

# College Ten Advising

September 23, 2011

Advising Office: 150 Social Sciences 2 Business Hours: 9 AM-Noon and 1 PM-4:00

## College Ten Advising Staff

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Bob Taylor, Sr. Academic Preceptor  
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Karen O'Hanlon, College Assistant  
459-3474 for advising appointments

## COLLEGE MAILBOXES

On-campus residents are assigned college mailboxes. Please check your email for your box number and combination. If you are an off-campus student who would like a mailbox, please fill-out a mailbox request form and drop it off with Karen in the Advising Office. Forms are available in the mailroom and advising office. Fall quarter mailroom hours are posted in the mailroom.

## Fall 2011 Registration Sticker and Emergency Cards

Fall 2011 stickers for continuing students are available at the college advising office during business hours. In addition to filling out a new Emergency Notification Card, remember to update your emergency information, telephone number, and address on your student portal.

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## Welcome

As your academic advisers, we wish to welcome our continuing students and those of you who are new this fall. We are here to support your academic success, and we are available to assist you with your academic advising-related questions. If you are a continuing student, please check your student portal regarding your degree requirements. Seniors in particular should also check-in with their major adviser to verify what requirements remain. We will be covering a variety of academic topics in future newsletters including academic policy updates, deadlines, reminders, and announcements.

We would like to introduce our new Academic Peer Advisers Elaine Wong and Andrea Diaz De Tuesta. They will be able to help you with questions about your degree requirements, student portal, academic policies and procedures, as well as guide you to academic resources on campus.

We see students on a drop-in basis during the first two weeks of each quarter. After the first two weeks, we will see students by appointment as well as drop-in. To schedule an appointment, contact Karen O'Hanlon, our college assistant at 459-3474.

You may also seek advice via email. When emailing your college adviser, please include your student number and name in the body of your email. It would be helpful if you include "College Ten Advising" in the subject line to help distinguish your email from spam. Lastly, please direct your email to one adviser only, rather than the whole staff. Have a great quarter and we hope to meet with you soon.

~Olivia, Sara, Andrea, Elaine,  
Karen, and Bob

## ENROLLMENT IN MORE THAN 19 CREDITS

Continuing students with a minimum cumulative GPA of 3.00, and who passed all attempted courses in the previous quarter may automatically enroll in 22 credits on the first day of instruction, September 22. All exceptions must be reviewed by your college adviser for approval. Petitions are available at the advising office.

## FEWER THAN 12 CREDITS?

For information about the University Part-Time Program including criteria and application form, see <http://reg.ucsc.edu/students/part-time.html>. Qualified applicants including qualifying final quarter “seniors” are eligible for reduced fees which is about \$1870 savings. The deadline to apply is October 12.

For financial aid recipients, a recent change in the federal financial aid law mandates how satisfactory academic progress is measured when determining eligibility for financial aid. The Financial Aid and Scholarship Office will be sending information to all students via email with details. Enrollment in fewer than 12 credits (if you are not on the University Part-Time Program) may affect your satisfactory academic progress and aid eligibility.

## CERTIFICATION OF STUDENT STATUS

Please be aware that the Office of the Registrar is the only office authorized to certify student status and academic standing for outside agencies such as insurance companies, student loan institutions, child care programs, banks, and employers. You must be registered and enrolled in order to request certification. A valid photo ID is required by the Office of the Registrar (190 Hahn). For more information see <http://reg.ucsc.edu/faqs/status.htm>.

## FALL QUARTER WITHDRAWAL

If you are not planning to attend school this quarter, please see your college adviser to officially withdraw by September 22. Refunds and billing will be based on when you notify the college that you are withdrawing. If you wish to return to UCSC in the future, please discuss this with your college adviser.

## SUMMER SCHOOL TRANSCRIPTS

If you attended summer school, be sure to have your school send official transcripts to: UCSC Office of the Registrar, 1156 High St., Santa Cruz, CA 95064.

## ENROLLMENT TIPS

Print a copy of your enrollment. If you are “crashing” a class or two, remember that October 12 is the deadline to confirm your enrollment. Check your grade type for each of your classes. If you are not in good standing, you cannot opt for P/NP grades. October 12 is the deadline to change your grade type.

If you stop attending a class, your instructor may *remove* you from the class roster. However, it is your responsibility to drop the class from your enrollment or you may get a “fail” grade at the end of the quarter.

If you get an “error” message when attempting to make a change to your enrollment and you don’t understand why, contact your adviser for assistance. For “how to” instructions on enrolling, changing grade type, swapping classes, swapping sections go to: <http://reg.ucsc.edu/Faqs/index.htm>.

## FALL 2011 SCHEDULE OF CLASSES

For information about Registration Payment, Enrollment, Enrollment Conditions for Interview Only Courses, Final Exam Schedule, Courses with Fees, Undergraduate Grading Policy, General Education Requirements, Fall 2010 listing with course descriptions, Department Contact Information (directory), Campus Map, and more, go to <http://reg.ucsc.edu/soc> and download the Fall 2011 Schedule of Classes pdf. Continuing students should skim this publication to refresh their knowledge and new students should read this information to learn about campus procedures.

## Academic and Administrative Calendar

Remember that you are responsible and accountable for meeting all academic and administrative deadlines. Missed deadlines may have dire consequences to your academic record. Download and print the 2011-12 calendar so that all of your deadlines are at your disposal <http://reg.ucsc.edu/calendar/index.html>. Highlight deadlines as needed and post this calendar in a visible location.

## Email Security

If you receive an email message that appears official and it requests your password for security reasons, investigation purposes, or any other reason, **DO NOT** give out your password. Your account will be hacked and your identity can be stolen. UCSC will never ask for your password.