

5. Educational Options

Credit from Another Institution

- Students Entering UCSC with Transfer Credit (Continuing Students)
- Selecting Transferable Courses
- How to Convert Semester to Quarter and Quarter to Semester
- After You Complete the Course Work

Credit from Another Institution

Students Entering UCSC with Transfer Credit (Continuing Students)

Subject to certain limitations, you may earn credit toward your degree at UCSC by enrolling in courses at other collegiate institutions. The limitations include the following:

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

To satisfy the campus residence requirement, 35 of your last 45 credits must be regular courses of instruction taken as a registered student at UCSC.

Transferable courses in which you receive a grade of D will not be used to satisfy general education (G.E.) or major requirements, but will be applied as elective credit toward your degree. G.E. and major requirements must be satisfied with course work completed with a Pass or grade of C (2.0) or better.

Course work will be evaluated only if you are currently enrolled or have announced candidacy for graduation. You will not receive transfer credit if you are no longer in attendance.

If you plan to enroll concurrently at UCSC and at another institution, contact your academic preceptor regarding your college's procedure. Students are advised not to enroll concurrently at another institution during their first term of attendance at UCSC. Those students wishing to be concurrently enrolled should discuss this option with their college academic preceptor or their undergraduate department adviser. Financial aid recipients should also check with the Financial Aid Office to find out how enrolling concurrently at another institution might affect their status.

Selecting Transferable Courses

It is not always easy to select transferable courses from another collegiate institution. Here are a few suggestions:

- The UC Transfer Course Agreements list all courses that are transferable for elective credit. You can also view any general education, departmental, or major preparation agreements that UCSC may have with a particular California community college.
- If you are considering enrolling in a program outside the U.S. that is not part of the Education Abroad Program, you should obtain information about the institution offering or sponsoring the program that will issue the record and the courses you are planning to take. The institution must be appropriately accredited or recognized in order for the course to be reviewed for possible transfer credit. You should be prepared to submit course descriptions/syllabi and the work you completed for evaluation when you return to UCSC. If a program is not acceptable for transfer credit, you may consider pursuing independent study credit or UCSC credit by petition. You must be enrolled at UCSC to obtain credits through these two options.
- Before enrolling, you can submit a Proposed Program Evaluation to the Admissions Office to determine whether your proposed courses will transfer. You can also request that the courses be reviewed for satisfaction of a UCSC general education requirement. It may be necessary to submit descriptions of your proposed courses. **Please note:** The Office of Admissions does not review Proposed Program Evaluations for courses from California community colleges since this information is available online at www.assist.org.
- Take courses that are similar to regular courses of instruction at UCSC. Compare the catalog descriptions.
- Avoid taking a course that is closely related to a course you have already taken. You cannot receive credit for a course that duplicates credit you have already earned.
- In general, avoid taking lower-division courses in a subject area in which you have completed upper-division courses.
- If you want to apply a course to your major or minor, consult with your department. While the official transfer credit information can only be supplied by the Office of Admissions, the department can tell you whether the course will satisfy major requirements if it is found to be transferable.
- Graduating seniors should not enroll elsewhere and expect to graduate immediately after completing the course work. If you plan to take your final course at an institution other than UCSC, have official transcripts sent to the Office of the Registrar. If you are unable to provide transcripts by the last day of the quarter in which you have announced your candidacy, you must reschedule your candidacy for the following quarter.

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How to Convert Credits from Semester to Quarter and Quarter to Semester

Quarter credit \div 1.5 = Semester credit.

Semester credit \times 1.5 = Quarter credit.

After You Complete the Course Work

Have a copy of your final transcript sent to
Office of the Registrar
University of California
1156 High Street
Santa Cruz, CA 95064

The Office of the Registrar will forward your transcript to the Office of Admissions for evaluation. When the evaluation is complete, the transfer credit will be posted to your academic record. You may view the information on the [Student Portal](#).

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Exchange Programs

- Intercampus Visitor Program
- UNH and UNM Exchange Programs
- Education Abroad Program

Exchange Programs

Intercampus Visitor Program

The Intercampus Visitor Program enables students to take advantage of educational opportunities at other campuses of the University of California. Students may take courses not available at UCSC, participate in special programs, or study with distinguished faculty at other campuses. The program is for one term only; students are expected to return to the Santa Cruz campus after the visit.

Each host campus establishes its own criteria for accepting students from other campuses as visitors. For further information, contact the special programs adviser in the Office of the Registrar, 190 Hahn Student Services Building, 459-3459, registrar@ucsc.edu, http://reg.ucsc.edu/catalog/html/undergrad_acad.htm#ICV.

UNH and UNM Exchange Programs

The University of New Hampshire (UNH) and University of New Mexico (UNM) Exchange Programs, through reciprocal agreements, allow students to study and live in different educational, geographic, and cultural environments for one term or for a full academic year. Participants are usually in good academic standing. Students pay UC Santa Cruz registration fees and are expected to return to Santa Cruz to complete their studies. Students are selected for the programs during winter quarter.

Further information is available from the special programs adviser in the Office of the Registrar, 190 Hahn Student Services Building, 459-3459, registrar@ucsc.edu, reg.ucsc.edu/students/exchange.html.

Education Abroad Program (EAP)

Through the *Education Abroad Program* (EAP), the University of California offers students the opportunity to study at more than 140 universities in 34 countries as part of their regular UC academic program. The university operates study centers in Australia, Barbados, Brazil, Canada, Chile, China, Costa Rica, Denmark, Egypt, England, France, Germany, Ghana, Hong Kong, Hungary, India, Ireland, Italy, Japan, Korea, Mexico, Netherlands, New Zealand, Russia, Scotland, Singapore, South Africa, Spain, Sweden, Taiwan, Thailand, Turkey, and Vietnam. The EAP serves students at all UC campuses and is administered by the University Office of EAP in Santa Barbara.

Students receiving financial aid can apply their award to a program abroad. In addition, special scholarships are available for students going to some countries. Funds for small scholarships have been provided by alumni of the program and the UC Office of the President.

Each EAP student receives full UC academic credit for courses completed and program options are available to sophomores, juniors, seniors, and graduate students. Students interested in participating in EAP should contact the office early in their college career. EAP is structured to allow students to go abroad while still completing their degree program in four years.

Further information on EAP is available from the Office of International Education (OIE), 107 Classroom Unit Building, 459-2858, online at oie.ucsc.edu, or by e-mail at alien@ucsc.edu.

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Cross-Enrollment

Cross-Enrollment

The cross-enrollment program permits UCSC students who meet certain eligibility criteria to enroll in one course on a space-available basis each quarter or semester at a California community college or California State University campus. The host campus may charge a \$30 administrative fee each quarter, and you must reapply each quarter you wish to cross-enroll at another campus.

Note: Not all community colleges and California State University campuses participate in the cross-enrollment program; contact the institution at which you wish to enroll for information.

Eligibility criteria are as follows:

- completion of at least one regular term at UCSC (fall, winter, or spring) as an admitted student;
- enrollment in at least 6 credits at UCSC in the term of cross-enrollment;
- attainment of good academic standing;
- classification as a California resident for tuition purposes;
- payment of the appropriate registration fees at UCSC; and
- completion of the appropriate academic preparation, as determined by the host campus.

Cross-enrolling at another institution may have implications for academic standing and eligibility for financial aid. Check with your college and financial aid advisers.

To be awarded transfer credit for work completed elsewhere, you must arrange for a transcript to be sent to

Office of the Registrar
University of California, Santa Cruz
1156 High Street
Santa Cruz, CA 95064

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Extension Courses

- University of California Extension
- The Concurrent Enrollment Program

Extension Courses

University of California Extension is the statewide, continuing-education service linking the university with the people and communities of the state. A catalog of current course offerings at UCSC Extension is available on the web at www.ucsc-extension.edu and from its three locations:

- Cupertino: 10420 Bubb Road. Cupertino CA 95014 (408) 861-3700
- Sunnyvale: 1180 Bordeaux Drive. Sunnyvale CA 94089 (408) 752-1300
- University Town Center: 1101 Pacific Avenue, Suite 200, Santa Cruz CA 95060 (800) 660-8639.

If you are regularly enrolled at UCSC, you may receive credit toward graduation for certain university extension courses. Courses numbered 1 to 199 are acceptable for transfer credit. The extension courses you wish to transfer will be reviewed to determine if they duplicate courses for which you have already received credit. The 300 and 400 series are professional courses and are not acceptable for transfer.

In order to have a course numbered 1 to 199 evaluated and the credit added to your UCSC record, request that an official transcript of your completed course work be sent to the UCSC Office of the Registrar. You must have the approval of the chair of your department to use an extension course to satisfy major or minor requirements.

The Concurrent Enrollment Program enables qualified people to take regular UCSC courses through UCSC Extension. UCSC students are not eligible for concurrent enrollment except to complete up to five credits toward graduation (if an extension course requires an additional laboratory class, you may receive credit for the lab as well); you will not receive credit for courses taken through concurrent enrollment otherwise. See [Completion of 180 credits](#), page 32, or call 831-427-6606.

Extension courses are not usually acceptable for financial-aid purposes. Check with the Financial Aid Office about your particular situation.

Particular certificate programs within UCSC Extension have been certified for Workforce Investment Act (WIA) funding. Contact Marianne Mukherjee-Rebele at mmr@ucsc-extension.edu for further information related to WIA funding and UCSC Extension.

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Field and Internship Programs

- Chancellor's Undergraduate Internship Program
- Community Studies Field-Study Program
- Economics Field-Study Program
- Education Field Programs
- Environmental Studies Internship Program
- Latin American and Latino Studies Fieldwork
- Psychology Field-Study Program

Field and Internship Programs

Independent field study is available through most colleges, departments, and committees on campus. In addition, there are several established field programs that offer students a variety of full-time and part-time off-campus field placements. Each of these programs has its own prerequisites for participation. Information is available at each program office and below.

Before you actually do the field work, you must submit a proposal and obtain sponsorship and approval. Retroactive credit will not be granted for field work. (See *Individual Study*, page 81, for procedural information.) You are also responsible for any health or liability insurance you might feel is necessary. Check with the Cowell Student Health Center, 459- 2211, for additional information.

You must register officially, pay regular university fees, including campus fees, and complete your enrollment in the approved courses to obtain field-study credit.

The Chancellor's Undergraduate Internship Program (CUIP)

CUIP provides students the opportunity to strengthen their leadership, managerial, communication, and other job skills in stipended, on-campus internships. For an entire academic year, interns work 15 hours per week in a campus unit. In fall and spring quarters, interns take a two-unit seminar designed to develop their skills and knowledge as student leaders. Interns take a lead role in an important campus project under the direction of a mentor. CUIP places students in key administrative offices, thereby allowing the interns to become familiar with the organization and structure of the campus and develop strong networks among leading administrators, campus professionals, and other student leaders. CUIP pays a year's registration fees in exchange for a total of 450 hours of internship work. Undergraduate students in good academic standing with at least one quarter at UCSC are eligible to apply during the recruitment period at the beginning of winter quarter. The program is a collaboration between the Chancellor's Office, host units, and the Career Center. For more information, see the *Career Center Internship Program* (<http://intern.ucsc.edu/cuip>) web site or call 459-2184.

Community Studies Field-Study Program

The Community Studies Field-Study Program has different programs for majors and non-majors in community studies, an interdisciplinary field that examines social change in the context of community.

All community studies majors undertake a six-month, full-time field study or internship with a community organization or agency for academic credit. With the guidance of a faculty adviser and field study coordinator, students choose field placements related to the social justice issue on which they choose to focus. Students have been placed with health centers, radio and television stations, newspapers, city-planning departments, political parties, neighborhood organizations, civil rights groups, battered women's shelters, legal clinics, programs for seniors, tenant unions, the offices of elected officials, trade unions, and other organizations working for social change in communities. In addition, one-quarter part-time field studies are open to non-majors for credit. Further information is available from the community studies field-study coordinator, 218 Oakes College 459-4601, or the Community Studies Department, 229 Oakes College, 459-2371.

Economics Field-Study Program

The Economics Field-Study Program offers students an opportunity to integrate academic theory with hands-on experience. Students usually complete field studies locally, although there are some placements in Silicon Valley and the San Francisco Bay Area. Field placements have been arranged with businesses, industry, state and local governments, and nonprofit organizations. Students have completed projects in marketing, financial analysis, accounting, human resources, and international trade. They have conducted research on issues involving monetary trends, public policy, and the problems of small businesses.

Students must prepare for field study a quarter in advance, in consultation with program staff. The program is open to junior and senior economics majors. For further information, contact the Economics Field-Study Program, 459-2028, econintern@ucsc.edu.

The Career Center

Upon graduation, those students with previous internship experience are much more likely to find a good job in their career field than those graduates who have not had an internship. The Career Center can help you link your education to your career aspirations through an internship. Come to the Bay Tree Building, or call 459-4420. See [page 99](#) for more information about the Career Center.

Education Field Programs

Education Field Programs at UC Santa Cruz offer a variety of field opportunities, both for students who are preparing for careers in education and for those who wish to broaden their programs in the liberal arts and

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Field and Internship Programs

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- Latin American and Latino Studies Fieldwork
- Psychology Field-Study Program

sciences through the study of education as a major social institution.

The minor in education is an undergraduate program in which students explore the history of educational thought and philosophy, the politics and economics of education, learning theory and pedagogy, and issues of cultural and linguistic diversity in education. As a part of the six-course minor sequence, students engage in field study in schools through Education 180, Introduction to Teaching.

For more information, visit the Education Department web site, education.ucsc.edu.

Environmental Studies Internship Program

Open to all UC Santa Cruz students, the Environmental Studies Internship Program is an integral academic component of the environmental studies major, and it augments the research and professional development of undergraduate and graduate students. Interns are placed individually and in groups, in local, national, and international agencies. Their work often results in publications and resource documents and in some cases serves as the primary basis for policy formation. Placements have included research with small businesses and farms, state agencies, nongovernmental organizations, conservation groups, and planning departments; assignments as natural history interpretive guides for state and national parks; and apprentice positions with consultants, agroecologists, resource specialists, and teachers.

Part-time and full-time placements are available, and students may receive two to 15 course credits for their work. Each student's placement is supervised by a faculty adviser, a field sponsor, and the internship coordinator. Students spend 12 to 15 hours each week on their assignments for every five course credits they receive.

Internships are designed to complement a student's course work and are available for both lower- and upper-division credit. Qualified environmental studies majors may undertake a senior internship to fulfill the department's comprehensive requirement. Students are also encouraged to use their placements as a basis for senior thesis research, and occasionally interns who have returned from the field may give lectures in classes or present seminars. In addition, internships provide a fieldwork component for some environmental studies courses.

Further information is available from the Environmental Studies Internship Program Office, 491 Interdisciplinary Sciences Building, 459-2104, envsintern@socsci-mail.ucsc.edu, envs.ucsc.edu/internships.

Latin American and Latino Studies Fieldwork

All majors are strongly encouraged to undertake either a field study in Latin America, the Caribbean, or a Latino/a community in the U.S.. Field studies are independent, community-based study projects for academic credit, done under faculty sponsorship and arranged on an individual basis. Local opportunities for internships and field study in Latino/a communities on California's Central Coast are numerous. Credit for up to three upper-division courses may be applied toward the major from field study. Students who wish to pursue a full-time field study are required to take the Field Studies Seminar (LALS 196 and Lab LALS 196L). Students should check the LALS Department web site for further information regarding the field-study process and course credit. A listing of local field-study programs and petition forms are available at the LALS Department office, 32 Merrill.

Attention Field Study Students

Students enrolled in independent field study (e.g., course 198) must officially register and pay regular university fees. Make sure to update your address via the Student Portal, so your billing statement reaches you before the deadline.

You are responsible for submitting a proposal and obtaining approval before you actually do the field work. Be aware that field-study courses are not available for credit by petition; it is important that you are officially enrolled in your field-study course. Retroactive credit will not be granted for fieldwork.

Psychology Field-Study Program

The Psychology Field-Study Program provides qualified students with an opportunity to integrate what they have learned in the classroom with direct experience in a community agency. Students develop new skills and clarify personal and professional goals by working as interns in schools, criminal justice programs, corporations, and mental health and other social service agencies, where they are supervised by a professional within that organization. Psychology faculty members sponsor field-study students, helping them to synthesize their intern experience with psychology course work and guiding them through an academic project.

Junior and senior psychology majors are eligible to apply. Application forms can be obtained from the Psychology Department, 273 Social Sciences 2 Building, 459-4410, and are due one quarter in advance. There is a minimum commitment of two quarters. For further information, contact 459-4410, psych.ucsc.edu/field_study.

**5. Educational
Options**
UCDC Program

UCDC Program

The UCDC (quarter in Washington, D.C.) Program supervises and supports students who pursue internships and academic study in the nation's capital. The program is open through a competitive application process to juniors and seniors in all majors. Students enroll for fall, winter, or spring quarter, earn 12-17 course credits, and continue to be registered as full-time students. Courses are taught by UC faculty along with visiting faculty from the Washington, D.C. area. Applicant selection is based on academic record, a written statement, letters of recommendation, and—if requested—a personal interview.

Students live in the UC Washington Center, together with students from all of the participating UC campuses. This provides a social and intellectual community throughout the quarter.

Interested students in junior or senior standing with strong academic records are encouraged to apply. For further information, contact the UCDC coordinator, 5 Merrill College, 831-459-2855, ucdc@ucsc.edu, <http://politics.ucsc.edu/ucdc/>.

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Options**
UCCS Center

UC Center in Sacramento (UCCS)

The Scholar Intern program gives students a chance to spend a quarter in Sacramento being fully immersed in the world of legislative and/or community service programs. Students intern a minimum of 24 hours per week at sites in the Assembly, Senate, Governor's Office, and with state agencies and non-profit organizations. Students must be in their junior year and have good academic standing and must have a GPA of 3.0 or above. Scholar interns enroll in full time credits comprising of an internship plus the Sacramento Seminar course and an elective course. All courses are taught at the UC Sacramento Center one block from the Capitol. Students live near the capitol with other UC campus participants in a living and learning community. This opportunity is for students from any major and available to undergraduate and graduate students.

For more information contact the UCSC Career Center Internship Program, 305 Bay Tree Bldg., intern@ucsc.edu, 459-2184, <http://intern.ucsc.edu/uccs.html>.

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Individual Study

Petition for Individual Study

Pick up a Petition for Undergraduate Individual Studies Course at the department, college, or division office. It is best to initiate this process during the quarter before the one in which you plan to do the study.

- Outline your proposed course of study and obtain the approval of an instructor who is willing to supervise your study. The instructor also approves the number of credits (either 2 or 5) to be awarded upon completion of the individual study.
- File the petition with the department, college, or division sponsoring your individual study.
- When you receive your copy of the approved petition, a class number will be listed. Use this class number when you enroll via the Student Portal. Make sure to enroll with the grade option approved on the petition. If you are taking more than 5 credits of an individual study with the same instructor, there will be two or three class numbers listed, one for each 5-credit section in which you enroll. If you are planning a field study that is out of the area, be sure to enroll for the upcoming quarter before you leave.

Individual Study

At UCSC students are encouraged to devise courses for themselves if appropriate courses are not offered in the curriculum. Individual study must be supervised by a faculty member and sponsored by a department, college, or division. Both lower- and upper-division courses are available. An individual studies course can be approved for either 2 or 5 credits. A 2-credit individual studies course requires about six hours of work per week, while a 5-credit course requires about 15 hours of work per week. In some cases, individual study may be carried on extramurally in the form of accredited field work; see also [Field and Internship Programs](#), on page 77. For specific course offerings, see the [UCSC General Catalog](#). Some examples of individual study course listings are tutorial, group tutorial, field study, and independent field study. Credit by petition is not an option for individual studies courses.

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Limited Status and Second Baccalaureate

Limited Status and Second Baccalaureate

Individuals who wish to pursue a second undergraduate degree after graduation from UCSC must apply for admission as a second baccalaureate candidate during the undergraduate application filing period. The new major must be substantially different from previous studies and must represent a legitimate change of educational interest. Completion of a previously declared double major is not allowed. Admission as a second baccalaureate candidate is subject to the approval of both the department of the intended major and the college. Students must enroll for at least three quarters, and are usually restricted to six quarters. Students seeking a second bachelor's degree may receive William D. Ford Federal Direct Loans if they qualify.

Those who wish to attend UCSC after graduation to take specific classes without working toward another degree (such as prerequisites for medical school) may be eligible to enroll as limited status students and should apply for admission during the undergraduate application filing period. Approval by the appropriate department or college is required. Enrollment under limited status is limited to a maximum of three quarters. There is no financial assistance available.

Applications for a second baccalaureate or limited status will be considered when campus enrollment allows; however, priority is given to applicants who have not yet had the opportunity to complete a bachelor's degree, and admission of second baccalaureate and limited status students may be restricted as a result. In addition, any outstanding debts to the university must be cleared before admission is granted. These programs are open to graduates of other institutions. For details, call the Office of Admissions, 459-2131.

5. Educational Options

Summer Programs

- Summer Session

Summer Programs

Summer Session

Students wishing to expedite their progress toward a degree have the opportunity to enroll in Summer Session. Summer Session offers regular degree credit courses during two five-week sessions, the first beginning in the third week of June and the second in late July. The majority of courses satisfy general education requirements; courses in the arts, engineering, humanities, social sciences and the physical and biological sciences are offered. Summer Session publishes a special catalog, which is available on the web at summer.ucsc.edu beginning in March, listing classes, schedules, housing application, and other pertinent information.

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Student-Directed Seminars

- Approval Procedure for Student-Directed Seminars

Student-Directed Seminars

As a regularly enrolled UCSC upper-division student, you may teach a lower-division seminar under faculty supervision. You will be designated an Apprentice Teacher (AT). Such a seminar must be sponsored by a course-sponsoring agency, such as a department or your college. The department or college must be satisfied that you are a generally superior student who will profit from apprentice teaching and that the course you wish to teach is worthwhile for your prospective students. The seminar must be supervised by a faculty sponsor who attends several course meetings.

Approval Procedure for Student-Directed Seminars

Start at least two quarters before you plan to teach the seminar. Discuss your proposal with your adviser. If you decide to teach your course through your department, your faculty sponsor must be a member of that department; the same applies to a college-sponsored course. Present a proposal or outline of the seminar to your faculty sponsor. Have your faculty sponsor write a letter of support, including a description of the sponsor's proposed involvement with the course and designation of the appropriate 1-, 2-, 3-, or 5-credit value. Student-directed seminars do not satisfy general education requirements.

Obtain a Request for Course Approval form, supplemental information form, and the special student-directed seminar information sheet from the department or college office. Obtain a course number from your sponsoring agency. The course description, reading list, and other information you provide is carefully reviewed by your sponsoring agency, the appropriate division, and the Committee on Educational Policy, just like a regular faculty course, and must be available for review by the announced deadlines at least two quarters prior to the quarter in which you plan to teach. (Ask your sponsoring agency for exact deadline dates.) You will be able to find out if your course has been approved well in advance of the quarter during which you plan to teach by contacting your sponsoring agency. With your paperwork completed, you can concentrate on the teaching aspect of the course.

For the quarter in which you are teaching the seminar, enroll yourself in course 192 by using the class number obtained from your sponsoring agency during advance enrollment. This is considered an independent study course. When the course is completed, submit a report of your teaching experience to your faculty sponsor. Each student enrolled in the seminar also turns in a report on the course. The faculty sponsor has final responsibility for student grade notations and evaluations, but you probably will work together on them. In addition, the sponsor writes an evaluation of your work in teaching the seminar. This evaluation is entered in your record under course 192.