

1. Introduction to UCSC

Transfer Students

- Your Transfer Credit at UCSC
- Letter of Reciprocity
- 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 in the "Student Center" area of the portal. 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 72).
- 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. For students coming in winter, the deadline to complete your “To Do”s is December 19.

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, www2.ucsc.edu/fin-aid/.