Satisfy the Entry Level Writing Requirement: **Saturday, March 5**  
Multicultural Career Conference: **Saturday, March 5**  
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Deadline for Removal of Incomplete from Fall 2010: **March 18**  
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**SATISFY THE ENTRY LEVEL WRITING REQUIREMENT: SAT, MARCH 5**  
If you have not yet satisfied the ELWR, plan to take the [Analytical Writing Placement Exam](http://writing.ucsc.edu/the_awpe/) on **Saturday, March 5**, from 10:30am-12:30pm in Merrill 102. More information on the exam can be found at [http://writing.ucsc.edu/the_awpe/](http://writing.ucsc.edu/the_awpe/).  
- If you do not satisfy ELWR this quarter, you are required to take Writing 21 in the spring.  
- ELWR must be satisfied by the end of your 4th quarter at UCSC. For more information, see "Satisfying the ELWR After Starting Classes at UCSC" at [http://writing.ucsc.edu/writing_requirements/elwr_pathways.php](http://writing.ucsc.edu/writing_requirements/elwr_pathways.php).

**MULTICULTURAL CAREER CONFERENCE: SAT, MARCH 5**  
**WHEN:** 10:30am to 3:30pm  
**WHERE:** Stevenson Events Center  
For more information and to register visit: [http://careers.ucsc.edu/mcc/index.html](http://careers.ucsc.edu/mcc/index.html).

**ARE YOU RETURNING TO UCSC? PETITION FOR A WITHDRAWAL OR LEAVE OF ABSENCE**  
What happens if you enroll in classes and then don't show up for spring quarter?  
**Answer:** you are billed and liable for full registration fees.  

If you are NOT planning to return to UCSC for spring 2011, see your college academic adviser before the end of winter quarter to petition to withdraw or take a leave of absence from the university. Notifying the university that you do not plan to attend via the withdrawal or leave of absence petition will cancel your registration fees and remove you from your enrolled classes. If you wait until the beginning of spring quarter to petition for a withdrawal or leave of absence, **the effective date of your withdrawal or leave will be the date your college is notified that you are not attending UCSC** (which, if after the first day of instruction, could result in thousands of dollars of registration fees). For the petition and additional information online go to advising.ucsc.edu/student/loa.
DEADLINE FOR REMOVAL OF AN INCOMPLETE FROM FALL 2010: FRI, MARCH 18
If you received a grade notation of I (Incomplete) for a course you took in Fall 2010, you must complete the process below no later than March 18 (earlier, at the instructor's discretion). If you do not complete this process on time, the I grade 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 from the Office of the Registrar's website at [http://reg.ucsc.edu/forms.htm](http://reg.ucsc.edu/forms.htm), 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 keep the petition and finish the process with the department and the Registrar.

The instructor will assign a final grade for the course based on the work that you submit. Your final grade will be officially recorded by the Registrar, and you will be billed the $10 fee.

HOPE TO GRADUATE IN 2011? GET A GRAD CHECK
Is graduation on the horizon for you in 2011? If so, now is a good time to double-check your student portal at [MyUCSC](http://my.ucsc.edu) to make sure all of your graduation requirements will be met in time. Check your Academic Advising Report to review your GE's, total credits, UC GPA, Pass/No Pass percentages, the American History & Institutions Requirement and other university requirements. If you're unsure whether you will meet all requirements, your college adviser can help you double-check general requirements needed to graduate, and your major/minor advisers can help with your major/minor program requirements. Once you are ready to officially graduate, you can apply to graduate on your student portal. (You apply to graduate at the start of the quarter in which you'll finish your final requirements.) Check the deadlines to apply to graduate at [http://reg.ucsc.edu/calendar/index.html](http://reg.ucsc.edu/calendar/index.html). Participating in your college's commencement ceremony in June is separate from applying to graduate. Check your college's website for information on signing-up for their June 2011 commencement.

DEANS', CHANCELLORS' & STECK AWARDS: FRI, APRIL 8
Dean’s Awards are granted to 50 undergraduates who complete 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 Chancellor’s ($100) and Steck Award ($1000). Winners will be honored at the Student Achievement Awards Ceremony and will also be announced at graduation. Completed projects and applications are due by Friday, April 8. For guidelines and the application, go to: [http://vpdue.ucsc.edu/scholarships.htm](http://vpdue.ucsc.edu/scholarships.htm) or contact Marlene Robinson at marobins@ucsc.edu.

UNIVERSITY OF CA WASHINGTON CENTER PROGRAM (UCDC): APPLY NOW -- DEADLINE APRIL 12
Santa Cruz sends approximately 22 students to Washington, D.C. each Fall, Winter and Spring Quarter. The program offers an exciting opportunity to combine course work with field research and work experience in a variety of areas. Students divide their weekly schedules between classes and a part-time field placement position. They are registered as UCSC students and earn academic credit for the courses taken. All participants pay UCSC registration fees and remain eligible for financial aid if regular UCSC standards are met.
For more information and FAQs, see the UCDC web site at http://politics.ucsc.edu/ucdc/program_info.php or contact Marianna Santana at the Merrill Academic Building, Room 5, email at: ucdc@ucsc.edu, or via phone (831) 459-2855. The website includes an extensive list of possible internship placements in media, public policy, government, Congressional & Senate offices and commissions, the arts, political action, environmental organizations, education, and more. Get a jump-start on your application today!

**STUDENT SUCCESS TIP OF THE WEEK: STAYING ORGANIZED**

One of the many keys to success in college is becoming and staying organized!! For some it comes much easier than for others, but there are a few simple tips that can help you gain valuable organization skills:

**Filing:** Use a small file portfolio or desktop file box. This will help you create a simple and portable filing system to help you keep track of important documents while you are here at UCSC. Categories might include Financial Aid, Advising, Letters of Recommendation, Bills, Important Documents like passports or social security cards, Applications, etc.

**Use a Planner:** As with time management, this tool is key to staying organized. Whether you use your Gmail calendar, phone or a paper planner, adopting a planner that works for you is a must!

**Desk Space:** whether you live on campus or off, try to find a space where you live that can be dedicated to studying. Here you can keep all of your course-related materials, so when it comes time to study you won't have to go searching for your Chemistry notes.

**E-mail:** creating labels or files in your e-mail inbox will really help you stay on top of important communication. You can even create a file within your inbox for each class you are in. This can be particularly helpful when you are working with a group of other students and you are corresponding a lot via e-mail. Use your inbox as a to do list and file away messages in the appropriate file or label once you have tackled it.

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