

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 115).

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 107).

For counseling in personal, family, or psychological matters, see *Counseling and Psychological Services* (page 100).

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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.