

## UNDERGRADUATE ADVISING NEWS (Spring 2014, Issue 1)

This newsletter is designed by your college advisers to keep you informed of important deadlines and alert you to programs and resources that may enhance your undergraduate academic experience.

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### WITHDRAW DEADLINE FOR 90% REGISTRATION FEE REFUND

If you have enrolled in classes and find that you must withdraw this quarter, contact your college immediately. From April 1st through April 6th, the refund amount is 90% (but note, April 6 is next Sunday, so see your college by Friday). Beginning Monday, April 7th, the refund amount drops to 50%. If you must wait for an appointment, a detailed e-mail requesting withdrawal from the spring quarter 2014 to your college adviser from your UCSC account can serve as documentation of your request. You can access the entire refund schedule at: <http://registrar.ucsc.edu/fees/registration/index.html#refund>. Information on withdrawing or taking a leave of absence can be found at: <http://advising.ucsc.edu/procedures/time-off/index.html>.

### SPRING QUARTER REMINDERS

At the beginning of every quarter, you should:

- Get your current quarter validation sticker for your UCSC ID card. Check with your college about distribution schedules.
- Update your address, phone, and emergency contact info on your [MyUCSC](#) (For instructions, see <http://registrar.ucsc.edu/faqs/personalinfo.htm>.)
- Verify and review your class schedule on the [MyUCSC](#) to check for enrollment errors, grading option errors, and possible class changes (time & location changes, cancelled courses, etc.).

### SPRING QUARTER DEADLINES

We will notify you of important deadlines via this newsletter approximately one week before major deadlines. For a complete listing of all the filing deadlines for petitions, enrollment dates, add/drop/swap deadlines, academic and administrative holidays, and registration deadlines, see <http://reg.ucsc.edu/calendar/index.html> for a PDF version of the Printable Complete Calendar.

### THE BIG DEADLINE DAY! FRIDAY, APRIL 18

If you can only remember to check one deadline, this would be a good one: **APRIL 18th** is the deadline to add a class, drop a class, swap a class, and change your grade options.

### APPROVAL FOR MORE THAN 19 CREDITS

No student may enroll in more than 19 credits until the first day of instruction. Beginning on the first day of classes, students with a cumulative UCSC GPA of 3.0 or above may enroll in up to 22 credits without approval from their college. You will need college approval for an increased course load if you would like to:

- 1) Enroll in more than 22 credits and you have a cumulative GPA of 3.0 or above, or
- 2) Enroll in more than 19 credits and you have a cumulative GPA below 3.0, or
- 3) You are a new student with no UCSC GPA and would like to enroll in more than 19 credits, or
- 4) You are a visiting student from another university.

To request an increased course load, check with your college adviser for procedures. Please note that UC regulations indicate that 3 hours of academic work per week is expected for each earned credit. So 20 credits requires about 60 hours of academic work per week (including class time).

### **TAKING FEWER THAN 12 CREDITS?**

15 credits per quarter is considered a normal course-load, and 12 credits per quarter is the minimum required to be considered a full-time student. Unless you have been approved for the Undergraduate Part-Time Program, attempting fewer than 12 credits will negatively affect your ability to meet minimum progress standards and could delay timely progress toward graduation. If you need to take fewer than 12 credits, see your college adviser to determine the impact on your academic progress. You'll need your college adviser's permission to drop below 12 credits unless you are approved for the Undergraduate Part-Time Program.

### **UNDERGRADUATE PART-TIME PROGRAM DEADLINE: FRIDAY, APRIL 18**

The Undergraduate Part-Time Program is available for students with family responsibilities, medical issues, employment responsibilities (25 or more hours per week), or students who are in their final quarter before graduation. Documentation is required. Students may enroll in up to 10 credits and, after approval, will receive a reduction in fees. (Please note that Financial Aid will be adjusted due to reduced fees.) Apply at the Registrar's Office by **Friday, April 18th**. For more information and the application, see <http://registrar.ucsc.edu/students/part-time.html>.

### **ARE YOU A SENIOR WHO NEEDS 10 OR FEWER CREDITS TO GRADUATE?**

If you are in your final quarter before graduation and would like to join the Undergraduate Part-Time Program with a fee reduction, apply to graduate on MyUCSC and submit an Undergraduate Part-Time Final Quarter Approval form (requires college and department(s) signatures) along with your Undergraduate Part-Time Program Application. Part-time final quarter approval may be granted only once. Please refer to the Registrar's site at <http://registrar.ucsc.edu/students/part-time.html> for specific information on how to apply for the Part-Time Program. Forms can be downloaded at <http://registrar.ucsc.edu/forms/students/index.html>. The deadline is **Friday, April 18th**.

### **STUDYING ABROAD**

The open application date for Spring 2015 and calendar year 2015 Education Abroad programs begins April 8, 2014. To get started, visit <http://ieo.ucsc.edu/programs-abroad/index.html>.

Curious how you might afford a study abroad program? View this online workshop from the International Education Office about financing a study abroad experience: <http://ieo.ucsc.edu/programs-abroad/financing-study-abroad/index.html>.

### **DEANS', CHANCELLOR'S & STECK AWARDS: MONDAY, APRIL 7**

Deans' Awards are granted to 50 undergraduates who have completed an outstanding senior thesis or project during the current academic year. Each recipient will receive a \$100 cash award, and will be considered for a \$500 Chancellor's and the \$1000 Steck Award. The names of winners will be announced at graduation. Completed project applications are due by Monday, April 7th. For guidelines and the application, see <https://dca.ue.ucsc.edu/> or contact Marlene Robinson at [ugdiv@ucsc.edu](mailto:ugdiv@ucsc.edu).

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This newsletter is produced by the UCSC Colleges Advising Support Team.