

1. Introduction to UCSC

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.