UNDERGRADUATE ADVISING NEWS (Winter 2014, Issue 4)

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. Please scan the topics before deleting.

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DEADLINE TO WITHDRAW FROM A CLASS: TUESDAY, FEBRUARY 18
Regardless of the grading option you have chosen, if you are meeting minimum progress you may formally withdraw from a class by filing a Petition to Withdraw from a Course at your college office. The grade notation of W will appear on your official transcript, but it is not included in your GPA calculation. We recommend discussing your performance with your instructor or TA before making a decision. You may be able to improve and pass by the end of the term. If you decide you must take a W grade, please see your college adviser ASAP to discuss the impacts of a W on your record and progress. And don't forget that Monday is a holiday, and college offices will be closed.

DEADLINE TO WITHDRAW FROM UCSC: TUESDAY, FEBRUARY 18
Due to unexpected circumstances, some students need to withdraw during a quarter. This date is the deadline to do so, except for documented emergencies. Before you initiate a withdrawal it is important to consider the possible implications. Here are a few to consider:
• Financial Aid
• Campus Housing
• Coming back to the University: Readmission
• Your Academic Record
• Alternative options: Leave of Absence, Incomplete in a particular class, OR withdrawing from an individual class. Please see your college adviser for further clarification and assistance. If you do decide to withdraw from UCSC, you will need to file the Petition for Withdrawal/Leave of Absence at your college office. Your withdrawal or LOA does not become official until the petition is filed with your college.

DEADLINE TO ADD BY PETITION: TUESDAY, FEBRUARY 18
This is your final opportunity to add a class to your winter quarter record. The petitions are available online at http://registrar.ucsc.edu/forms/students/index.html and require the signature of your instructor and the chair of the academic department offering the course. (You may also need the signature of your college adviser if adding the class brings your total credits to 20 or more and your GPA does not make you eligible for more than 19 credits.) There is a $10 fee to file an Add by Petition form. It's a good idea to double-check your enrollments now at my.ucsc.edu just in case a class you are attending is not on your record.

TAKE THE MATH PLACEMENT EXAM NOW THROUGH: SUNDAY, FEBRUARY 23
The Math Placement Exam assesses your level of math preparation. Your score on the exam allows you to enroll in the MATH course for which you are best prepared. This will be your last chance to take the exam prior to enrolling in spring courses. For information and to get started, see: http://undergrad.pbsci.ucsc.edu/enrollment/math-placement/index.html

ADVISING WEEK: FEBRUARY 19-25
What is Advising Week? An opportunity for students to get assistance and guidance from their college (or major adviser) in order to prepare for spring enrollment. This is a great time to meet with your college advisers to determine what GE's you might take next quarter, and if you hope to graduate in the spring, what requirements you have left to meet. Priority enrollment appointments are posted to your portal at the start of advising week, and the spring Schedule of Classes will be available online at https://pisa.ucsc.edu/class_search/.
**SCHEDULE OF CLASSES FOR SPRING AVAILABLE SOON**
The Schedule of Classes for spring will be available at [http://registrar.ucsc.edu/soc/](http://registrar.ucsc.edu/soc/) very soon. To view spring course listings, click on Class Search. To view the academic calendar, schedule planner, registration payment and enrollment info, final exam policies and schedule, enrollment conditions for interview only courses, use the links available on the Schedule of Classes website. To see how to use all the class search features, click on “How do I enroll?” and then the “How to Search for a Class” link in the first Enrollment FAQ found here: [http://registrar.ucsc.edu/faqs/students/enrollment/index.html](http://registrar.ucsc.edu/faqs/students/enrollment/index.html).

**STUDENT SUCCESS TIP OF THE WEEK:** **OVERCOMING TEST ANXIETY**
Sweaty palms, butterflies in your stomach, a knot in your throat, and worst of all forgetting the information you studied and doing poorly on an exam! If you have experienced any of these symptoms, then you have had test anxiety. As we approach the 6th week of the quarter, it is important to consider a few tips that can help you combat test anxiety:

- **Preparation:** the studying you do prior to the exam will help you feel more confident and as a result keep anxiety at bay.
- **Get a good night’s rest:** your brain needs sleep in order to function, so instead of doing an all-nighter try to get at least 6 to 8 hours of sleep.
- **Eat a healthy breakfast/lunch:** coffee is not enough to keep you going and too much caffeine may add to your anxiety, so grab something light and healthy and drink plenty of water.
- **Arrive early:** try to get to your exam at least 15 minutes early so that you have time to relax and gather your thoughts.
- **Read through the test before you start taking it:** this will allow you to budget your time appropriately and know what to expect.
- **Start with the easiest questions:** knock out the easiest questions first and make marks next to more difficult ones that you want to come back to later.
- **Think positively:** a positive attitude goes a long way! If you go into the exam thinking that you CAN achieve a good grade, then most likely you will.
- **Practice relaxation techniques:** if you find yourself getting flustered or anxious, take a moment to take a few deep breaths and even close your eyes if necessary.

**UPCOMING CAREER CENTER WORKSHOPS & EVENTS**
Events include an a workshop on graduate schools, job search workshop, interview and others. For more info, visit: [http://careers.ucsc.edu/](http://careers.ucsc.edu/).

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