

ENROLLMENT INFORMATION

Student Responsibility

You are responsible for ensuring the accuracy of your enrollments. Your instructors, academic advisers, and the Office of the Registrar cannot enroll on your behalf. Be sure to verify your classes and grade options prior to the enrollment deadlines listed in the [Academic and Administrative Calendar](#).

Get Prepared

Use the following helpful hints to assist you in completing your enrollment. It is recommended that you consult with your academic preceptor or major adviser prior to selecting your classes. Review the Enrollment FAQs at <http://reg.ucsc.edu/faqs/enrollment.htm>.

1. Check the listing of courses offered this quarter in this *Schedule of Classes*, and make some preliminary selections.

2. Use the Schedule Planner found in this *Schedule of Classes*. Complete the planner with your preliminary selections of classes, making sure the classes you have selected do not conflict with each other or with any other time commitments (i.e., work or extracurricular activities).

3. Enter the five-digit class numbers into the Schedule Planner. Make sure to have class numbers for mandatory sections and alternates in case the section is full.

Completing the above steps will help you to complete your enrollment.

Holds on Enrollment

A hold may be placed on your enrollment for various reasons, including unpaid debts, junior standing without a declared major, and others. When you attempt to enroll in AIS, a hold creates an error message. Students may view their holds by logging on to the [MyUCSC portal](#) and clicking on the Student Center. Information on how to remove each hold is included.

Appointment Times

Students may view their priority enrollment appointment time by logging into the [MyUCSC portal](#) and clicking on the Student Center.

Appointment Time Problems

If you are not eligible to enroll, consider the following circumstances:

- verify your appointment time;
- if you were anticipating transfer credit to change your academic level, or if you check your credits and still believe the academic level is wrong, call the Registrar's office;
- if you planned to study abroad with the Education Abroad Program (EAP) but your plans have changed, contact your EAP adviser;

- if you applied to graduate and your plans have changed, reapply to graduate. For more information, see [Apply/Reapply to Graduate](#).
- if you are barred or disqualified, contact your college.

If you cannot determine the reason for your appointment time problem, contact the Registrar's office.

Minimum/Maximum Credits

Standard course loads for UCSC students

Undergraduate students are expected to take a minimum of 15 credits and may enroll in up to 19 credits. Graduate students are expected to enroll in at least 10 credits and no more than 19 credits. Undergraduates who have a 3.0 cumulative grade point average may enroll in up to 22 credits beginning the first day of instruction. If you wish to take a nonstandard course load, meet with your college academic preceptor or graduate adviser who will update the system if the nonstandard course load is approved so that you can complete enrollment.

When minimum credits are enforced

Minimum credits are not enforced until a few days prior to the start of instruction. (For the date, see the [Academic and Administrative Calendar](#).) Once minimum credits are enforced, you will not be able to drop below the minimum unless you obtain approval from your academic preceptor or graduate adviser. To drop a course and add another, use the swap function. Financial aid recipients should be cautious; certain aid will not be disbursed if enrollment is less than full-time.

When maximum credits are enforced

Students may enroll in no more than 19 credits prior to the first day of instruction.

Class Numbers

Every course has a five-digit class number which is used for enrollment. The class number appears at the top in the MyUCSC Class Search. The Class Detail page of a Class Search indicates whether the course is an Interview Only course requiring instructor consent. To enroll in one of these classes, read the section on Enrollment Conditions for Interview Only courses on page 12. Obtain a permission number from the instructor or department in order to enroll.

To enroll in independent study, you must first pick up a petition for independent study at the department, college, or division office and obtain the approval of the UCSC instructor who will supervise your study. Next, the sponsoring agency will assign a class number for you to use to enroll online.

Requirements (Prerequisites and Restrictions)

- A class that has a prerequisite means that other courses must be completed or a place-

ment exam must be satisfied before the course can be taken. Classes for which a "D," "F," "NP," "W," or "I" is received do not satisfy prerequisite requirements.

- A class that has restrictions is available only to certain categories of students.

Refer to the [Programs and Courses](#) section of the *UCSC General Catalog* to determine the prerequisites or restrictions of a class.

Prerequisites satisfied at other institutions

If you believe course work completed at another institution satisfies a prerequisite, contact the department sponsoring the class.

Secondary Discussion Sections/Labs

What is a secondary discussion section/lab?

A section is a smaller discussion group or lab class which is taken as part of a credit course, but no credit is awarded. Secondary sections/labs are listed with the main lecture in AIS. Not all secondary sections require enrollment.

Swapping Sections

To swap sections it is not necessary to drop the class. Use the edit function. For more information, see [How to Change a Grade Option or Secondary Section](#).

When the lecture or sections are closed (full)

If there is space in the lecture, but you cannot find an open section, you cannot enroll in the class. If you have a permission number for the lecture and all the sections are full, contact the department offering the course.

Concurrent Enrollment

The Enrollment Information box in a MyUCSC Class Search will indicate previous or concurrent enrollment in another class is required. For example, if you enroll in BIOL-130L-01, you should concurrently enroll in the associated class, which is BIOL-130-01.

The term, "concurrent enrollment," can be confusing. Please note:

- it is not the same as a discussion section (see Secondary Discussion Sections/Labs above);
- it is not the same as concurrent enrollment through UC Extension, in which a person enrolls in a regular Open University course as an Extension student.

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Class Permission Numbers

A class permission number is an assigned number that allows you to enroll in a class. It is specific to a class and can be used only once. After an unsuccessful attempt to add a class, the number may be used again.

To obtain a class permission number, consult with the instructor or department.

What a class permission number can override

A class permission number overrides course restrictions and/or prerequisites, and overrides the closed (full) status of a class.

What a class permission number CANNOT override

Class permission numbers cannot override time conflicts, your maximum allowed units, holds, or a closed (full) discussion section.

Time Conflicts

Why you might have a time conflict

Courses which have the same start and end times are considered a time conflict. Check the [Schedule of Classes](#) for the most up-to-date class information.

How to resolve a time conflict

If your classes overlap but you believe that you can complete both classes in spite of the conflict, you should call the Office of the Registrar at 459-4412 for assistance.

Retaining Enrollments

To retain a seat in your classes, you **must** attend the first class meeting. Instructors **may** administratively drop anyone who does not attend.

Enrolling after Instruction Begins

Attend the first class meeting of any classes you want to add. Permission numbers are required for all classes after the seventh day of instruction but may be required earlier. If necessary, the instructor will issue a class permission number.

Verify Your Enrollments

It is recommended that you verify your classes and grade options, via [MyUCSC](#), after you complete your enrollment transactions. It is also recommended that you verify your enrollments and print your Class Schedule before the end of the Add/Drop/Swap period. Print your Class Schedule from the Student Center by clicking on Enroll and then clicking on the My Class Schedule tab.

Pass/No Pass Grading Option

Students may elect the Pass/No Pass grading option and may change their grading option in a course up to the 15th day of instruction. For the Pass/No Pass option, students receive a P for work that is performed at C or clearly passing level or better. For work that is not clearly passing, no academic credit is awarded; and students

receive a NP (No Pass). **Beginning fall 2001, the grade notation NP appears on the official transcript in all cases, regardless of when a student was admitted.** For work that is passing, but incomplete, the grade notation I (Incomplete) may be issued.

The following courses are not available for a letter grade:

Student Directed Seminars: Courses Numbered 42
College Eight 10
College Ten 80C, 110, 110B
Cowell 10, 184A, 184B, 184C
Biology: Ecology and Evolutionary Biology 190
Biology: Molecular, Cell and Developmental Biology 189F, 190
Earth Sciences 190
Economics 93, 191, 193, 193F, 198, 198F
Environmental Studies 83, 84, 183, 184
Film 198, 198F
History of Art and Visual Culture 198
Linguistics 190
Merrill 10, 85B, 85C
Physical Education (all courses)
Psychology 193, 198
Social Sciences 194B
Stevenson 10
Theater Arts 45
Writing 11A-B-C, 20, 21, 22A-B, 180, 191D

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Undergraduate Two-Pass Enrollment Appointment Schedule

- View your appointment time(s) on MyUCSC. Click on Enroll in Classes, then click on My Student Center.
- Students may begin enrolling in classes at the designated First-Pass appointment time(s).
- There are no enrollment appointments on weekends and holidays.
- Appointments are randomly assigned within each class level.
- Enrollment Appointment FAQs: http://reg.ucsc.edu/enrollment_appointments/faqs.html

11/13	11/16	11/17–1/4
Priority Groups 19-unit limit 9:00 A.M.–1:00 P.M. Appts. every 1/2 hr.	Seniors 19-unit limit 9:00 A.M.–4:30 P.M. Appts. every 1/2 hr.	Enrollment continues for priority groups and seniors

First-Pass Appointments*	Second-Pass Appointments*	Enrollment Continues
11/17	11/18–11/22	11/23
Juniors 14-unit limit 9:00 a.m.–4:30 P.M. Appts. every 1/2 hr.	Enrollment remains open to juniors until 11:59 P.M. on November 22	Juniors 19-unit limit 9:00 A.M.–4:30 P.M. Appts. every 1/2 hr.
		11/24–1/4
		Enrollment continues for juniors

11/18	11/19–11/22	11/24	11/25–1/4
Sophomores 14-unit limit 9:00 a.m.–4:30 P.M. Appts. every 1/2 hr.	Enrollment remains open to sophomores until 11:59 P.M. on November 22	Sophomores 19-unit limit 9:00 A.M.–1:00 P.M. Appts. every 1/2 hr.	Enrollment continues for sophomores

11/19	11/20–11/22	11/24	11/26–1/4
Frosh 14-unit limit 9:00 a.m.–4:30 P.M. Appts. every 1/2 hr.	Enrollment remains open to frosh until 11:59 P.M. on November 22	Frosh 19-unit limit 1:00 P.M.–4:30 P.M. Appts. every 1/2 hr.	Enrollment continues for frosh

*Students may begin enrolling at their designated appointment times and continue enrolling through the end of the appointment period.

Determining Your Academic Level

Freshman: 0–44.9 credits

Soph: 45–89.9 credits

Junior: 90–134.9 credits

Senior: 135+ credits

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Graduate Student Enrollment Appointment Schedule

- View your appointment time(s) on MyUCSC. Click on My Student Center.
- Students may begin enrolling for classes at the designated appointment time(s).
- There are no enrollment appointments on weekends and holidays.
- Appointments are randomly assigned.
- Enrollment Appointment FAQs: http://reg.ucsc.edu/enrollment_appointments/faqs.html

11/13	11/14	12/10	1/9
Graduate Students 19-unit limit Appointments at 9:00 and 9:30 A.M.	Enrollment continues for graduate students	New graduate student enrollment	Graduate student enrollment fee deadline (must be enrolled in at least one course)

PLACEMENT EXAMS

Placement Exams

Language placement exams are necessary for students who have not passed the prerequisite UCSC course. Students do not take a placement exam when enrolling at level 1 in a language they have never studied, EXCEPT FOR SPANISH. Students must take the placement exam to gain entry into Spanish level 1. Students who have had language instruction prior to UCSC must take the placement exam if they intend to continue study in that language.

CHINESE LANGUAGE

See the Chinese instructors during their office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

FRENCH LANGUAGE

See French instructors during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

GERMAN LANGUAGE

See the German instructors during their office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

GREEK LANGUAGE

See the Greek instructors during their office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

HEBREW LANGUAGE

See the Hebrew instructor during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

HINDI LANGUAGE

See the Hindi instructor during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

ITALIAN LANGUAGE

See the Italian instructors during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

JAPANESE LANGUAGE

See the Japanese instructors during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

LATIN LANGUAGE

See the Latin instructors during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

MATHEMATICS

Students *must* arrive at the test site 15 minutes before the scheduled time. Testing begins promptly, and *late admittance is not permitted*. *Students must have valid ID.*

Winter Exams

November 7, 10:00–11:30 A.M.,

101 Baskin Auditorium.

December 11, 1:30–3:00 P.M.,

Classroom Unit 2

January 4, 7:00–8:30 P.M.,

101 Baskin Auditorium

January 5, 7:00–8:30 P.M.,

Location TBA

Special Accommodations:

If you have disability-related needs that require accommodations, the Mathematics Department requires one of the following:

- 1) Active students must be registered with the Disability Resource Center (DRC), and must ask the DRC to provide certification to the Math Department. Contact the DRC at 459-2089.
- 2) Students who have not yet enrolled at UCSC, or who have withdrawn, must complete the Math Placement Examination Request for Testing Accommodations (pdf) form. Follow the instructions on the web site for submitting both the completed form and the required supporting documents.

Note: In order to make arrangements for your accommodation, the Math Department needs your request **two weeks in advance** of the scheduled examination date.

PORTUGUESE LANGUAGE

See the Portuguese instructor during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

RUSSIAN LANGUAGE

See the Russian instructor during office hours for placement. See the Language Program web site, <http://language.ucsc.edu>, for office hours and locations.

WRITING

Analytical Writing Placement Exam (AWPE):

Saturday, November 21, 10:30 A.M.–12:30 P.M.,
M110 Theater Arts Media Theater, 105 Oakes,
B206 Earth and Marine Sciences, Classroom
Unit 2, and Thimann 3.

Monday, January 4, 12:00–2:00 P.M., 327 Kresge.

Saturday, March 6, 10:30 A.M.–12:30 P.M.,
102 Merrill.

ENROLLMENT CONDITIONS

Enrollment Conditions for Interview-Only Courses

Listed below are instructions for students wishing to enroll in Interview-Only courses. These courses are identified with a Y in the consent-required column of the *Schedule of Classes*. Students wishing to enroll in these classes need to receive a permission number from the sponsoring agency or instructor.

ART 106A, 133A, 133B

Portfolio review by appointment during advising week.

BIOL 15

Portfolio review by appointment during advising week.

CCMU 100M, 100V, 100X

Admission determined at first class meeting. Time reserved Thursday, 4:00-5:45 p.m., for mandatory field study workshops. See the [Community Studies web site](#) for more information.

ECON 184

Permission of instructor based on quality of work in economics.

FILM

All students applying for admission to an "Interview Only" course in film and digital media must attend the first class meeting.

FILM 170B

The application process is online at film.ucsc.edu under the "Program" tab under "Courses."

FILM 171A, 172, 185X, 196A, 196B, 196C

The application process is online at film.ucsc.edu under the "Program" tab under "Courses." Priority will be given to students who have been accepted into the production concentration through the portfolio review.

LALS 100W

Admission determined at first class meeting.

LTCR 52, 53

Please bring three- to seven-page writing sample to the first class meeting.

MERR 85B

Admission determined at first class meeting. E-mail questions to classroomconnection@ucsc.edu.

MERR 120

Written statement of interest required by applicant. Contact instructor at 423-0969, or by e-mail at andrews@chemistry.ucsc.edu.

MUSC 1C, 2, 3, 6, 9, 102, 103, 164

Audition/enrollment information posted outside 127 Music Center beginning January 4.

MUSC 5A-B-C, 8, 10, 51

Admission by instructor determination at first class meeting.

MUSC 14

Music 13 or placement by taking the Core Curriculum Placement Exam. Students placed into Music 14 may obtain permission number from the instructor.

MUSC 30B

Music 30A students by instructor determination prior to first class meeting; others by placement by taking the Core Curriculum Placement Exam.

MUSC 61, 62, 63, 161, 162, 196B, 261

(Applied Instruction) Application forms available January 4 in 244 Music Center. Obtain class number January 4-19 from 244 Music Center. Lesson application must be signed by instructor. Concurrent enrollment in an ensemble required for Music 61, 62, 161, and 162.

MUSC 123

Application forms available November 23 at 244 Music Center. Applications must be returned by December 10. Accepted students will be notified by e-mail before the beginning of the quarter.

MUSC 159A-B

Admission by permission of vocal instructor, or by audition. Audition information posted outside 127 Music Center beginning January 4.

MUSC 165, 265

Faculty sponsor required for chamber music workshops. Audition/enrollment information posted outside 127 Music Center beginning January 4. Class number available at the **beginning of the quarter** from 244 Music Center.

MUSC 265

Please check specific ensemble course number for audition/enrollment information.

MUSC 267

Contact Peter Elsea at 459-2369 or elsea@ucsc.edu to arrange an interview.

PHIL 190L

Admission by interview only. Interested students should contact the Philosophy Department office at 459-2070, or by e-mail at krudd@ucsc.edu to make an appointment.

THEA 21B, 121, 155

Audition at the first class meeting. Come prepared with two monologues, one or two minutes in length.

THEA 128, 131C, 141

Audition at the first class meeting.

THEA 55A, 55B, 139, 151

Contact Theater Department for audition information.

ORIENTATIONS

Department Orientations

COMMUNITY STUDIES

January 4, 10:00-11:30 A.M., 106 Oakes

CHEMISTRY, BIOLOGICAL SCIENCES, MATHEMATICS, PHYSICS, AND EARTH AND PLANETARY SCIENCES

December 11, 10:30-11:30 A.M., 391 Thimann

FILM AND DIGITAL MEDIA

Friday, December 11

10:30-11:30am

Stevenson College, Room TBA