

1. Introduction to UCSC

Advising

Keep Records!

Advising

University of California, Santa Cruz (UCSC), offers a wealth of advising resources, including college and department academic advisers, faculty advisers, career counselors, Educational Opportunities Programs (EOP) advisers, psychological counselors, disability resource specialists, financial aid advisers, and others. Seek advice early on 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 advising.ucsc.edu.

If you are a new student:

Your college will provide information about its advising program at the summer, fall, and winter orientations. Find out the name of an adviser you can talk to and visit this adviser soon after you arrive on campus. If you are transferring from another institution, also see *Services for Transfer and Re-Entry Students (STARS)* (page 114).

If you have general academic questions or are experiencing academic difficulty:

Go to your college office to make an appointment 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 progress, and integrating majors and minors into an overall academic plan. All of the colleges have drop-in advising available. Find out your specific college's advising schedule early in the quarter.

If you need information on a particular major:

College and department contact information is available at advising.ucsc.edu/student/declaration/declaration.html. Specific major information is available. If you have further questions, contact the major of interest department office. The department staff adviser can provide preliminary advising and refer you to an appropriate faculty adviser. Also, consult the *UCSC General Catalog* and the department's web site. 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 lower-division prerequisites from your department.

How to declare your major:

The major you listed on your original application for admission to UCSC does not constitute your formal declaration of major. It is considered only a proposed major or area of interest. You are required to formally declare your major no later than the end of your sophomore year by meeting with both college and department advisers and filing a Study Plan — Declaration of Major/Minor petition. The form and instructions are available at advising.ucsc.edu. You will not be allowed to enroll in subsequent quarters with an “undeclared” or “proposed” major. Junior transfer students must formally declare a major no later than the deadline during their second quarter of attendance at UCSC (see the Academic and Administrative Calendar at reg.ucsc.edu/calendar).

If you have declared a major:

Your advising is done primarily through your department. Be sure you contact your department assistant if you have questions about your study plan. If you have questions about general education requirements, academic standing or progress to degree, be in touch with your college 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. If you plan a career in medicine or in other health-related fields, see *Health Science Career Advising* (page 106).

For counseling in personal, family, or psychological matters, see *Counseling and Psychological Services* (page 99).

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In order to fulfill your responsibility for planning your education, you should keep an up-to-date portfolio containing the following kinds of information:

- transcripts from all schools attended;
- test results from entrance exams, language exams, placement exams, and advanced placement;
- copies of communications to and from the university;
- contact information for your advisers and faculty members;
- statements of account showing registration, housing, and other charges and payments.

You are responsible for responding to all communications sent to you by the university. Check the Student Portal and your UCSC e-mail account often.

Make use of the [UCSC General Catalog](#), [Schedule of Classes](#), and this handbook.

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Academic Integrity

Academic Integrity

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

Please see the [Appendix B](#) (page 124) for the full policy and disciplinary procedures on Academic Integrity. This policy and set of procedures was effective September 1, 1999. Students and instructors are also urged to review the [Academic Integrity web site](http://www.ucsc.edu/academics/academic_integrity/index.html) at www.ucsc.edu/academics/academic_integrity/index.html.

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Catalog**

Catalog

The UCSC General Catalog is your main source of reference for courses offered at this campus. It is available for sale at the Bay Tree Bookstore and can also be accessed via the web at reg.ucsc.edu/catalog. 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](#), page 5.)

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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 requirements from other catalog years(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 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.

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College Affiliation

- Your Academic Records at the College
- College Mailbox
- Changing College Affiliation
- Change on Student Records
- College Change Procedure

College Office Phone Numbers

College Eight	459-2361
College Nine	459-3474
College Ten	459-3474
Cowell	459-2253
Crown	459-2665
Kresge	459-2071
Merrill	459-2144
Oakes	459-2558
Porter	459-2273
Stevenson	459-4930

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, residential 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).

Your Academic Records at the College

While the MyUCSC portal contains a great deal of academic records information that you may access 24 hours a day, the college office houses limited unofficial academic paper records, such as copies of petitions, correspondence, advising notes, etc., for advising purposes. College advising staff can help interpret your record, understand good progress, resolve problems, and develop a general academic plan. Unofficial transcripts, grades, and performance evaluations are available online through the [MyUCSC portal](#). You may also inspect your file during business hours. At the beginning of each quarter, you should go to your college office to have your student ID card validated.

College Mailbox

Check your college mailbox, the Student Portal, 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 the Registrar, Financial Aid, 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.

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 it is justified by closer proximity to faculty and other resources central to your major program.

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 or if you are a senior (seniors must be affiliated with their new college for at least two quarters). Your request for transfer may also be turned down if you are not in good academic standing, if you have declared a college-sponsored individual major, or if you are subject to current or pending academic integrity or disciplinary action. You must satisfy the college core course requirements of your current college before your change of college is approved.

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.

Change on Student Records

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.

College Change Procedure

- Pick up a petition at your college office. There is no charge for this petition.
- State your reason for the request on the form.
- Obtain the approval of both the current college and the new college. The academic preceptor and the 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 residential life coordinator at the college to which you wish to move for space availability. Also, contact the residential life coordinator at your current college to request housing contract cancellation information.
- File the petition at the Office of the Registrar 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.

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Transfer Students

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- Course Prerequisites for Enrollment
- Declaring Your Major as a Transfer Student
- Financial Aid
- Course Selection Tips for Transfer Students

Transfer Students

Students who enter the university from the community college system or another four-year institution find themselves needing to adjust to UCSC's policies and procedures. 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 your college's academic advising orientation, department 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 assistant 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.

Your Transfer Credit at UCSC

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 the MyUCSC portal by using the "View Degree Progress" link. 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. Transfer credit may be denied for courses completed at an institution not listed on your application if they are reported after your first quarter of attendance at UCSC. Failure to list a college or university previously attended is a very serious matter and could lead to your dismissal from the university.

If you have completed the IGETC at the time you enter UCSC, your UCSC general education requirements will be considered completed. If this information is not reflected through your degree summary, contact the last California community college you attended to obtain the IGETC certification.

If you are transferring from another UC campus and have completely satisfied the lower-division general education or breadth requirements of that campus, your UCSC general education requirements will also be considered complete. You must submit a letter from your previous UC campus verifying your completion, in full, of the requirements of that campus. Call the Admissions Office, 459-2131, for more information.

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 a community college, you could still satisfy the American History and Institutions Requirement with a community college course; however, the credits from that course would not transfer.

Letter of Reciprocity

A Letter of Reciprocity is an official document that confirms that a student has satisfied all of the UCSC general education requirements. Students 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 the office of the department sponsoring the course in which you wish to enroll. If your transfer credit satisfies the UCSC prerequisite, the department will enter the course equivalency into the computer system or issue a permission number, allowing you to enroll in the course via the MyUCSC Portal. You may arrange to review your transfer credit equivalencies with the department

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for your major at the time you initiate your petition for Proposed Study Plan Declaration of Major/Minor (see *Declaring Majors and Minors* on page 52).

Course Selection Tips for Transfer Students

- If you are concerned about which classes to enroll in before your transfer credit is evaluated, remember that students following UCSC general education requirements must satisfy a writing-intensive (W) requirement at UCSC; you may want to enroll in a course which satisfies this requirement. Most students also need to take at least one topical (T) course unless they enter with 105 or more transferable quarter credits. Students who complete the IGETC do not need to meet any additional 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 an academic plan, so it is a good strategy to pursue courses in your major or that are of interest to you during the first quarter.
- As you review the *Schedule of Classes* 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*, page 71).
- 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.)
- Some colleges offer a special section of their core course for transfer students. The core course serves as a graduation requirement for students who applied as first-year students. Junior transfer students are not required to take a college core course. If uncertain of your status, contact your college to verify whether you should sign up for the core course.
- Your department determines which of your advanced standing courses may be used to satisfy major and minor requirements. Contact your department for further information.

Declaring Your Major as a Transfer Student

Junior transfer students must declare a major by the deadline in their second quarter. Please check the *Academic and Administrative Calendar* for deadline information (reg.ucsc.edu/calendar). 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 may exceed 180 credits and are allowed a maximum of 9 UCSC quarters to complete a single major. It is also possible for transfer students to undertake double majors provided that all requirements for both majors can be completed by the end of 9 UCSC quarters (see *Criteria for Double Major/Minor*, page 53).

Similar restrictions apply to combined majors or major-minor combinations. Students should contact their college if they must go beyond 7 quarters as this requires approval.

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

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

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financial aid available, including University Grants, California State Cal Grants, Federal Perkins and Federal 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 need to pick up a paper version of the FAFSA or would like help completing the form, go to the Financial Aid Office on the second floor of the Hahn Student Services building. After you file the FAFSA with the federal processor, the Financial Aid Office will notify you via e-mail if any additional information is required. Requirements will be posted on your “To Do Lists” on the MyUCSC portal. Be sure to meet the deadline on your “To Do List” items in order to retain eligibility for all forms of financial aid. Generally, this date is June 1.

Transfer students are eligible to receive financial aid through their college or through their 15th quarter equivalent. The number of quarters of eligibility (15th quarter equivalent) depends on the number of credits you transferred to UCSC.

Information is available at the [UCSC Financial Aid Office web site](http://www2.ucsc.edu/fin-aid/), www2.ucsc.edu/fin-aid/.

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Enrolling in Courses

- Advance Course Information (ACI)
- Enrollment Verification
- Auditing of Classes

Enrolling in Courses

The quarterly *Schedule of Classes* is your guide to enrolling in classes: it provides the appointment schedule for priority enrollment, the courses and their class numbers, course descriptions for courses offered, and instructions on how to access the *MyUCSC Portal*. Schedules are available at your college office and 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. Be sure to meet with your college academic adviser if you are in academic difficulty.

The *UCSC General Catalog* gives detailed descriptions of major requirements and each course you may wish to enroll in, including general education requirements, prerequisites, restrictions, and enrollment limitations. You may purchase a *UCSC General Catalog* at the Bay Tree Bookstore or view it online via the web at reg.ucsc.edu/catalog. Prerequisites alert you to the level of experience needed to successfully complete a course. Think twice about attempting a course for which you are not prepared. You should choose several alternate courses in case one of the courses you want is not available.

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, visit the online *Schedule of Classes* at reg.ucsc.edu/soc.

The printed and online entry for each course offering is based on information submitted by the departments and colleges before the beginning of the quarter. Courses listed in the *UCSC General Catalog* and *Schedule of Classes* are subject to change through prescribed academic channels. New course proposals and changes are initiated by the departments and colleges and approved through the appropriate dean and the Committee on Educational Policy. Changes to the printed *Schedule of Classes*, e.g., cancelled classes, newly added classes, etc., are posted online through the searchable *Schedule of Classes* (reg.ucsc.edu/soc).

Read your quarterly *Schedule of Classes* for complete instructions on how to enroll via the Student Portal, 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 phone numbers.

Advance Course Information (ACI)

In addition to course descriptions in the catalog, syllabi for some courses are also provided by an online service called Advance Course Information (ACI). This information is available at the beginning of priority enrollment each quarter. The ACI address on the web is reg.ucsc.edu/soc/aci.

Enrollment Verification

You are advised to verify all enrollment transactions by viewing your schedule on the Student Portal. The MyUCSC Portal is available 24 hours a day, seven days a week and operates in real time, so any transactions can be immediately verified.

Use the MyUCSC Portal to confirm your courses, meeting times, and locations, and the grade option. Use the Student Portal to make any changes or corrections to your enrollments by the posted enrollment deadlines (see the *Academic and Administrative Calendar* at reg.ucsc.edu/calendar).

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 exams. 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.

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Course Credit

- Course Credit
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- Workload Credit Only Courses
- One (1)-, 2-, and 3-Credit Courses
- How Course Credits Can Affect Financial Aid Status
- Credit by Petition
- Use of Human Subjects in Activities for Course Credit

Course Credit

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

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.

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.

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 009-01 *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.

How Course Credits Can Affect Financial Aid Status

Enrollment for financial aid purposes is measured after the deadline to add classes each quarter at the end of the third week of instruction. 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;
- the student receives all W grade notations; or
- the student withdraws before the end of the term from the university.

Credit values for financial aid eligibility are as follows:

- 12–15 credits is considered full time; however, you must obtain the approval of your academic preceptor if you enroll in 14 or fewer credits.
- 6–11 credits is considered part time, and financial aid may be reduced. Pell Grants will be reduced by one-quarter (9–11 credits) or one-half (6–8 credits).
- 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 you enroll less than half time. Check with the Financial Aid Office, 459-2963, for more information.

Your academic standing may be affected if your total enrollment (and credits satisfactorily completed) for one or more quarters is less than 15 credits.

A final reminder: If you do not advance enroll in classes financial aid will not credit your student account.

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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.

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, 2901 Mission Street Extension, Suite D, 459-2779, 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.

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Student ID

- Student Identification Card
- Student Portal Password

To reset your Student Portal password, send e-mail to ais-help@ucsc.edu.

Student ID

Student Identification Card

Students are assigned a seven-digit Student ID Number. The number is embedded in the library barcode number on the right side of each card. The new number is the seven-digit number in the middle of the barcode between the two hyphens. New ID cards will be available at your College starting September. The last day old UC Santa Cruz IDs are valid is Sunday, October 14.

Student Portal Password

Your password is required each time you use the Student 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 Student Portal. You may select a minimum of 8 characters (one character must be a digit) 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, e-mail ais-help@ucsc.edu to reset your password.

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Address Changes

Address Changes

It is important for UCSC offices to have access to accurate address information for all UCSC students. UCSC relies on the addresses on the UCSC Student Portal 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-mailing (year round): Your UCSC e-mail address is often the primary address used by several administrative offices, including the Financial Aid Office and the Office of the Registrar 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.

- Billing statements are mailed to the local address unless you establish a third-party billing address. Mailings to this address may include credit balance refunds and general mailings from campus units. The Financial Aid 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 local address.

Summer: After spring quarter ends and before fall quarter begins, a college address is not a valid local 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.

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.

Billing (year round): If you would like your Statement of Account mailed to a third party, such as your parents, grandparents, or guardian, you must establish a billing address. Billing addresses are used only for statements going to someone other than you.

Foreign: Required for students on F and J (non-immigrant) visas.

Residence: Required for students on F and J (non-immigrant) visas.

1. Introduction to UCSC

Student Records

- Academic Records at UCSC
- Privacy of Records
- Request for Nonrelease of Public Information

Office of the Registrar

190 Hahn Student Services
(831) 459-4412

Student Records

Academic Records at UCSC

The Office of the Registrar updates your official academic record each quarter. 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 credits
- UCSC GPA, and UC GPA, if applicable
- Performance Evaluations for courses taken at UCSC

Carefully review and/or confirm your enrollments via the [MyUCSC Portal](#). 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](#) on page 61 for more information on grade notations. Access to your performance evaluations is also available via the MyUCSC Portal.

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 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 inspect records maintained by the campus of any disclosures outside the campus of personally identifiable information from your student records;
- 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. The full text of the *University of California Policies Applying to the Disclosure of Information from Student Records* is available online at reg.ucsc.edu/disclosureinfo.pdf. 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;
- e-mail address;
- local telephone number;
- college and major field of study;
- dates of attendance;

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- 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 Personal Info & Option link on the Student Portal, then select Directory Restrictions. 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 the Student Portal.

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.

1. Introduction to UCSC

International Students

International Scholar and Student Services

107 Classroom Unit
(831) 459-3550
visa@ucsc.edu

International Students

International Scholar and Student Services, within the Office of International Education, provides visa services and immigration counseling concerning required course loads, finances, and employment plus a variety of other services to help international visitors adjust to academia and life in Santa Cruz. Forms and advising for extending visa stays, off-campus work approval, transfer of schools, and other information is available on the [ISSS web site](#). International Scholar and Student Services is located in 107 Classroom Unit and can be contacted at 459-3550 or e-mailed at visa@ucsc.edu. Office hours are 9:30 a.m.–noon, Monday–Friday, and 1–4 p.m., Monday–Thursday.

If you are a nonimmigrant foreign student studying at UCSC, U.S. Citizenship and Immigration Services imposes additional regulations on your stay in the United States. You must comply with these rules in order to maintain your student status (F-1 or J-1).

You should also see our International Student Adviser if you plan to take a leave of absence, change educational levels, extend your studies, or transfer to another school; if you want to pursue practical training after graduation; if you plan to leave the U.S. (even for a short vacation); if you have lost your I-94, I-20, DS-2019 Form or passport; or if you plan to immigrate to the United States.

The following are some relevant U.S. Citizenship and Immigration Services regulations for international students:

- you must maintain a full course load (minimum of 12 credits) each quarter and stay in good academic standing;
- you may not work off campus without Immigration Services approval;
- your passport, I-94 (Arrival and Departure Record), and I-20 or DS-2019 Form must be current and valid; see the international student adviser for information on how to renew it;
- you may not withdraw from the university or take a leave of absence without consulting with the international student adviser about your status;
- you must report a change of address on the Student Portal within 10 days;
- new students must attend the mandatory new student orientation at the beginning of the term;
- you must comply with all SEVIS regulations.

1. Introduction to UCSC

Veterans

- Satisfactory Progress Towards a Degree Objective
- Transfer Credit
- Academic and Support Services for Veterans

Veteran Services

Office of the Registrar
190 Hahn Student Services
(831) 459-2754

Services for Transfer and Re-Entry Students (STARS)

216A Academic Resources Center
(831) 459-2552

Veterans

Veteran Services, located in the Registrar's Office, 160 Hahn Student Services, serves as a liaison between the Department of Veterans Affairs (DVA) and students who, as veterans, veterans' dependents, or reservists, receive education benefits. The staff also assists with the Cal Vet program, which offers fee waivers to California residents who are dependents of veterans who have died or are disabled due to a service-connected disability.

If you are a veteran or veteran's dependent, contact Veteran Services as soon as you receive notification of admission to UCSC to ensure timely processing of your benefits claim.

Satisfactory Progress Toward a Degree Objective

Veterans and veterans' dependents who receive educational benefits are expected to make satisfactory progress towards completion of a degree objective. Until you have decided on a major (degree objective) and have a study plan on file, benefits will be paid only for general education courses and adviser-recommended remedial courses. If you remain on academic probation beyond two quarters without improvement, your benefits shall be subject to suspension.

Dropping a course or requesting a W grade notation will affect your payments; you are responsible for promptly reporting the drop or W to Veteran Services. 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 DVA 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.

Please note that you cannot be paid for auditing a course.

Transfer Credit

The amount of transfer credit which satisfies UCSC graduation requirements (including major requirements) is reported to the Department of Veteran's Affairs as "credit for prior training." The DVA will pay only for the maximum number of quarters required to complete 180 credits. Call 459-2754 if you have questions.

Academic and Support Services for Veterans

Services for Transfer and Re-Entry Students (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 room 216A of the Academic Resources Center. Contact staff at 459-2552, or visit the [STARS web site](http://stars.ucsc.edu) (stars.ucsc.edu).

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Computing Facilities and Services

UC Santa Cruz is rapidly expanding its computing environment. We want you to be aware of computing facilities and services so that you can take full advantage of the campus computing resources. Here are the key points:

- Students are expected to communicate via e-mail using a UC Santa Cruz Identity called CruzID, which is your e-mail address and account as well as electronic login and password to many services, such as the network, computing labs, portal, and other services. Your CruzID is assigned when you enroll for classes, before you come to campus in the fall quarter. There is no cost for your CruzID.
- UC Santa Cruz has a wireless network called CruzNet, with coverage in most student areas of campus. This means that if you have a laptop computer with a wireless network card, you'll be able to sit down with a group of classmates in a serene setting among the redwoods, at a cafe or library to do your homework, and still have network access. Because of the wireless access, we highly recommend that you purchase a laptop or notebook computer. We have included minimum specifications below.
- The campus offers a high-speed residential data network called ResNet to all students living in university residential areas. The service cost is included in the housing fees. There are no additional fees for students who live in university residential areas to use the service, which includes technical support (by phone, or room visits when necessary) provided by Information Technology Services staff.
- If you don't own a computer, or would like to work on homework assignments that require specialized software, there are 12 Instructional Computing labs across the campus. Each lab is open to all students.

Information Technology Services (ITS)

ITS provides computing, network, telecommunication, media services, and instructional technology services to the campus. Central computing facilities provide universal services such as electronic mail, web, and file services. See its.ucsc.edu. ITS operates the UC Santa Cruz campus network, which interconnects personal computers, workstations, workgroup LANs, instructional computing labs, central computing facilities, and computer-equipped classrooms with each other, on-campus resources, and the Internet. In addition, a wireless access service called CruzNet is available to mobile users at some 200 locations. See cruznet.ucsc.edu for more information. On-campus network resources include academic, library, and administrative computing, database and information servers.

Purchasing a Computer?

If you are planning on buying a new computer, UC Santa Cruz recommends purchasing a laptop with both wired and wireless network capability. Last year, 98% of students who came to campus had a personally-owned computer in their residential housing room.

An excellent source for purchasing computers and computer products is the university's Bay Tree Bookstore, right on campus, slugstore.ucsc.edu, phone 459-2082. Through university-negotiated contracts, the bookstore offers a full line of Apple and Dell computers, as well as software and peripheral equipment. Because of your student status, pricing is almost always below outside market prices. And the bookstore works closely with campus computing specialists to be certain the equipment you buy will meet campus specifications, both wired and wireless. As an added convenience, Apple products can be ordered in advance through the bookstore, and be ready for pick-up when you arrive on campus.

Technology vendors frequently use the "Back-To-School" time frame for additional special pricing, so you might want to check with the Bay Tree Bookstore in July and August as you begin thinking about shopping for a computer. The Bay Tree Bookstore staff can help you make the right choices for your campus computing needs.

PC or Mac?

The campus community embraces both PCs and Macs, and in some circles, Unix-based Sun Solaris and Linux are popular. The Humanities Division and the Arts Division both are heavily Mac-oriented. The Social Sciences Division and the Physical and Biological Sciences Division use both Macs and PCs. The School of Engineering is primarily PC/Windows and PC/Linux (as well as Sun Solaris), and there is an emerging interest in Macintosh with the Unix-based OSX environment.

If you are purchasing a PC, we recommend you purchase a laptop including a Pentium processor with a minimum 1.5GHz or equivalent microprocessor, 512MB or more of RAM, and a minimum 30GB hard drive. Please include a CD writer to use for backing up files. In general if you are purchasing a PC computer (and are not interested in repairing a computer yourself) we recommend that you purchase a computer manufactured by a major vendor such as Dell, which is highly rated for reliability and service. For software

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on a PC, we recommend Microsoft Windows XP, with Microsoft Office, which includes Microsoft Word. Most faculty are accustomed to receiving student papers in Microsoft Word files.

If you are purchasing a Macintosh, a minimum of 1.2GHz processor is recommended. We recommend 512MB or more of RAM, and a minimum 30GB hard drive, running Mac OSX. All new Mac PowerBooks are recommended.

CruzNet is designed for use with wireless network cards that are Wi-Fi compliant, IEEE 802.11b. WPA (Wi-Fi protected access) security is desirable but not required at present. The UCSC Bookstore maintains a stock of recommended wireless network cards.

Note: cordless 2.4Ghz phones can interfere with the wireless network, so if you intend to bring a cordless phone to campus please obtain one that operates at 900 MHz instead.

For more recommendations on computer hardware and software please visit the ResNet web site at resnet.ucsc.edu. If you are not purchasing a new computer but bringing your own computer, please have at least 256MB memory, and Microsoft XP operating system. ResNet's minimum computer standards are posted at resnet.ucsc.edu/newstudents.

Your UC Santa Cruz Identity (CruzID) Account is Pre-assigned

Your CruzID is your UCSC account for e-mail. Faculty and other campus representatives will send e-mail about classes, important reminders, and information about student services to this account. For example, your UCSC address (youraccount@ucsc.edu) shows up on e-mail lists that faculty use for classes. In addition to e-mail, this same UCSC account gives you access to the campus Instructional Computing Labs, dial-up network access from off-campus, and the central Unix timeshare systems. Every UC Santa Cruz student is assigned a UCSC Identity account upon enrollment. You can activate your pre-assigned CruzID through the Student Portal at my.ucsc.edu.

Students are expected to monitor their CruzID for important e-mail messages from faculty, staff, and other students.

The university provides CruzMail, a web-based e-mail client, as well as anti-virus software to keep your machine virus-free. The university also has 12 computer labs located at most of the colleges and a number of academic buildings.

Computing Facilities and Policies

Campus academic divisions may also provide computing facilities and services to serve their specific disciplines. There may be additional rules or policies associated with these discipline-specific services and facilities. Please contact your department assistants for more information on divisional resources.

Because the Internet is a dynamic environment, you should be aware of the following:

- Students using UC Santa Cruz computing facilities and services must comply with the University of California state and federal policies and laws referenced at security.ucsc.edu/policies.shtml. While that web page lists many of the university policies, it is in no way meant as an exhaustive and complete list. New regulations and policies and procedures are constantly evolving. Laws, policies, or other regulations on aspects not specific to networks or computing may also apply, e.g., student conduct, personnel policy or contract, sexual harassment laws, chain letter laws, or other regulations.
- Web pages at UC Santa Cruz (and beyond) are expanding and changing rapidly. Please send questions regarding any information found on the web to the web page author listed at the bottom of each web page.
- Please send questions or concerns about electronic abuses or harassment via e-mail to abuse@ucsc.edu.

Network and Phones for Students Living on Campus

ITS Telecommunications partners with Colleges and University Housing Services to provide in-room Internet access (called ResNet) and a university-owned and operated telephone system. Network services are available to undergraduate and graduate students living in university housing (except for the Camper Park). For assistance with network connections, students can contact ResNet at resnet@ucsc.edu or call 459-4NET. Please check the web site at resnet.ucsc.edu for more information.

Local telephone service is provided in every student room (except for the Camper Park and Family Student Housing). Students must use calling cards to place long distance calls. Call 459-3865 or e-mail scs@ucsc.edu for more information on phone services.

Modem Access for Students off Campus

If you want to connect from off-campus, you can connect via a university modem pool at no charge, but with limited connection hours per week. See its.ucsc.edu/services/hardware/modems.php for more information on this topic and information on configuring your computer software for these options.

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Computing Labs for Drop-in Use and Academic Classes

Instructional Computing manages 12 computer labs throughout the campus. These include the Digital Media Lab for students in the arts, social sciences buildings, and the Solaris Unix labs for students in the sciences and engineering. The 12 labs have more than 360 computers available for students to use, including PCs, Macs, and Sun workstations. There is a wireless laptop lab at the Academic Resources Center where you can check out an Apple laptop and have a network connection while sitting in the meadow overlooking the ocean; see ic.ucsc.edu/labs/labdescriptions/arc/ for more information. 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 students 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 their students can complete homework assignments. Every IC lab is open to every student, no matter what his or her major.

Technical training is available for students in the computer labs. In addition, faculty or teaching assistants can request Instructional Computing staff to conduct training sessions as part of an academic course. Contact Robin Ove, Faculty Instructional Technology Center manager, fitc@ucsc.edu, for more information.

More extensive lab information, including hardware and software specifications and hours of operation, is available at ic.ucsc.edu.

Academic Course Materials on the Web

The WebCT course management system is a tool to create sophisticated web-based course materials to supplement classroom instruction, but not to replace it. WebCT uses a web browser as the interface for the course. Faculty using WebCT 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. Outside of class time, students can use WebCT to view course materials, participate in web-based class discussions, collaborate on student group projects, and take quizzes. Faculty can use WebCT to see what materials students have viewed before they arrive in class. When faculty administer pre-class quizzes on WebCT, they can see what concepts students understand before class and then tailor the lecture accordingly. Students must have established their UCSC account to be enrolled in WebCT courses. See more information about WebCT and other UCSC course web sites at ic.ucsc.edu/docs/webct and ic.ucsc.edu/courses.

Need Disability Accommodations for Computing?

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 459-2089 (voice), or 459-4806 (TTY).

Need Computing Help?

You may find the answer to your question at ic.ucsc.edu/help.

If you need additional help with computer accounts, network access, or general computer questions, please contact the ITS Help Desk. The Help Desk is located at 54 Kerr Hall and is open Monday–Friday, 8 A.M.–5 P.M. Get help:

- online at itrequest.ucsc.edu;
- phone: 459-4357 (459-HELP); or
- e-mail: help@ucsc.edu.

Need a Job?

Instructional Computing has about 100 student staff positions, including lab consultants, who staff labs and assist students; technical support specialists, who maintain lab hardware and software; and web developers, who work on project teams to produce academic course sites. Please see icweb.ucsc.edu/apply/ for more information about the lab consultant and technical support specialist positions. See ic.ucsc.edu/faculty/webdev/ for information about the web developer program, and e-mail fitc@ucsc.edu if you want to apply.

The Information Resource Center hires student consultants through the UCSC Career Center. For more information, see www2.ucsc.edu/careers/.

Related Information

- Information Technology Services: its.ucsc.edu
- Computing Frequently Asked Questions: ic.ucsc.edu/help
- Bay Tree Bookstore (computer purchase): slugstore.ucsc.edu
- CruzNet wireless network: cruznet.ucsc.edu

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- Cruz Mail e-mail: cruzmail.ucsc.edu
- ResNet: resnet.ucsc.edu
- Activate your CruzID Account (free for students who have enrolled): [Student Portal](#)
- Instructional Computing Labs for Students (also see link to apply for student lab jobs): ic.ucsc.edu