlines listed in the [Academic and Administrative Calendar](#).

## Get Prepared

Use the following helpful hints to assist you in completing your enrollment. It is recommended that you consult with your academic preceptor (college adviser) or major adviser prior to selecting your classes. Review the [Enrollment FAQs](#).

1. Check the listing of courses offered this quarter in this [Schedule of Classes](#), and make some preliminary selections.
2. Use [MyScheduler](#) or the [Schedule Planner](#) found in this Schedule of Classes. Complete the planner with your preliminary selections of classes, making sure the classes you have selected do not conflict with each other or with any other time commitments (i.e., work or extracurricular activities).
3. Enter the five-digit class numbers into the Schedule Planner. Make sure to have class numbers for mandatory sections and alternates in case the section is full.

Completing the above steps will help you to complete your enrollment.

## Holds on Enrollment

A hold may be placed on your enrollment for various reasons, including unpaid debts, junior standing without a declared major, and others. When you attempt to enroll in [MyUCSC](#), a hold creates an error message. Students may view their holds by logging on to the MyUCSC portal and clicking on the Student Center. Information on how to remove each hold is included.

## Appointment Times

Students may view their priority enrollment appointment time by logging into the [MyUCSC](#) portal and clicking on the Student Center.

## **Appointment Time Problems**

If you are not eligible to enroll, consider the following circumstances:

- verify your appointment time;
- if you were anticipating transfer credit to change your academic level, or if you check your credits and still believe the academic level is wrong, contact the Registrar's office;
- if you planned to study abroad with the Education Abroad Program (EAP) but your plans have changed, contact your EAP adviser;
- if you applied to graduate and your plans have changed, reapply to graduate. For more information, see [Apply/Reapply to Graduate](#);
- if you are barred or disqualified, contact your college; or
- If you cannot determine the reason for your appointment time problem, contact the Registrar's office.

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## **Minimum/Maximum Credits**

### **Standard course loads for UCSC students**

Undergraduate students are expected to take a minimum of 15 credits and may enroll in up to 19 credits. Graduate students are expected to enroll in at least 10 credits and no more than 19 credits. Undergraduates who have a 3.0 cumulative grade point average may enroll in up to 22 credits beginning the first day of instruction. If you wish to take a nonstandard course load, meet with your college academic preceptor or graduate adviser who will update the system if the nonstandard courseload is approved so that you can complete enrollment.

### **When minimum credits are enforced**

Minimum credits are not enforced until a few days prior to the start of instruction. (For the date, see the [Academic and Administrative Calendar](#).) Once minimum credits are enforced, you will not be able to drop below the minimum unless you obtain approval from your academic preceptor or graduate adviser. To drop a course and add another, use the swap function. Financial aid recipients should be cautious; certain aid will not be disbursed if enrollment is less than full-time.

### **When maximum credits are enforced**

Students may enroll in no more than 19 credits prior to the first day of instruction.

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## Class Numbers

Every course has a five-digit class number which is used for enrollment. The class number appears in the MyUCSC Class Search. The course description on the Class Detail page of a Class Search indicates whether the course is an Interview Only course requiring instructor consent. To enroll in one of these classes, obtain a permission number from the instructor or department.

To enroll in independent study, you must first pick up a petition for independent study at the department, college, or division office and obtain the approval of the UCSC instructor who will supervise your study. Next, the sponsoring agency will assign a class number for you to use to enroll online.

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## Requirements (Prerequisites and Restrictions)

- A class that has a prerequisite means that other courses must be completed or a placement exam must be satisfied before the course can be taken. Classes for which a C-, D+, D, D-, F, NP, W,” or “I” is received do not satisfy prerequisite requirements.
- A class that has restrictions is available only to certain categories of students.

Refer to the [Programs and Courses](#) section of the UCSC General Catalog to determine the prerequisites or restrictions of a class.

### Prerequisites satisfied at other institutions

If you believe course work completed at another institution satisfies a prerequisite, contact the department sponsoring the class.

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## Secondary Discussion Sections/Labs

### What is a secondary discussion section/lab?

A section is a smaller discussion group or lab class which is taken as part of a credit course, but no credit is awarded. Secondary sections/labs are listed below the main lecture in Class Search. Not all lectures require enrollment in a secondary section.

### Swapping Sections

To swap sections it is not necessary to drop the class. Use the edit function. For more information, see [How to Change a Grade Option or Secondary Section](#). Swapping into a waitlisted section will waitlist you for the lecture as well.

## **When the lecture or sections are closed (full)**

If there is space in the lecture, but you cannot find an open section, you cannot enroll in the class. If you have a permission number for the lecture and all the sections are full, contact the department offering the course.

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## **Concurrent Enrollment**

The Enrollment Information box in a MyUCSC Class Search will indicate previous or concurrent enrollment in another class is required. For example, if you enroll in BIOL-130L-01, you should concurrently enroll in the associated class, which is BIOL-130-01.

The term, “concurrent enrollment,” can be confusing. Please note:

- it is not the same as a discussion section (see Secondary Discussion Sections/Labs above);
  - it is not the same as concurrent enrollment through UC Extension, in which a person enrolls in a regular Open University course as an Extension student.
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## **Waitlist Appointment**

During your second pass, if a class is full, you may sign up for up to 10 waitlist credits. You should see a Waitlist Appointment period on MyUCSC with your other enrollment appointments.

For more information, including instructions and participating departments and classes, please visit the Office of the Registrar’s [frequently asked questions on waitlists](#). Be sure to check the FAQ web site for updated waitlist information.

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## **Class Permission Numbers**

A class permission number is an assigned number that can override restrictions and/or prerequisites if a class is full. It is specific to a class and can be used only once. After an unsuccessful attempt to add a class, the number may be used again. Permission numbers are required to enroll beginning the eighth day of instruction.

To obtain a class permission number, contact the instructor or department.

### **What a class permission number can override**



A class permission number overrides course restrictions/prerequisites and/or overrides the closed (full) status of a class.

### **What a class permission number CANNOT override**

Class permission numbers cannot override time conflicts, your maximum allowed credits or holds.

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## **Time Conflicts**

### **Why you might have a time conflict**

Courses which have the same start and end times are considered a time conflict. Check the [Schedule of Classes](#) for the most up-to-date class information.

### **How to resolve a time conflict**

If your classes overlap but you and your instructors believe that you can complete both classes in spite of the conflict, you should call the Office of the Registrar at 459-4412 for assistance.

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## **Retaining Enrollments**

To retain a seat in your classes or remain on the waitlist for a class, you must attend the first class meeting. Instructors may administratively drop anyone from the roster or waitlist who does not attend.

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## **Enrolling After Instruction Begins**

Attend the first class meeting of any classes you want to add. Permission numbers are required for all classes after the seventh day of instruction but may be required earlier. If necessary, the instructor will issue a class permission number.

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## **Verify Your Enrollments**

It is important that you verify your classes and grade options, via [MyUCSC](#), after you complete your enrollment transactions. It is also recommended that you verify your enrollments and print

your Class Schedule before the end of the Add/Drop/Swap period. Print your Class Schedule from the Student Center by clicking on Enroll and then clicking on the My Class Schedule tab.

Appointments are randomly assigned.

Enrollment Appointment FAQs [available here](#).

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## Two-Pass Enrollment Appointment Schedule

Get advising during Advising Week, **November 8–15**. Advising for new students is available at [campus orientation](#).

View your appointment time(s) on [MyUCSC](#). Click on the Student Center, then click on Details in the Enrollment Dates Section.

Before your enrollment appointment, use MyScheduler to help plan your schedule and Shopping Cart Validation to check that you have met the prerequisites for a class and whether time conflicts or other registration issues exist.

Students may begin enrolling in classes at the designated First-Pass appointment time(s).

There are no enrollment appointments on weekends and holidays.

Waitlist enrollment is available during the second pass.

Enrollment Appointment FAQs [available here](#).

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## First Pass Appointments

**Nov. 14: Graduate students:** 19-credit limit; appointments at 9:00 a.m.

**Nov 14:** New graduate student enrollment.: Enrollment continues for graduate students. First-pass enrollment remains open to graduate students until 11:59 p.m. on **Nov 20**.

**Nov. 14: Priority Groups:** 19-credit limit; 1:00 p.m.-4:00 p.m.; appointments every half hour.

**Nov. 14:** First-pass enrollment remains open to priority groups until 11:59 p.m. on **Nov. 20**.

**Nov. 15: Seniors:** 19-credit limit; 9:00 a.m.-4:00 p.m.; appointments every half hour.

**Nov. 15:** First-pass enrollment remains open to seniors until 11:59 p.m. on **Nov. 20**.

**Nov. 16: Juniors:** 14-credit limit; 9:00 a.m.-4:00 p.m.; appointments every half hour.

**Nov. 16:** First-pass enrollment remains open to juniors until 11:59 p.m. on **Nov. 20**.

**Nov. 19: Sophomores:** 14-credit limit; 9:00 a.m.- 4:00 p.m.; appointments every half hour.

**Nov. 19:** First-pass enrollment remains open to sophomores until 11:59 p.m. on **Nov. 19**.

**Nov. 20: Frosh:** 14-credit limit; 9:00 a.m.-4:00 p.m.; appointments every half hour.

**Nov. 20:** First-pass enrollment remains open to frosh until 11:59 p.m. on **Nov. 20**.

## **Second-Pass Appointments**

**Nov. 26: Graduate Students:** 19-credit limit; 10-credit waitlist limit; 11:00 a.m.-12:00 p.m.; appointments every half hour.

**Nov. 30:** Enrollment continues for graduate students.

**Nov. 26: Priority Groups:** 19-credit limit; 10-credit waitlist limit; 12:00-1:00 p.m.; appointments every half hour.

**Nov. 30:** Enrollment continues for priority groups.

**Nov. 26: Seniors:** 19-credit limit; 10-credit waitlist limit; 1:00-4:00 p.m.; appointments every half hour.

**Nov. 30:** Enrollment continues for seniors.

**Nov. 27: Juniors:** 19-credit limit; 10-credit, waitlist limit; 9:00 a.m.-4:00 p.m.; appointments every half hour.

**Nov. 30:** Enrollment continues for juniors.

**Nov. 28: Sophomores:** 19-credit limit; 10-credit, waitlist limit; 9:00 a.m.-4:00 p.m.; appointments every half hour.

**Nov. 30:** Enrollment continues for sophomores.

**Nov. 29: Frosh:** 19-credit limit; 10-credit, waitlist limit; 9:00 a.m.-4:00 p.m.; appointments every half hour.

**Nov. 30:** Enrollment continues for frosh.

## **Enrollment Continues**

**Nov. 30:** Enrollment continues for all students.

**Jan. 14:** Graduate student enrollment deadline (must be enrolled in at least one course).

**Jan 16:** Class permission numbers are required; waitlists are deleted.

**01/28:** Add/Drop/Swap classes ends.

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## **Determining Your Academic Level**

**Frosh:** 0-44.9 credits

**Sophomore:** 45-89.9 credits

**Junior:** 90-134.9 credits

**Senior:** 135+ credits

Revised: 10/11/18

# Placement Exams

Winter Quarter 2019

Language placement exams are necessary for students who have not passed the prerequisite UCSC course. Students do not take a placement exam when enrolling at level 1 in a language they have never studied, EXCEPT FOR SPANISH. Students must take the placement exam to gain entry into Spanish level 1. Students who have had language instruction prior to UCSC must take the placement exam if they intend to continue study in that language.

## CHINESE LANGUAGE

Continuing students: for Priority Enrollment, please see Chinese instructors during their office hours. See the Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours and locations.

## FRENCH LANGUAGE

Continuing students: for Priority Enrollment, please schedule an appointment with instructor **Renée Cailloux** via email ([cailloux@ucsc.edu](mailto:cailloux@ucsc.edu)) for an appointment. Written placement examination will be administered. See the Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours and locations.

## GERMAN LANGUAGE

Continuing students: for Priority Enrollment, see German instructors during their office hours. See the Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours and locations.

## HEBREW LANGUAGE

Continuing students: for Priority Enrollment, see Hebrew instructor during office hours. See Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours/location.

## ITALIAN LANGUAGE

Continuing students: for Priority Enrollment, see the Italian instructors during their office hours. See the Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours and locations.

## JAPANESE LANGUAGE

Continuing students: for Priority Enrollment, see Japanese instructors during their office hours. See the Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours and locations.

**Dec. 12, 12:00-1:30 p.m., 145 Humanities Building 1. Arrive promptly at 12:00 p.m. Written examination and short oral interview.**

## MATH PLACEMENT

Information on Math Placement at UCSC is available [here](#).

### **PORTUGUESE LANGUAGE**

Continuing students: for Priority Enrollment, see Portuguese instructor during office hours. See Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours/location.

### **RUSSIAN LANGUAGE**

Continuing students: for Priority Enrollment, see Russian instructor during office hours. See Languages and Applied Linguistics website, <http://language.ucsc.edu>, for office hours/location.

### **SPANISH LANGUAGE**

Any student interested in taking Spanish must take the placement examination--even if you've never studied Spanish before. The placement examination is an online exam and can be taken at any time. The online address for the Spanish placement exam is: <https://spanishplacement.ucsc.edu>. **NOTE:** It takes 3-4 days for your exam results to be posted—make sure you complete the placement exam a minimum of one week prior to your designated appointment time for priority enrollment.

### **SPANISH FOR HERITAGE SPEAKERS**

See Languages and Applied Linguistics website, <http://language.ucsc.edu>, for placement guidelines.

Revised: 11/07/18

# Final Examinations

Winter Quarter 2019

[Final Examination Policies](#) | [Fall 2018 Final Exam Schedule](#) | [Fall 2018 Final Exam Schedule by Time Block](#) | [Winter 2019 Final Exam Schedule](#) | [Winter 2019 Final Exam Schedule by Time Block](#)

## Final Examination Schedule Revisions

Beginning fall quarter 2016, note that changes were made to the final examination schedule.

The schedule for final examinations has been revised to add final examinations on Fridays during the fall and winter quarters in addition to the scheduled finals on Monday through Thursday. Spring final examinations will still be scheduled Monday through Thursday in spring 2019. The final examination schedules for fall 2018 and winter 2019 can be found below.

## Final Examination Policies

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 (CEP). Requests must be received by CEP not later than the first week of the quarter in which the course is occurring. Completion or submission of final examinations or papers for undergraduate courses is not allowed during the regular term's period of instruction, including the closed week before final examinations. When finals are administered (not during week 10), 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 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 exams, quizzes, or individual makeup exams may be given during the last week of instruction.

## **Examination Retention**

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

## **Religious Observance for Tests and Examinations**

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 test or examination times in cases where the scheduled time for the test or examination violates a student's religious creed, unless the request cannot be reasonably accommodated.

Requests to accommodate a student's religious creed by scheduling tests or examinations at alternative times should be submitted directly to the instructor in charge of the course as soon as possible after the test or examination is announced. Students who are unable to reach a satisfactory arrangement with the instructor should consult the head of the unit sponsoring the course. If the unit head feels that the request cannot be reasonably accommodated, the unit head should consult with the Dean of Graduate Studies or the Dean of Undergraduate Education as appropriate.

## **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](#).

## **Fall 2018 Final Examination Schedule**

<b>Class</b>	<b>Start</b>	<b>Exam Date</b>	<b>Exam Times</b>
MWF	8:00 a.m.	Monday, December 10	12:00–3:00 p.m.
MWF	9:20 a.m.	Tuesday, December 11	12:00–3:00 p.m.
MWF	10:40 a.m.	Thursday, December 13	8:00–11:00 a.m.
MWF	12:00 p.m.	Friday, December 14	8:00–11:00 a.m.
MWF	1:20 p.m.	Wednesday, December 12	8:00–11:00 a.m.
MWF	2:40 p.m.	Wednesday, December 12	4:00–7:00 p.m.
MWF	4:00 p.m.	Monday, December 10	4:00–7:00 p.m.



MW	5:20 p.m.	Tuesday, December 11	7:30–10:30 p.m.
MW	7:10 p.m.	Monday, December 10	7:30–10:30 p.m.
TuTh	8:00 a.m.	Tuesday, December 11	4:00–7:00 p.m.
TuTh	9:50 a.m.	Wednesday, December 12	12:00–3:00 p.m.
TuTh	11:40 a.m.	Tuesday, December 11	8:00–11:00 a.m.
TuTh	1:30 p.m.	Thursday, December 13	12:00–3:00 p.m.
TuTh	3:20 p.m.	Monday, December 10	8:00–11:00 a.m.
TuTh	5:20 p.m.	Wednesday, December 12	7:30–10:30 p.m.
TuTh	7:10 p.m.	Thursday, December 13	4:00–7:00 p.m.

Non-Standard 1*		Friday, December 14	12:00–3:00 p.m.
Non-Standard 2**		Thursday, December 13	7:30–10:30 p.m.

\*Non-Standard 1: classes which have their first meeting M or W or F and do not begin at 8:00 a.m., 9:20 a.m., 10:40 a.m., 12:00 p.m., 1:20 p.m., 2:40 p.m., 4:00 p.m., 5:20 p.m., or 7:10 p.m.

\*\*Non-Standard 2: classes which have their first meeting T or Th and do not begin at 8:00 a.m., 9:50 a.m., 11:40 a.m., 1:30 p.m., 3:20 p.m., 5:20 p.m., or 7:10 p.m.

## Fall 2018 Final Exam Schedule by Time Block

Exam Day/ Exam Time	Monday, December 10	Tuesday, December 11	Wednesday, December 12	Thursday, December 13	Friday, December 14
<b>Exam Period</b> 8:00–11:00 a.m.	Tues, Thur 3:20 p.m.	Tues, Thur 11:40 a.m.	Mon, Wed, Fri 1:20 p.m.	Mon, Wed, Fri 10:40 a.m.	Mon, Wed, Fri 12:00 p.m.
<b>Exam Period</b> 12:00–3:00 p.m.	Mon, Wed, Fri 8:00 a.m.	Mon, Wed, Fri 9:20 a.m.	Tues, Thur 9:50 a.m.	Tues, Thur 1:30 p.m.	Non-Standard 1
<b>Exam Period</b> 4:00–7:00 p.m.	Mon, Wed, Fri 4:00 p.m.	Tues, Thur 8:00 a.m.	Mon, Wed, Fri 2:40 p.m.	Tues, Thur 7:10 p.m.	
<b>Exam Period</b> 7:30–10:30 p.m.	Mon, Wed 7:10 p.m.	Mon, Wed 5:20 p.m.	Tues, Thur 5:20 p.m.	Non-Standard 2	

## Winter 2019 Final Examination Schedule

Class	Start	Exam Date	Exam Times
MWF	8:00 a.m.	Monday, March 18	4:00–7:00 p.m.

MWF	9:20 a.m.	Thursday, March 21	12:00–3:00 p.m.
MWF	10:40 a.m.	Tuesday, March 19	12:00–3:00 p.m.
MWF	12:00 p.m.	Wednesday, March 20	4:00–7:00 p.m.
MWF	1:20 p.m.	Thursday, March 21	4:00–7:00 p.m.
MWF	2:40 p.m.	Tuesday, March 19	4:00–7:00 p.m.
MWF	4:00 p.m.	Monday, March 18	7:30–10:30 p.m.
MW	5:20 p.m.	Friday, March 22	8:00–11:00 a.m.
MW	7:10 p.m.	Wednesday, March 20	7:30–10:30 p.m.

TuTh	8:00 a.m.	Tuesday, March 19	8:00–11:00 a.m.
TuTh	9:50 a.m.	Monday, March 18	8:00–11:00 a.m.
TuTh	11:40 a.m.	Thursday, March 21	8:00–11:00 a.m.
TuTh	1:30 p.m.	Wednesday, March 20	8:00–11:00 a.m.
TuTh	3:20 p.m.	Wednesday, March 20	12:00–3:00 p.m.
TuTh	5:20 p.m.	Monday, March 18	12:00–3:00 p.m.
TuTh	7:10 p.m.	Tuesday, March 19	7:30–10:30 p.m.

Non-Standard 1\* Thursday, March 21 7:30–10:30 p.m.

Non-Standard 2\*\* Friday, March 22 12:00–3:00 p.m.

\*Non-Standard 1: classes which have their first meeting M or W or F and do not begin at 8:00 a.m., 9:20 a.m., 10:40 a.m., 12:00 p.m., 1:20 p.m., 2:40 p.m., 4:00 p.m., 5:20 p.m.

\*\*Non-Standard 2: classes which have their first meeting T or Th and do not begin at 8:00 a.m., 9:50 a.m., 11:40 a.m., 1:30 p.m., 3:20 p.m., 5:20 p.m.

## Winter 2019 Final Exam Schedule by Time Block

Exam Day/ Exam Time	Monday, March 18	Tuesday, March 19	Wednesday, March 20	Thursday, March 21	Friday March 22
Exam Period 8:00–11:00 a.m.	Tues, Thur 9:50 a.m.	Tues, Thur 8:00 a.m.	Tues, Thur 1:30 p.m.	Tues, Thur 11:40 a.m.	Mon, Wed 5:20 p.m.
Exam Period 12:00–3:00 p.m.	Tues, Thur 5:20 p.m.	Mon, Wed, Fri 10:40 a.m.	Tues, Thur 3:20 p.m.	Mon, Wed, Fri 9:20 a.m.	Non-Standard 2
Exam Period 4:00–7:00 p.m.	Mon, Wed, Fri 8:00 a.m.	Mon, Wed, Fri 2:40 p.m.	Mon, Wed, Fri 12:00 p.m.	Mon, Wed, Fri 1:20 p.m.	
Exam Period 7:30–10:30 p.m.	Mon, Wed, Fri 4:00 p.m.	Tues, Thur 7:10 p.m.	Mon, Wed 7:10 p.m.	Non-Standard 1	

Revised: 11/08/18

# General Information

Winter Quarter 2019

[MyUCSC](#) | [Name Change](#) | [Nonrelease of Public Information](#) | [Transcript Information](#) | [Title IX and Sexual Harassment](#)

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## MyUCSC Portal Password

Your password is required each time you use the [MyUCSC portal](#). Your password is assigned to you when you receive your student identification number.

We strongly suggest that you change your password and set up a password hint the first time you access the [MyUCSC portal](#). You may select a minimum of eight characters (one character must be a numeral) as your new password. You may also change your password any time thereafter.

It is extremely important that your password remain confidential. Do not give it to anyone. If you forget your password or believe the privacy of your password has been compromised, email [help@ucsc.edu](mailto:help@ucsc.edu) to reset your password.

## Name Change

Name Change petitions are [available online](#) from the Office of the Registrar. A student who is currently enrolled or has applied to graduate and is requesting an official name change on his or her academic records must complete this form and present it, in person, at the Office of the Registrar. You must submit documentation showing legal change of name (court order) or use of requested name on official documentation (e.g., drivers license, social security card, passport, marriage certificate, etc.). You may also correct your name at the Office of the Registrar if, for example, it is misspelled or the punctuation is incorrect. Be prepared to show proof of the correctly spelled name.

When you file a Name Change petition, you may also order and pay for a new student ID card at the Bay Tree Bookstore Building.

## Nonrelease of Public Information

The following information is considered public information and may be disclosed: name, telephone numbers, campus e-mail address, college, division, department, field(s) of study (including major, minor, concentration, specialization, and similar designations), class level (e.g. frosh, senior), dates of attendance, number of credits enrolled in the current term, degrees and honors, and name, weight, and height of intercollegiate athletes.

To have this information withheld from release, go to the Personal Information area on the [MyUCSC portal](#) and select privacy settings from the drop-down menu. Be sure that you understand the implications of filing this request. Every single item listed above will be withheld.

Once a Request for Nonrelease of Public Information is filed, it remains in effect—even after you are no longer attending UCSC—until you request to rescind it via the [MyUCSC portal](#), or by letter.

## **Transcript Information**

A transcript is an official copy of a student's academic history at UCSC. Transcript requests are not processed if you have outstanding financial obligations to the university. If you received a message after ordering your transcripts that indicates you have a hold on your transcripts, please contact Student Business Services via email at [sbs@ucsc.edu](mailto:sbs@ucsc.edu). Two versions of your official UCSC student records are available from the Office of the Registrar: with or without evaluations. See [ordering transcripts](#) for information about ordering transcripts and for transcript fees.

Transcripts with evaluations include:

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A, B, C, and D may be modified by a plus (+) or minus (-). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

Degrees awarded, honors, number of transfer credits, evaluations of courses, and an evaluation of comprehensive examination or senior thesis also appear.

Transcripts without evaluations include:

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A, B, C and D may be modified by a plus (+) or minus (-). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

Degrees awarded, honors, and number of transfer credits also appear.

### **Requesting a Transcript**

The fastest way to order a transcript is via the web with a credit or debit card. Credit/debit card orders must be requested through Credential Solutions, a vendor that provides this service through an agreement with UC Santa Cruz. To use the online ordering system, go to [Ordering UCSC Transcripts](#). Under Ordering by Credit Card, select the Credential Solutions icon. This is a secure, encrypted site. There is an additional \$2.75 service charge to use this service.

### **Transcript Availability**

Transcripts are available as follows:

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

### **Processing/Mailing Time**

Allow one to two weeks for processing from the time your request is received by our office. During the peak period (November through February), processing may take longer.

Rush Service: For an additional \$23, you may request rush service. Rush service ensures your transcript order will be mailed no later than two business days from the day you receive the “Order Complete” email (excluding weekends, holidays, and campus closures).

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

### **UCSC Extension Transcripts**

Transcripts for UC Extension courses can be found at the [UC Extension Student Services web site](#).

## **Title IX Office**

The [Title IX office](#) provides assistance in resolving and investigating complaints of sex/gender discrimination, sexual harassment and sexual violence (sexual assault, dating violence, domestic violence, and stalking). Additionally, the Title IX office provides education and training to prevent, raise awareness, and expand understanding of sex discrimination, sexual harassment, and sexual violence. To report a possible Title IX violation, request training, or to ask questions about the Title IX reporting process, please contact Title IX Officer Tracey Tsugawa at [\(831\) 459-2462](tel:831-459-2462) or by email at [ttsugawa@ucsc.edu](mailto:ttsugawa@ucsc.edu). The [UC Sexual Violence and Sexual Harassment Policy](#) and the [UC Santa Cruz Title IX Procedures](#) are available to all students, faculty, and staff; in addition, the [Resources & Options](#) brochure provides information about reporting options as well as campus and off campus resources. For information about how to support complainant, rights of respondents, reporting responsibilities, and other available resources, please visit the [safe.ucsc.edu](http://safe.ucsc.edu) website.

Revised: 11/08/18

# Courses With Fees

Campus Course Materials Fees for the 2018-19 academic year are [available online here](#). Contact the departments for more information.

**Note for financial aid recipients:** A modest allowance for course materials fees is included in the cost of attendance budget on which your financial aid is based. If high course material fee costs are preventing you from enrolling in a course(s) and you need additional assistance, contact the Financial Aid and Scholarship Office to discuss your options.

# Evaluating Academic Performance

Winter Quarter 2019

[Pass/No Pass Grading Option](#) | [Letter Grading Option](#) | [In Progress Notations](#) | [Grade Changes](#) | [Accessing Grades](#) | [Catalog Rights](#) | [Grade Point Average](#) | [UCSC Graduate Grading Policies](#) | [UCSC Undergraduate Grading Policies](#)

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## Undergraduate Students

### Pass/No Pass Grading Option

Students may elect the Pass/No Pass grading option and may change their grading option in a course up to the 15th day of instruction. For the Pass/No Pass option, students receive a P for work that is performed at C or clearly passing level or better. For work that is not clearly passing, no academic credit is awarded; and students receive a NP (No Pass). Beginning fall 2001, the grade notation NP appears on the official transcript in all cases, regardless of when a student was admitted. For work that is passing, but incomplete, the grade notation I (Incomplete) may be issued.

The following courses are not available for a letter grade:

Student Directed Seminars: Courses Numbered 42  
Art and Games: Playable Media 176  
Cowell 10  
Earth Sciences 190  
Economics 93, 191, 193, 193F, 198, 198F  
Environmental Studies 83, 183, 184  
Film 198, 198F  
History of Art and Visual Culture 198  
Latin American and Latino Studies 95  
Linguistics 190  
Merrill 10, 85B, 85C  
Physical Education (all courses)  
Psychology 193, 198  
Social Sciences 194B  
Stevenson 10  
Theater Arts 45  
Writing 11A-B-C, 22A-B, 180, 191D

### Letter Grading Option

Before the Grade Option deadline (the 15th day of instruction), confirm your letter grade request for each course on the [MyUCSC](#) portal.

## **In Progress Notations**

The notation IP (In Progress) is reserved for a single course extending over two or three terms of an academic year. The grade for such a course may be awarded at the end of the course and shall then be recorded as applying to each of the terms of the course. A student satisfactorily completing only one or two terms of a course, extending over two or three terms of an academic year, will be given grades for those terms. The grade option selected in the first quarter of the multiple term sequence applies to all quarters of the sequence.

## **Grade Changes**

Incomplete grade notations of “I” must be changed to final grades, based upon work submitted to the instructor, within the deadline for Incompletes. Other grade changes can be made by the instructor only on the basis of clerical or procedural error and never on the basis of reexamination or completion of additional work.

## **Accessing Grades**

You may access your grades for any quarter via the [MyUCSC](#) portal. Grades are usually available about one week after the end of the quarter.

## **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).

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

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

- those in effect at the time of transfer to UCSC;
- those subsequently established; or



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

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

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

## Undergraduates Who Entered UCSC Prior to Fall 1997

Guidelines for undergraduates who entered UCSC between fall 1997 and spring 2001 also apply to undergraduates who entered UCSC prior to fall 1997, with the following exception: those who entered prior to fall 1997 may elect letter grades, but a grade-point average will not be displayed on the official transcript. All undergraduates, regardless of when they entered UCSC, must meet the UC minimum GPA requirement in order to receive a degree from the University of California: 2.0 calculated from all UCSC letter-graded courses and from all letter-graded courses taken at other UC campuses and through the Education Abroad Program.

## Grade Point Average

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

Grade Point Average			
Grade	Grade Points*	Course Credits	Total Grade Points*
A-	3.70	5	18.50
B-	2.70	5	13.50
C+	2.30	5	11.50
Total		15	43.50

**43.50 divided by 15 = 2.90 GPA**

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+ = 4.00	B+ = 3.30	C+ = 2.30	D+ = 1.30	F = 0.00	IP = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	W = 0.00	NP = 0.00
A- = 3.70	B- = 2.70	C- = 1.70	D- = 0.70	I = 0.00	NP = 0.00

## **Graduate Students**

### **Satisfactory/Unsatisfactory Grading and the Letter Grade Option**

Beginning fall 1997, all graduate students in graduate or undergraduate courses will be graded Satisfactory (S) (equivalent to a B or better), Unsatisfactory (U), or Incomplete (I). Graduate students also have the option of receiving a letter grade of A, B, C, D, or F in most courses. The grades of A or B shall be awarded for satisfactory work. Grades of C or D will not satisfy any course requirement for a graduate degree at UCSC.

In order to receive a letter grade, you must enter your letter grade request no later than the 15th day of instruction for each class in each quarter.

### **Evaluations**

Graduate students receive an evaluation for all courses except those with no credit value.

### **Incompletes**

An Incomplete (I) grade notation may be assigned when the graduate student's work is of passing quality but is incomplete. See the Graduate Student Handbook for complete instructions about arrangements to receive and to remove an Incomplete grade notation.

### **In Progress**

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

### **Repeating Courses**

Graduate students may repeat a course in which they earn a grade of C, D, F, or U. Degree credit for a repeated course will be granted only once, and the most recently earned grade will be used to determine whether a degree requirement has been met.

#### **UCSC Graduate Grading Policies**

Satisfactory/Unsatisfactory Grading

If You Elect a Letter Grade

<b>Enrollment</b>	You must request Satisfactory/Unsatisfactory grading by the published deadline.	You must request a letter grade by the published deadline.
<b>Available Grades</b>	You will be graded S (equivalent to a B or better), U (unsatisfactory), or I (Incomplete).	You will be graded A, B, C, D, F, or I (Incomplete).
<b>Degree Requirements</b>	If you receive a U, the course cannot be used to satisfy a degree requirement.	If you receive a C, D, or F, the course cannot be used to satisfy a degree requirement.
<b>Incompletes</b>	An I (Incomplete) may be assigned if your work is of passing quality, but is incomplete. You must petition to remove the I and submit the completed coursework to the instructor by the end of the third quarter following that in which the grade notation I was received unless the instructor or department specifies an earlier date. If you fail to file the petition and complete the work, or if the instructor	An I (Incomplete) may be assigned if your work is of passing quality, but is incomplete. You must petition to remove the I and submit the completed coursework to the instructor by the end of the third quarter following that in which the grade notation I was received unless the instructor or department specifies an earlier date. If you fail to file the petition and complete the work, or if the instructor does not submit an A, B, C, or D, the Incomplete will be changed to an F.  You may repeat courses graded C, D, or F. Credits are counted once, and the most recently earned grade determines whether a degree requirement has been met.
<b>Repeats</b>	You may repeat courses graded Unsatisfactory.	

Either way

- Graduate students enrolled in physical education courses will be graded Pass/No Record.
- Graduate students enrolling in undergraduate courses will be graded as outlined above.

### UCSC Undergraduate Grading Policies

<b>Enrollment</b>	<sup>1</sup> Undergraduates Entering UCSC Fall 2001 and After When students enroll, letter grading is the default. The P/NP option is available only to students in good academic standing.	<sup>2</sup> Undergraduates Entering UCSC Fall 1997–Spring 2001 When enrolling, students are required to choose either letter grading or Pass/No Pass grading.
	<sup>1</sup> Students may change the grading option up to the 15th day of instruction.	
<b>Withdrawal</b>	<sup>1</sup> 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 <sup>2</sup> Calendar lists deadlines for withdrawing from a course.	
<b>Grades</b>	<sup>1</sup> 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	

2 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.

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

**UCSC Grade Point Average**  
1 For all students, a UCSC GPA is calculated from UCSC courses, courses taken through the Education Abroad Program, and courses taken on another UC campus in an intercampus exchange program. The UCSC GPA is displayed on the official transcript.  
2 Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.  
Students who have received a letter grade in at least 2/3 of their credits attempted at UCSC have a UCSC GPA calculated and displayed on their official transcripts.  
2 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.

**UC Grade Point Average**  
1 All students have a UC GPA calculated from courses taken for a letter grade at UCSC, at other UC campuses, and through the Education Abroad Program. The UC GPA is not on the official transcript but is available from the [MyUCSC](#) 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.  
2

**Satisfying Requirements**  
1 Departments may require that some or all courses used to satisfy the major must be taken for a letter grade.  
2 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 towards satisfactory academic progress.

**Incompletes**  
1 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.  
2 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.

**Repeats**  
1 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.  
2 Students may only repeat a maximum of 15 credits for courses in which a grade of D or F was received. In computing the GPA for these repeats, only the grade and corresponding grade points earned the last time the course was taken will be used. After the 15-credit maximum is reached, the GPA will be based on all grades assigned and total credits

attempted. To repeat a course more than once, consult with your college adviser. Credit is not awarded more than once for the same course, but the grade assigned each time the course is repeated will be permanently recorded on the official transcript.

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 1 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.

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

**Graduation Requirements**

Students must complete all requirements for the major with a grade of P, C (2.0), or 1 better. All undergraduates, regardless of when they entered UCSC, must meet the minimum UC GPA requirement of 2.0 in order to receive a degree from UCSC. See the 2 section above on Catalog Rights regarding graduation requirements in effect for each student.