Transfer and Re-entry Student

2016-2017 Survival Guide

A Guide for New Transfer and Re-entry Students at UC Santa Cruz

Visit us at: stars.ucsc.edu
Transfer and Re-entry Student Survival Guide

We hope the insights in this guide make your transition to UCSC a little smoother. The pearls of wisdom you’ll find here were written by transfer and re-entry students reflecting on their own experience adjusting to the research university. STARS professional staff also contributed their insights from many years of partnering with staff across campus on your behalf. The information is organized chronologically, interspersed with tips for getting the most from your time here:

Remember you are here to claim your education and your success depends on how proactive and engaged you are. Research shows that the most successful students are those who ask for help and join a community of peers.

STARS—Services for Transfer and Re-entry Students is here to support you throughout your time at UCSC and offer you a welcoming place. Come visit the STARS Center at Kresge College, where you can get answers to any question about being a UCSC transfer student, seek academic or personal advice, connect with a tutor, check your e-mail, finish a paper, have a cup of coffee or tea, and study or relax with friends.

STARS is located at Kresge College on the second floor of the Academic Building above the college office.
(831) 459-2552
On the web at: stars.ucsc.edu

Like us on Facebook: www.facebook.com/starsatucsc

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# Table of Contents

Making the Transition:
   Easing Your Arrival 4

Planning Your Schedule 5

“Must Do” the Week Before Classes Start 10

Survival Tips 12

Timing the Rest of the Year
   First Quarter 18
   Second Quarter 19
   Third Quarter 21

Glossary of UCSC Lingo 22

Important Campus Resources 25

Off Campus Resources 26

Getting Around 29

2015-2016 Academic & Administrative Calendar 31 - 32

Final Words 33
Making the Transition: Easing Your Arrival

Congratulations on your admission to UCSC and the hard work it took to get to this stage in your education! This chapter is intended to help make the transition to UCSC an easier one, so as you arrive for your first quarter you’ll have all (or most) of the loose ends wrapped up, and be ready to ‘hit the ground running’.

You were provisionally admitted to UCSC with the understanding that you would fulfill specific Conditions of Admission before your admission could be confirmed. These conditions were outlined in the original admission offer you received from UCSC. If you will not have met these conditions before the beginning of your first quarter, contact the Office of Admissions immediately by e-mail at myapplication@ucsc.edu or call (831) 459-2131.

Continue to check my.ucsc.edu, your Student Portal.

You will use your portal to check your academic progress and many other useful services including:

- tracking your “to-do” list, including outstanding transcripts and academic records
- enrolling in and managing classes
- viewing your financial aid information
- activating your CruzID (e-mail) account
- updating your Contact Information
- tracking your academic progress

Access your portal after setting your CruzID Gold password. From your portal, set your Blue password used for email and other services. If you forget your password, click on MyUCSC Help, just below the Sign In.
Pay attention to campus e-mail and snail mail.
You’ve already received a lot of communication from UCSC. It’s all important, but pay close attention to information from your college with links to these essential tools to put you on the right track:

**New Student College Advising Guide:**
[advising.ucsc.edu/transfer-guide/index.html](advising.ucsc.edu/transfer-guide/index.html)

**New Student Major Advising Summaries:** for specific information on completing your major at:
[advising.ucsc.edu/summaries/index.html](advising.ucsc.edu/summaries/index.html)

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**Build an Academic Toolbox**

On-line:
**my.ucsc.edu** - Student Portal: where you enroll in classes and keep track of your academic progress.

From the Main Menu go to:
- Student Center: Search the Class Schedule; Find your enrollment appointment times; Enroll, Add, Drop and Swap classes; See your Academic Advisement Report and your Transfer Credit Report.
- Academic Resources: Under Academic Info: See the Academic Calendar and Academic Programs links

**Advising.ucsc.edu:**
You’ll have to declare your major your first quarter. Under Advising Procedures: Go to: Declare a Major, Academic Planning and Petition for Major Declaration Form for the forms used to declare.

**Paper:**
For the first quarter carry a copy of your unofficial transcript and notes you’ve made of conversations you’ve had, including names and phone numbers, and questions you still have.

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**Planning Your Schedule**

With the tools in your Academic Toolbox you should be able to enroll in three courses that will be useful in progressing toward your degree. While planning your first quarter, be sure to consider the following:

**Don’t take three upper division courses in your major your first quarter at UCSC.** You will hear and see this recommendation over and over--heed it.
You may not be able to enroll in certain major courses because the UCSC enrollment system doesn’t ‘see’ that you have fulfilled pre-requisites at your previous school. Contact your major adviser to find out how to get credit for those courses. Many departments ask you to FAX an unofficial copy of your transcript to confirm you’ve taken prerequisite courses. Go to your department’s website - found in the A-Z index on the UCSC main page – for major adviser contact information. This is why we recommend that you carry a copy of your unofficial transcript.

Be aware of course prerequisites before enrolling - also found on your major department’s website.

In its effort to be sustainable, UCSC conducts most of its business on line. If you haven’t already, take time to explore the resources listed in the Toolbox. It’s especially important to be familiar with basic information and requirements before meeting with an adviser so you can get the most specific, useful information when you do meet. Being familiar with your major requirements when planning your schedule will also help you stay on track to graduation.

Enroll in classes through your portal - my.ucsc.edu - click on ‘My Student Center’ to enroll.

If you find that a class you want or need is closed, keep checking to see if any spaces open up - students add and drop classes until classes start. If a class remains closed, try these strategies to get in:

Most classes have a wait list, marked by an orange triangle icon in the enrollment system. You’ll have an appointment time on your portal for wait list enrollment. If there is no wait list, keep checking the system, and -

Check with your department to see if they give permission numbers for some classes, after they verify course prerequisites have been met.

E-mail the professor ASAP explaining you’re a transfer student, and how this class fits into your overall academic plan (i.e. it’s a prerequisite for other classes in your major). S/he may send you a “permission number;” or they may ask you to talk to them the first day of class. Check the Find People link on the UCSC main web page for e-mail addresses.
Consider taking STARS’ “Successful Transfer to the Research University,” a 2 credit course through Kresge College. Look for KRSG 25 in the schedule of classes or contact STARS for information on enrolling.

Get to know the campus advising resources. Stay in close touch with your advisers to be sure you’re staying on track.

- Major advisers, college advisers (some known as Academic Preceptors), and other advisers are here to help with all your academic and related questions.
- If, after carefully reviewing the information from your college and your department, you still have questions or some special academic needs, contact an adviser. Keep in mind that some advisers may be on vacation during the summer.

WHO ARE ALL MY ADVISERS?

**College academic preceptor/advisers** are responsible for advising you in all areas outside of your major. Whenever you have questions regarding your academic goals, satisfying general education or university requirements, whether to drop a course, how to take a leave of absence, how to enroll part-time, adding a major or minor, understanding the consequences of being on probation or where to get help if you are having difficulties, set up an appointment with an academic adviser at your college for assistance.

**Major advisers** help you plan what courses you need to satisfy your major requirements and create a balanced schedule, as well as answer questions about prerequisites and placement exams for certain courses.

**STARS staff members** keep an open door for you to discuss any concerns you might have regarding being a UCSC student. We will advise you directly and/or refer you to the right place to get the help you need.
Attend as many orientation programs as you can
You will hear both new and repeated information at each orientation you attend. Hearing information more than once is good because so much is new; it’s hard to retain everything you hear the first time.

Orientations are a good time to begin making connections with other students, advisers, and staff who will be essential resources to you as a student.

Besides the Summer Orientation in July, other programs in the fall will also be useful.

**STARS Fall Workshops** is a two-day program during Welcome Week, for all new transfer students, with workshops designed to help you prepare to hit the ground running right from the start. Some are taught by faculty. You will make connections with other students, advisers, and resources essential to your academic success.

**Major departments** will have orientations in the fall. You should also be aware of placement exams you may need to take in a language, math or music.

**Your college** will have another mandatory orientation session just for transfer students. Be sure to attend; you’ll receive important information specific to your college.

*If you couldn’t attend the Summer Orientation in July, don’t panic, you can still enroll in classes. Carefully study the advising information you got from your major department and your college, and contact advisers there or at STARS if you still need help.*
Certify IGETC

IGETC refers to a pattern of courses that may be used to complete the UC general education requirements if you are transferring from a California community college. The completed IGETC pattern substitutes for UCSC general education requirements (except the DC requirement – talk to your department adviser about this.)

If you did complete IGETC, make sure it is certified by your community college and that the certification is sent to UCSC Admissions. Note: certification may not automatically be sent with your transcripts. Check with your previous college.

If you didn’t follow the IGETC framework, or didn’t transfer from a California community college, you’re not alone. If you came from a community college without IGETC fulfilled, you probably only need a couple of additional classes to fulfill the UCSC General Education requirements before you graduate. Review your online academic advisement report and contact your college adviser or STARS with questions.

Your Transfer Credit

After you send in all of the official academic records Admissions has requested, they’ll evaluate them to determine which course work is transferable and specific courses that can be used to satisfy the campus’ General Education requirements. They will also determine how many transferable units you have. This information should be available to you through your portal at the beginning of the fall quarter, provided all official records are received by the July 1 deadline. If you have questions or concerns about what courses transferred in, contact Admissions.

You need to submit your high school transcript to the Admissions Office along with the required college/university transcripts because the University of California’s American History & Institutions requirement can be met with course work you completed in high school. You can also receive transfer credit for Advanced Placement examinations with a score of 3, 4 or 5 or International Baccalaureate examinations with a minimum score of 5.
“Must Do” the Week Before Classes Start

on your mark, get set, go .............

Attend your college academic orientation (check materials from your college for date and time), and take care of several important pieces of business.

Pick up your student ID card, which will be ready if you attended Summer Orientation in July and had your picture taken.

Get your college mailbox.
Colleges assign a mailbox to students living in campus housing. If you live off campus you may request one from your College Office.

Plan to check your mailbox at least once a week.
You will likely share your mailbox with another student, so make sure you pick up the right mail.

Log onto your student portal to check several things:
Check your “To Do” list.
See if your transfer credit report has been generated. If it doesn’t appear there, you may need to check with Admissions to be sure they have received all your academic records. Admissions will not evaluate any of your records until they receive all of them.
Update all address & phone number information as well as emergency contacts.
Verify your enrollment in classes, and double check class meeting times and locations. Do this several times during the first three weeks of the quarter.

If you didn’t do it in the summer, get your picture taken for your Student ID card at Student ID Services on the first floor of the Bay Tree Bookstore Building.
You’ll need a picture ID and UCSC ID number.
Your ID card serves as proof that you are currently enrolled and acts as your meal card, library card, bus pass, OPERS pass and grants you access to or reduced fees for a multitude of campus services.

**Learn how to get around before the quarter begins.**
Spend time walking around campus getting to know the path system – it’s usually faster to get around on foot than to wait for a shuttle or bus. Test yourself by finding your classes, your department, Hahn Student Services, and STARS at Kresge.

Pick up shuttle and metro bus system schedules during fall orientations. Check the TAPS website and page 24 here for info on special services like the Bike and Night Owl services, among others.

**Buy your books and save the receipt.**
If you buy your books early, you might find used ones that are cheaper.
If you decide to drop a class and return your books undamaged, you may get a refund. Watch for the return deadlines.
Be sure to check out other off-campus bookstores (see page 26) or on-line booksellers.

**Buy a parking permit right away.**
If you don’t have one, you will get a ticket.
Buy permits online at [http://taps.ucsc.edu/parking/parking-permits/index.html](http://taps.ucsc.edu/parking/parking-permits/index.html) or in the parking office in the H Barn near the main entrance of campus.

**Activate your UCSC Email Account**
- Most university business is communicated on-line or by e-mail and will only be sent to your UCSC email address, not your existing e-mail account. Information about classes from faculty and TAs, as well as announcements and invitations to special programs and events, including STARS programs, all get sent to your UCSC e-mail address.
• Activate your account through your portal at my.ucsc.edu, you will need your CruzID number and blue password to sign-up.
• Once your e-mail is set up, you can forward it to your regular email account so you only need to check one account for all your mail. There are instructions for forwarding your regular e-mail account to your slug mail account on your portal.

Get familiar with computing labs on campus:
   http://its.ucsc.edu/computer-labs
There are 12 computer labs on campus with windows, Mac and Linux platforms available.
Printing is automatically billed to your student account. You may do limited, free printing at STARS.
Be sure you know what applications you’re using on different computers, and save your work in the same version of the application you’ll use to print.
Your UCSC e-mail account comes with unlimited storage space, making it easy to save and access your files from anywhere. Explore utilizing Google Drive to store files.

Survival Tips

What Experienced UCSC Transfer Students Already Know

Stop and look at the beauty around you. Breathe deeply. Don’t panic. If you’re lost, ask someone for directions; they were new once, too. You can do it.

Enroll in classes as soon as possible.
If you have not enrolled, do so ASAP on your portal at my.ucsc.edu: click on My Student Center, then Enroll.
Keep your Academic Toolbox handy for this process.
You have to be enrolled in at least 6 credits at the beginning of the quarter in order to receive Financial Aid.

If you find a class is closed, remember to use the strategies for enrolling on page 6.

Advisers at your college and your department can help make adjustments to your schedule.

*Search the on-line Schedule of Classes on your portal, My Student Center, then Search. You can search for classes that meet on certain days and times, look up advanced course information, (including course syllabi), and find other very useful information. For enrollment help go to: registrar.ucsc.edu/faqs/students/enrollment*

**Go to the first meeting of all your classes before the discussion section meets for that class.**

Attendance at section is often mandatory, if you don’t go, you could be dropped from the class.

**Buy your books and review them before your first class meeting.**

Check e-commons for syllabi and early assignments.

There will probably be a reading assignment the first day; begin reading right away.

*The most common problem transfer students report in adjusting to UCSC is the fast pace of the quarter system – ten weeks go by very fast. Keep up on the assigned reading and homework. Falling behind can have a snowball effect. Keep a calendar and schedule time for reading.*

**Make yourself known to your instructors.**

Sit in the front rows in class and participate in discussions – even if you are shy.

Go to the professor’s or TA’s office hours with questions and comments after you’ve done your reading and studied your notes.
Contact with your professor is invaluable. Take advantage of faculty office hours to ask questions, and discuss ideas in more depth. If you go prepared your professor will know you’re a serious student. If you plan to go to graduate or professional school you’ll need strong letters of recommendation from faculty. If your professor is familiar with you, s/he will be able to write a strong letter. This isn’t “kissing up” – it’s giving him/her something to write about.

Know your professors’ expectations.

Be sure you understand her/his grading policy.

Remember that you’re here to master material, concepts and ideas. Professors are looking for critical thinking and understanding of concepts, as well as developing your own ideas. Be sure you understand the university’s policy on Academic Integrity: http://www.ucsc.edu/academics/academic_integrity/

Get to know your TAs well.

TAs lead sections, and often recommend grades and write evaluations while the professor reviews them, makes minor changes and signs off on them.

Go to section prepared and participate in discussion. Section is also the best place to cover material you may not quite understand. Ask questions. Go to your TA’s office hours. They are there to help and, by going, you’re demonstrating an effort to master the material.

Get to know the libraries: http://library.ucsc.edu

The librarians at the reference desks are very helpful; ask questions. This is a good place to get tips on beginning your research.

There are orientations and specialized research workshops available through the reference departments at both libraries for learning how to use over 150 research databases. Start at library.ucsc.edu/help for help getting started on your research.
Your student ID card already has a library barcode on it; call or go to either library to activate it.

Familiarize yourself with the library resources, such as Interlibrary Loan (borrowing books from other libraries around the world), and computers and printing for doing research, before paper crunch time.

Get to know other students in class.

Form a study group with other students who are reliable and motivated. If you study with a group of 3 or 4 who all do their reading, you’re likely to do well in class. There is small group study space available at STARS, too. If you’re in a class with MSI sections, attend one. When you’re struggling it’s a great time to take advantage of TA’s or professor’s office hours. Sign up for a tutor at: https://eop.sa.ucsc.edu/OTSS/otssreg/

Build a supportive network soon.

Look for people who share your experiences, interests and background by attending lectures, on and off campus functions, concerts, films, etc. The more people you know, the better chance you’ll learn about all kinds of resources. Sharing a cup of coffee or tea with someone could create a connection to keep you in school.

STARS sponsors a variety of activities, and offers a comfortable space to meet people with common backgrounds or to find out about campus resources. The Ethnic Resource Centers, the Lionel Cantu Center and the Women’s Center conduct activities that create welcoming communities. Also check out your College activities office, Student Organizations and Advising Resources (SOAR), or the Office of Physical Education, Recreation & Sports (OPERS). All of these groups sponsor a wide range of activities where you can find a community of people with similar interests.
Students who have children face unique challenges.

STARS offers a wide range of information and services to help student-parents manage their lives such as:

- informal advising and referral for parents
- a Parent Locator File for parents who may need to be located in an emergency
- a small library of materials of children’s and parenting issues
- information on going part-time.

STARS also works closely with Family Student Housing where you'll find other services such as:

- a Family Center with computers and other resources where all UCSC parents and their kids can drop in to study and play together while they’re on campus
- a Food Pantry at the Blue Note Cafe for eligible families.

Juggling the myriad of responsibilities associated with being a parent and a student at the same time can be very stressful. Many student parents are eligible for part-time status, which includes a modest reduction in fees. Talk to your college adviser about going part-time (see deadline on the Calendar, pg. 31).

Consult an academic adviser before dropping a class.

You might jeopardize your academic progress or risk losing financial aid if you drop a class.

Be aware of drop dates printed in the Academic Calendar and here on pages 31-32.

It may cost you money, or not even be possible to drop a class, if you wait too long.

Don’t give up, ask for help!

If you’re having trouble and begin to feel overwhelmed ask for help early, before you feel like you’re drowning.
There are people here whose job it is to help you, so don’t be afraid to ask. Here are a few of them:

- Academic preceptors/advisers: for academic problems.
- Psychological counselors: available at each college and at the Health Center who can help you deal with some non-academic difficulties you might be experiencing.
- College residential staff: they can help with personal/living problems on campus.
- Resource advisers: in centers all over campus, like STARS.

There are a lot of resources any of these people can steer you toward such as:
- study skills workshops
- tutors in a variety of subjects
- non-academic support groups.

Be ready to walk.

The shuttles are packed the first few weeks of the quarter – you can often get there much faster by walking – and it’s good for you!

Spend some free time figuring out the path system.

Wear comfortable shoes!

Dress in layers to peel off or put back on as the weather warrants.

Manage your time.

Create a calendar and plan your life to be sure you have enough time to study - you’ll likely need more than you did at your previous school.

It’s not possible to do all the many interesting, exciting things going on around campus.

On the other hand, be sure to make time for some non-academic activities as well. Your college programs office is a good source for finding out what’s going on.
Keep a calendar – there’s just too much going on to keep track of it all in your head. Schedule time to study, do laundry, eat meals, sleep, and have “you” time.

Looking at everything you have to do in a quarter can be very daunting. The enormity of it all could even cause you to freeze and not know where to begin. Break the tasks apart into smaller pieces. Smaller goals won’t seem as overwhelming and you can benefit from the reward of accomplishing more goals sooner. Pretty soon several parts will add up to a whole, and that paper you thought you’d never be able to write will be finished.

Timing the Rest of the Year

First Quarter

Be careful planning your first quarter.

Enroll in classes at your first opportunity. If you’re having trouble choosing classes, contact an academic adviser either in your major, at your college, or at STARS or EOP.

15 credits is a normal full-time load; 12 credits is considered full-time for financial aid purposes.

Avoid taking on too many activities outside of classes your first quarter.

Be sure you have your basic needs like housing and transportation in order before classes begin.

Almost all transfer students experience a period of adjustment their first quarter and may feel overwhelmed at times. This is normal. Be patient, and take it easy until you feel more at ease with the quarter system’s fast pace and the demands of your courses.

Declare your major this quarter.

Though you indicated a proposed major on the application to UCSC you still have to declare your major.
If you’re sure what you’re going to major in, you should declare as soon as your transfer credits are posted. Junior transfers must declare by the deadline in their second quarter at UCSC.

Start by downloading a **Declaration of Major** form from advising.ucsc.edu. (see Toolbox on page 5)

Next check with your major advisers to see what procedures they have for completing the Declaration of Major process and online at: advising.ucsc.edu.

**Art and Engineering majors have to do the Declaration of Major process, too.**

*If you’re going to write a thesis, you have to pick an adviser (or committee). Begin thinking about whom you want to serve in that role.*

**Begin connecting with faculty.**

Faculty are one of your greatest resources at UCSC. They greatly influence what you learn here and in the future. Start by looking for a faculty member whose work is most interesting to you, go to their office hours and ask about opportunities to work with them.

**Begin planning off-campus study opportunities now.**

- It is possible to do an internship or study abroad as a junior transfer. Participating in one of these programs adds great value to your educational experience. But you must plan early to fit it in.
- The Education Abroad Program (EAP) has very early application deadlines for some of its study centers. Contact them right away.
- Enrollment for second-quarter classes begins around the 6th week of the quarter! Don’t be caught by surprise! Check your portal for your appointment times.

**Second Quarter**

*This is the rainy season in Santa Cruz. Stay warm and dry. There are great coffee shops in downtown, as well as film and music series happening all over campus. The forests take on a special beauty during the rainy season. Get a good pair of shoes or rain boots and go for a walk. Watch for banana slugs.*
Check your portal marked by an orange triangle icon to be sure you’re registered, and get an ID card validation sticker at your college.

- You have to do this at the beginning of every quarter. Your ID card won’t be valid without the current quarter’s sticker on it.

- If you have an outstanding bill or you had academic difficulty the previous quarter, you may run into trouble enrolling and getting your validation sticker. Check your portal for holds and how to clear them.

Learn about scholarships, grants, and funding for this year and next.

Be aware of deadlines. Check the following places for information on money.

- Financial Aid and Scholarship (Hahn Student Services).
  You have an assigned adviser based on your last name.
  *FAFSA application deadline is March 2*

- Also check:
  - Special Project Fund through your Provost
  - Community Service Projects
  - Chancellor’s Awards
  - STARS Spring Scholarships for re-entry students

Plan now for summer or fall internships and other special programs and awards.

Some applications are due by the middle or end of this quarter. Look for announcements and information on these programs at:

- Department Offices
- Career Center
- Education Abroad
- Student Activities, EOP, or STARS
- Deans’ and Chancellor’s offices

Advisers at the Career Center report that employers look more and more for internship experience in prospective employees. The Career Center is a great resource for information about internships, jobs, and grad school. They also have workshops and tons of information on how to apply for these programs. Log onto SlugQuest at the Career Center website: http://careers.ucsc.edu/ to get started.
There is money available to do special projects through Student Activities, provosts, deans and some student governments.

Declare your major.

• If you transferred as a junior in the fall, you must declare your major by about the third or fourth week of winter quarter. See page 18 for a review of the process, and page 31 for the exact deadline.
• Declaring allows you to enroll in classes that are limited to declared majors only.

If you get sick and have to miss class be sure to let TAs or professors know right away so you don’t get behind or marked absent.

Third Quarter

Consider field study or independent study.
Start at your department office for information about the process. You need to ask a faculty member to sponsor you for an independent study. Choose one whose work really interests you and who knows your work, too. You may also need funding for research or a special project (see previous page).

Begin the graduate school application process.
Applications to graduate school are due in the fall or early next winter.
Identify graduate programs you’re interested in, now. Your professors can make great recommendations. They know where the cutting edge, best research is being done and can help you select a program best suited for you.
Approach professors about letters of recommendation. They’ll be swamped in the fall, so give them a heads up now.
Explore the Career Center’s resources on graduate schools and the application process: careers.ucsc.edu/student/ConsiderGraduateorProfessionalSchool/index.html. You can get help with writing a Statement of Purpose there, too.
Get to know your professors now. Go to your department website for links to faculty websites with research interests. Ask about internships, research assistantships, or any other special projects in which you can participate.

Professors get a lot of requests for letters of recommendation and may need a gentle reminder to write one for you.

Many programs have an evaluation form for recommenders to fill out. Provide your professors with stamped, addressed envelopes. Make it easy for them.

Decide where you’re going to live next fall.

If you want to live on campus, make sure you meet all the application deadlines set by the campus housing office

It’s no secret that housing in Santa Cruz is expensive. Take some time to look around now to secure your place for the fall.

*The Community Rentals Office (housing.ucsc.edu/cro) is a great resource. They have the largest up to the minute list of single rooms, apartments, and houses available to students in the county. They also have workshops on renters’ rights and how to conduct the housing search process. Choose your roommates wisely; hassling with finding new roommates or worse - a new place to live - distracts from your focus on school. There are a variety of housing alternatives. Look into these options early; there may be waiting lists. Check out all your housing options on the web at housing.ucsc.edu.*

**Glossary of UCSC Lingo**

**ARCenter (Academic Recources Center)** Home to EOP, Campuswide Learning Support Services, and Student Media.

**Department** Every area of study in which you can earn a degree has a department. Department offices are scattered all over campus, and you can find their locations in ‘My Student Center’ on your portal or at: https://admissions.sa.ucsc.edu/majors/
Divisions are broad areas of study, like Physical and Biological Sciences, Arts and Humanities, Social Sciences, School of Engineering. Several departments are affiliated within a division.

E-Commons Similar to Blackboard elsewhere, it is a set of web tools, used to enhance your course work like syllabi, homework, online quizzes, etc. Login using your CruzID.

Evaluation (Evals) Along with a grade for most courses you take, you may also elect to receive a narrative evaluation. The evaluation, written by either your professor or TA, is a paragraph or more, which describes your work in a course.

ITS Instructional Technology Services ITS runs all the information technology resources and services on campus, including your UCSC email account (see page 11). For all services go to http://its.ucsc.edu/

Lower/Upper Division Courses Lower division courses are generally introductory and numbered 1-99 in the General Catalog. Courses taken at the community college count as lower division work. Upper division courses, numbered 100-199, are more subject specific, generally more rigorous and often have prerequisites.

Navigator The campus’ online undergraduate handbook containing information on academic and administrative procedures. It lists a wide variety of services and opportunities at UCSC. It’s an essential component of your academic toolbox. Available only on-line at reg.ucsc.edu/navigator/ or through your student portal.

OPERS Office of Physical Education, Recreation and Sports Includes PE, intramural sports, recreational clubs, and intercollegiate athletic teams and sports clubs. Among the facilities you’ll find an olympic size pool and state-of-the-art fitness center. Recreation equipment is also available to rent. A guide comes out each quarter.

The College ‘P’s:

Provost is the academic head of each college. S/he is a faculty member who oversees the courses offered through the college, the academic vision of the college, and academic disciplinary actions.
Academic Preceptors are advisers located in the colleges. See page 7 for details about them.

Reader A collection of papers and/or articles put together by your instructor and used like a text. They’re sold at the Bay Tree Bookstore and can’t be returned.

Section Discussion section is part of a class. Most of them are required. Some you enroll in on line, others on the first day of class.

Student ID Number Your student number serves as your unique identifier in the student information systems - memorize it.

SOAR (Student Organization and Advising Resources) Headquarters for over 100 student organizations, funding sources, student media, and student affairs.

Student Portal - my.ucsc.edu
A customized website where you can access information on class schedule, grades and evaluations, financial aid, billing, academic advising, student records, your transfer credit report, and much more information about important campus resources that are specific to you. You can also customize it. You’ll need your student ID and password to access it.

TA Teaching Assistant They’re almost always graduate students who are studying with the professor who teaches the course. They assume varying responsibility for teaching classes and leading sections. They may also have some responsibility for your grade.

TAPS Transportation And Parking Services The office that manages all parking on campus and from whom you buy a parking permit. Buy your permit on line at www2.ucsc.edu/taps, or stop by their offices at the base of campus in the H Barn.

For a complete listing of campus departments and administrative units, go to the A-Z Index above the photos on UCSC’s main page at: ucsc.edu
Important Campus Resources

**STARS:** stars.ucsc.edu 459-2552

**Admissions** 459-2131
ucsc.edu/admissions

**SHOP:** Student Health Outreach and Promotion 459-3772
Sexual Assault Prevention and Education 459-2721

**Career Center** 459-4420
careers.ucsc.edu

**Early Education Services** 459-2967
childcare.ucsc.edu

**Counseling and Psychological Services** 459-2628
caps.ucsc.edu

**DRC: Disability Resources** 459-2089
drc.ucsc.edu

**EOP: Educational Opportunity Programs** 459-2296
eop.ucsc.edu

**Ethnic Resource Centers** 459-2427

**Family Student Housing** 459-4080

**Financial Aid and Scholarships** 459-2963
financialaid.ucsc.edu

**Learning Support Services** 459-4333
lss.ucsc.edu

**The Lionel Cantu GLBTI Resource Center** 459-2468
queer.ucsc.edu

**Housing** 459-2394
housing.ucsc.edu

**OPERS: Office of physical Recreation Services** 459-2531
opers.ucsc.edu

**University Police:**

   **EMERGENCY:** 911
   non-emergency: 459-2231

**Registrar** 459-4412
registrar.ucsc.edu

**SOAR: Student Organization, Advising & Resources** 459-2934
soar.ucsc.edu

**Student Health Center** 459-2211
healthcenter.ucsc.edu

**Veterans Education Team Support** 459-1520
stars.ucsc.edu/veteran

**Women’s Center** 459-2072
womenscenter.ucsc.edu
Off-Campus Resources

*a brief directory of some of life’s essentials ...*

**Bookstores**

**Bookshop Santa Cruz** – 1520 Pacific. A Santa Cruz institution. Huge selection of new books of all types.

**The Literary Guillotine** – 204 Locust. Giant selection of new and used books. You can also find textbooks at better prices elsewhere.

**Logos Books and Records** – 117 Pacific. Large selection of new and used books, records (vinyl), and CDs.

**Atlantis Fantasy World** – 1020 Cedar. 33 year old locally owned comic bookstore. Check out their special events.

**Cafes & Coffeeshops** *here are just a few....*

**Café Pergolesi** – 418 Cedar. A Santa Cruz institution. You can find a quiet nook for studying.

**Java Junction Coffee House** – 519 Seabright. For your east-side coffee fix with a sunny patio.

**Coffeetopia** – 1723 Mission. They do it right.

**Santa Cruz Coffee Roasting Company** – 920 Pacific. Two spots downtown: an old one at the metro station if you have time between a bus transfer.

**Grocery Stores**

**Food Bin** – 1130 Mission. Whole and organic, bulk foods. Smaller landmark, near campus.

**New Leaf Community Market** – 1101 Fair and 1134 Pacific. Locally owned, whole and organic foods (including meats), beautiful new store on Fair Ave. Close to campus.

**Safeway** – 2111 Mission. Biggest *(HUGE)* chain grocery close to campus, newly remodeled, open 24 hours.

**Shoppers Corner** – 622 Soquel. Neighborhood market feel, with great wine and produce selection and butcher counter.

Trader Joe’s – on Front downtown and 355 Clares in Capitola. The chalkboard art is amazing.

Whole Foods – 911 Soquel. They pride themselves on being the world’s largest retailer of natural and organic foods.

Places to Eat

*Santa Cruz has many restaurants representing a wide variety of cuisines. Here are a few “old reliables” that work well on a student budget.*

The Bagelry – 320 Cedar. Locally owned, bagels, schmears, salads and soups with a nice courtyard.

Charlie Hong Kong – 1141 Soquel. (near Seabright) Tasty, healthy, fast Asian food.

El Palomar Taco Bar – 1336 Pacific. Great tacos of all kinds - in the back, behind the Coffee Roasting Company.

Falafel of Santa Cruz – 1501 Mission. Falafel and gyros in a lively atmosphere.

Farmers Markets – Organic and local foods directly from the growers. There are too many to list - for days and locations check: santacruzfarmersmarkets.org

Pizza My Heart – 1116 Pacific and 209 The Esplanade in Capitola. Locally owned, $6-7 will buy a slice and collector’s t-shirt.

Sabieng – 1218 Mission. Thai cuisine with large portions and options for vegetarians.

Saturn Cafe – 145 Laurel. All veggie/vegan menus – excel- lent chocolate desserts.

Taqueria Vallarta – 2215 Mission, and 1002 Soquel Ave. Some say it’s the best burrito stop in town – they’re huge.


Zachary’s – 819 Pacific Ave. Great breakfasts with home- made baked goods. Expect long lines on the weekends.
Yan Flower – 617 Pacific Ave. Chinese, No MSG. 10% off take-out orders. Across the street from the Bike Church.

**Entertainment**

**Music/Dance**

The Catalyst – 1011 Pacific. The bigger name bands that come through town play here, with pool upstairs.

Moe’s Alley – 1535 Commercial. Popular, non-smoking, blues dance club.

The Red Restaurant – 200 Locust St. Student hot spot. DJ dancing, Thurs - Sat.


**Movie Theaters**


Nickelodeon Theater – 210 Lincoln. and The Del Mar - 1124 Pacific. Both feature foreign and art films. The Del Mar is a grand old movie palace with midnight shows on Friday and Saturday.


**Parks and Special Attractions**

Big Basin State Park – outside of Boulder Creek. California’s first State Park contains some of the oldest and largest redwoods in the state with great hikes, including an all day trail to the beach.

Natural Bridges State Park – 2531 West Cliff. Home to migrating Monarch butterflies in the winter. Also a great place to go tide pooling.

Año Nuevo State Reserve – on Highway 1 about 10 miles north of Santa Cruz. Protected area where elephant seals come to give birth and breed during winter. Reservations are required for viewing.
Santa Cruz Surfing Museum – In the brick lighthouse on West Cliff Dr. at Steamer Lane. Should put to rest the debate about where the west coast capital of surfing was born. *(hint: Jack O’Neil, inventor of the wetsuit, is a local.)*

The Boardwalk - 100 years old in 2007 – On the Main Beach - the “World’s Best Seaside Amusement Park”, and one of the oldest! A few highlights:

- **Carousel** – National Historic Landmark was built in 1911! Hand carved horses and original pipe-band organ. Grab the brass ring!
- **The Giant Dipper** – Wooden roller coaster opened in 1924, National Historic Landmark, a ‘must do’ before you graduate.
- **Miniature Golf** – inside Neptune’s Kingdom.
- **Boardwalk Bowl** – Enjoy Atomic Bowling, Live Music and Karaoke – all that and bowling, too!

Getting Around

*You don’t need a car to live and study in Santa Cruz; in fact, having a car could be more hassle (and expense) than it’s worth. Instead, enjoy the incredible scenery by bringing a good pair of walking shoes and using the many paths and trails throughout the campus. Great alternatives to bringing your car include:*

**Campus Transit:** UCSC shuttles circulate throughout the campus, day and night, year-round to move students all around campus. They also provide a Night Owl (late night) bus service between campus and downtown Santa Cruz just for UCSC students. There’s also paratransit service (Disability Van Service) for those with disability-related transportation needs.

**Metro Bus Service:** Santa Cruz Metro buses travel through campus to take students off campus – to downtown Santa Cruz and throughout Santa Cruz County. A valid UCSC ID card is all that’s required to ride fare-free on Metro buses.

**Bike programs:** UCSC offers free bike maintenance clinics, bike classes, a bike lending library, and bike maintenance (“Fixit”) stations throughout campus. There are bike racks on all Metro buses, and
weekday bike shuttles that travel from downtown and Mission St to the top of campus.

**Carsharing and Ridesharing:** UCSC has a fleet of Zipcars on campus, a membership-based car rental program, providing affordable, convenient access to a car when you need it. Another option is Zimride, a ride-matching service just for UCSC students. Use this service for getting to the airport or going home for the holidays, as well as regular rides to off-campus locations.

If you need to bring a car, visit the Transportation and Parking Services (TAPS) website to learn about the permit types you are eligible for, and apply as soon as possible. (Some permit types routinely sell out.) **APPLY NOW,** and you may be able to avoid long lines at the TAPS Sales Office when school starts.

More information about all of the above programs is available at http://taps.ucsc.edu.
2016-2017 Academic &

KEY DATES: Fall 2016  Winter 2017  Spring 2017

Housing/Dining Fees Due:  
09/15  12/20  3/27

Registration Fees Due:  
09/15  12/20  3/27

$50 late registration fee assessed after this date. Pay at Cashier’s Office.

Quarter Begins:  
09/17  1/6  4/3

Instruction Begins:  
09/22  1/9  3/3

Enrollment Deadline:  
09/26  1/11  4/5

You must be enrolled in one class by this date. $50 late fee.

Class Permission Numbers
10/01  1/18  4/12

Required: For all courses

Grade Option:  
10/12  1/27  4/21

Last day to change grade option.

Part-time Program Deadline:  
10/12  1/27  4/21

Last day to apply for program with a reduced fee.

Add/Drop/Swap Classes Ends:  
10/12  1/27  4/21

Enrollment blocked if registration fees not paid.

Add by Petition:  
10/13-  1/30-  4/24-

Last day to add a class by petition  
11/02  2/17  5/12

$10 fee

Request W Grade:  
10/13 -  1/30 -  4/24 -

To request Withdrawal from a  
11/2  2/17  5/12

class and receive a W notation. Contact College Adviser

Declaration/Change of Major/Minor:  
10/21  2/10  4/28

Last day to file petition to be effective for enrollment for the following quarter.
Administrative Calendar

**KEY DATES:**

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Winter 2017</th>
<th>Spring 2017</th>
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</thead>
<tbody>
<tr>
<td>Withdraw from the University</td>
<td>09/22</td>
<td>1/9</td>
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<tr>
<td>Fall Enrollment:</td>
<td></td>
<td>8/1</td>
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<tr>
<td>for students who do not attend Summer Orientation</td>
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<td></td>
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<tr>
<td>Priority Enrollment for next quarter begins</td>
<td>11/7</td>
<td>2/27</td>
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<tr>
<td>Removal of Incomplete:</td>
<td>12/9</td>
<td>3/24</td>
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<tr>
<td>Last day to file petition ($10) and submit course work for removal of Incomplete from preceding quarter.</td>
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<tr>
<td>Instructions Ends:</td>
<td>12/2</td>
<td>3/17</td>
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<tr>
<td>Final Exams:</td>
<td>12/5 -9</td>
<td>3/20 -24</td>
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<tr>
<td>Quarter Ends:</td>
<td>12/9</td>
<td>3/24</td>
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<tr>
<td>Commencements:</td>
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**Academic and Administrative Holidays**

- September 5, 2016: Labor Day
- November 11, 2016: Veterans Day
- November 24-25, 2016: Thanksgiving Holiday
- December 23 -January 2: Campus Closure
- January 16, 2017: Martin Luther King, Jr. Day
- February 20, 2017: Presidents Day
- March 31, 2017: César Chavez Day
- May 29, 2017: Memorial Day
Final Words

Most transfer and re-entry students not only survive, but thrive at UCSC. You may experience a period of adjustment in the beginning, which is very typical and to be expected. This is a different environment than the one you came from. You will find your way around, adjust to the fast pace and adapt your work habits to fit everything in.

Almost all of the staff on campus are here because they like working with students and want to help. Yes, at times they may appear to see you as a number rather than a person. But remember, when it’s nuts for you at certain times of year, it’s nuts for them too – even more so in these lean economic times. As long as you maintain your sense of humor and try diligently to follow up on staff suggestions, you will get the help you want and need. The fact that you might not look like a typical underclassperson may help the staff and faculty to remember you better.

Keep copies of all your paperwork and a log of the phone calls you make, including names and dates of the people you speak to.

Remember that you worked hard to get here; it’s your education and you’re in charge of making the most out of your time here. The myriad of services and programs on campus have been set up to help you succeed, but you have to be pro-active in seeking them out. The old adage about the squeaky wheel getting the grease is really true, so make your needs known. The more you take advantage of opportunities, the richer your educational experience will be.

Welcome to UCSC!
This booklet was produced by **STARS, Services for Transfer and Re-entry Students**, at UC Santa Cruz. Edited by Chris Sanchez and Sally Lester with the help from students, staff and faculty.

**STARS** provides the extra academic and personal support transfer and re-entry students may need to benefit fully from their education at UCSC.