

# Undergraduate Registration

## **Enrollment in Courses**

Prior to the quarter for which they have been admitted, new students will receive information from their college regarding orientation dates, course enrollment, and fee-payment deadlines. Enrollment materials will be provided at the college provosts' offices on the days assigned for new students' registration. New freshman students admitted for the fall quarter will be invited to attend a new student orientation during the summer preceding fall quarter. Enrollment in courses will take place at that time.

## **New Student Orientation**

Orientation programs are designed to acquaint students with the nature, functions, and purposes of UCSD's college system, and to show students how to deal with a variety of requirements set by the university, college, and academic departments. Although all six colleges have the same goals for students, each has developed its own distinctive program. The professional staffs of Revelle, Muir, Marshall, Warren, Roosevelt, and Sixth Colleges have designed programs for their respective students and the students' parents. During the school year, these same staff members are occupied in counseling continuing students, so they have planned these orientation sessions for the summer, when they can devote 100 percent of their time to becoming acquainted with new students and introducing them to a whole new way of doing things.

Not only will new students be made aware of the opportunities offered by their college and the UCSD community as a whole, they will also receive a great deal of guidance in selecting courses and will register in advance for their first fall quarter classes.

To prepare for the orientation session, students should spend a little time thinking about what they want from their education. If the decision of which major to pursue has not been made, students can benefit by narrowing their choices, eliminating subjects they know they don't want, and selecting areas of possible interest. Students will have a lot of help in making such choices, but anything they can do in advance will make the process easier.

All new students are required to attend an orientation/registration session, and they will be charged a fee for the program. Parents' attendance is optional, but we hope they will want to come. Parents' concerns about life at UCSD are not exactly the same as students', so they will be invited to separate meetings.

In addition to the Summer Orientation, students should attend Welcome Week—the week before the official opening of the fall quarter and the beginning of classes.

## **Continuing Student Enrollment**

Continuing students (those currently registered or eligible to register) should refer to the quarterly *Schedule of Classes* for enrollment information, dates, and fee-payment instructions. The *Schedule of Classes* is published prior to each quarter and is available on StudentLink or may be purchased at the UCSD Bookstore.

## **Definitions**

Students are considered *enrolled* when they have requested space in at least one course and space in classes has been reserved. Students are not considered *registered* until they have both enrolled in courses and paid registration fees.

Priority enrollment is processed using WebReg in StudentLink on the Web. Continuing undergraduate students are assigned a start time, after which they may enroll in classes. Start times are based on the number of units completed. Students who have completed more units will receive earlier start times than students with fewer units.

Students are responsible for all courses in which they are enrolled. Students should check StudentLink/WebReg to confirm class enrollments. Alternately, students may go to the Registrar's Office and obtain a printout of their class schedule. Students must make any necessary changes by the Add/Change/Drop process (through WebReg in StudentLink or in person at the Registrar's Office) or by appropriate withdrawal.

## **Adding, Changing, and Dropping Courses**

After priority and open enrollment periods, students may make any necessary corrections to their class schedules on WebReg in StudentLink, or by submitting an Add/Change/Drop Card in person to the Registrar's Office. Students may add courses through the second week of instruction, or through the fourth week of instruction with department approval. Please refer to the quarterly *Schedule of Classes* for appropriate approvals required.

Students may continue to change grading options through the end of the fourth week and to drop courses through the end of the ninth week of instruction. Students who wish to drop *all* their courses are required to file an Undergraduate Withdrawal form with their college academic advising or dean's office. Please see the W (Withdrawal) grade regulation that applies after the fourth week of instruction.

### **Weeks**

- 1–2: ADD/DROP/CHANGE Grade Option
- 2–4: DROP/CHANGE Grade Option
- 5–9: DROP ONLY—"W" recorded on transcript
- 10 and later: No changes; final grade assigned

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## **The Undergraduate Program**

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The undergraduate program consists of four four-unit courses each quarter, or sixteen units per quarter, for four years. Students must complete a minimum of thirty-six units in three consecutive quarters in order to satisfy the minimum progress requirements (see "Minimum Progress" in the "Academic Regulations" section). Undergraduate students wishing to take more than twenty-one and one-half units of credit in a quarter will need their college provost's approval.

## **Approval for Enrollment for More than 200 Units**

The minimum unit requirement for the bachelor's degree is 184 quarter-units in Revelle College and 180 quarter-units in Muir, Marshall, Warren, Roosevelt, and Sixth Colleges. A student is expected to complete the requirements for gradu-

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ation within this minimum unit requirement. The bachelor of science degree may require satisfaction of additional units, depending upon the student's major. Candidates for B.S. degrees in engineering are permitted 230 units (240 for engineering majors in Revelle and Roosevelt colleges).

Under special circumstances, students may extend their undergraduate training beyond the minimum. Non-engineering students who are attempting to achieve more than 200 quarter-units will not be permitted to register without their college provost's approval. Other exceptions will be granted only for compelling academic reasons and only with the approval of the college provost and the concurrence of the Committee on Educational Policy. Transfer units applicable toward general-education requirements or major requirements are included in the maximum unit calculation; all other transfer units are excluded. Advanced placement and international baccalaureate units are excluded. (See information regarding "Minimum Unit Limitation" in the "Academic Regulations" section of this catalog.)

### ***Enrollment and Registration Holds***

A student may have a "hold" placed on his or her enrollment or registration (payment of fees) and/or academic transcripts for the following reasons:

1. Failure to respond to official notices.
2. Failure to settle financial obligations when due or to make satisfactory arrangements with the Student Business Services Office.
3. Failure to present certification of degrees and/or status on leaving previous institution(s).
4. Failure to comply with admission conditions.

Each student who becomes subject to a hold action is given advance notice and ample time to deal with the situation. However, if the student fails to respond, action will be taken without further notice, and he or she is entitled to no further services of the university, except assistance toward reinstatement.

Undergraduate students wishing to have their status restored must secure a release from the office initiating the hold action. Reinstatement is not final until the registration process is completed.

### ***Change of Address***

Students who change their local or permanent addresses are expected to notify the registrar either in writing or via StudentLink at once.

Change-of-address cards are available at the Office of the Registrar, 301 University Center, and StudentLink is available through the campus Web site: InfoPath, at [www.ucsd.edu](http://www.ucsd.edu). Students will be held responsible for communications from any university office sent to the last address on record and should not claim indulgence on the plea of not receiving the communication.

### ***California Residence for Tuition Purposes***

#### **TUITION FEE FOR NONRESIDENT STUDENTS**

If you have not been living in California with intent to make it your permanent home for more than one year immediately before the residence determination date for each term in which you propose to attend the university, you must pay a nonresident tuition fee in addition to all other fees. The residence determination date is the day instruction begins at the last of the University of California campuses to open for the quarter—and for schools on the semester system, the day instruction begins for the semester.

#### **LAW GOVERNING RESIDENCE**

The rules regarding residence for tuition purposes at the University of California are governed by the California Education Code and implemented by Standing Orders of the Regents of the University of California. Under these rules, adult citizens and certain classes of aliens can establish residence for tuition purposes. There are particular rules that apply to the residence classification of minors. (See below.)

#### **WHO IS A RESIDENT?**

If you are an adult student (at least eighteen years of age) you may establish residence for tuition purposes in California if: (1) you are a U.S. citizen; (2) you are a permanent resident or other immigrant; or (3) you are a nonimmigrant who is not precluded from establishing a domicile in the United States. Nonimmigrants who are not precluded from establishing domicile in the United States include those who hold valid visas of the following types: A, E, G, H-1, H-4, I, K, L, O-1, O-3, or R. To establish residence you must be physically present in California for more than one year and you must have come here with the intent to make California your home as opposed to coming to this state to go to school. Physical presence within the state solely for educational

purposes does not constitute the establishment of California residence, regardless of the length of your stay. You must demonstrate your intention to make California your home by severing your residential ties with your former state of residence and establishing those ties with California. If these steps are delayed, the one-year durational period will be extended until you have demonstrated both presence and intent for one full year. Effective fall 1993, if your parents are not residents of California or you were not previously enrolled as a UC student, you will be required to be financially independent in order to be a resident for tuition purposes. Your residence cannot be derived from your spouse or your parents.

#### **REQUIREMENTS FOR FINANCIAL INDEPENDENCE**

You will be considered "financially independent" if one or more of the following applies: (1) you are at least twenty-four years of age by December 31 of the calendar year for which you are requesting residence classification; (2) you are a veteran of the U.S. Armed Forces; (3) you are a ward of the court or both parents are deceased; (4) you have legal dependents other than a spouse; (5) you are married, or a graduate student or a professional student, and you were not claimed as an income tax deduction by your parents or any other individual for the tax year immediately preceding the term for which you are requesting resident classification; or (6) you are a single undergraduate student and you were not claimed as an income tax deduction by your parents or any other individual for the two tax years immediately preceding the term for which you are requesting resident classification, and you can demonstrate self-sufficiency for those years and the current year; (7) your parents are residents of the State of California; (8) you reach the age of majority in California while your parent(s) were residents of this state AND the California resident parent(s) leave the state to establish a residence elsewhere AND you continue to reside in the State of California with all your ties here after your parent(s) departure. (Note: Financial dependence will not be a factor in residence status for graduate student instructors, graduate student teaching assistants, research assistants, junior specialists, postgraduate researchers, graduate student researchers, and teaching associates who are employed forty-nine percent or more of full time or awarded the

equivalent in University-administered funds, e.g., grants, stipends, or fellowships at the University of California in the term for which classification is sought.)

### **ESTABLISHING INTENT TO BECOME A CALIFORNIA RESIDENT**

Indications of your intent to make California your permanent residence can include the following: registering to vote and voting in California elections; designating California as your permanent address on all school and employment records, including military records if you are in the military service; obtaining a California driver's license or, if you do not drive, a California Identification Card; obtaining California vehicle registration; paying California income taxes as a resident, including taxes on income earned outside California from the date you establish residence; establishing a California residence in which you keep your personal belongings; and licensing for professional practice in California. The absence of these indicia in other states during any period for which you claim residence can also serve as an indication of your intent. Your intent will be questioned if you return to your former state of residence when the university is not in session. Documentary evidence is required, and all relevant indications will be considered in determining your classification.

### **GENERAL RULES APPLYING TO MINORS**

If you are an unmarried minor (under age eighteen), the residence of the parent with whom you live is considered to be your residence. If you have a parent living, you cannot change your residence by your own act, by the appointment of a legal guardian, or by the relinquishment of your parent's right of control. If you lived with neither parent, your residence is that of the parent with whom you last lived. Unless you are a minor alien present in the U.S. under the terms of a nonimmigrant visa that precludes you from establishing domicile in the U.S., you may establish your own residence when both your parents are deceased and a legal guardian has not been appointed. If you derive California residence from a parent, that parent must satisfy the one-year durational residence requirement.

### **SPECIFIC RULES APPLYING TO MINORS**

#### **Divorced/Separated Parents**

You may be able to derive California resident status from a California resident parent if you move to California to live with that parent on or before your eighteenth birthday. If you begin residing with your California parent after your eighteenth birthday, you will be treated like any other adult student coming to California to establish residence.

#### **Parent of Minor Moves from California**

You may be entitled to resident status and not be required to establish financial independence if you are a minor U.S. citizen or eligible alien whose parent(s) was a resident of California who left the state within one year of the residence determination date if:

1. you remained in California after your parent(s) departed;
2. you enroll in a California public post-secondary institution within one year of your parent(s)' departure; and
3. once enrolled, you maintain continuous attendance in that institution.

#### **Two-Year Care and Control**

You may be entitled to resident status if you are a U.S. citizen or eligible alien and you have lived continuously with an adult who is not your parent for at least two years prior to the residence determination date. The adult with whom you are living must have been responsible for your care and control for the entire two-year period and must have been residing in California during the one year immediately preceding the residence determination date.

### **EXEMPTIONS FROM NONRESIDENT TUITION**

#### **Member of the Military**

If you are a member of the U.S. military stationed in California on active duty, unless you are assigned for educational purposes to a state-supported institution of higher education, you may be exempt from the nonresident tuition fee until you have lived in California long enough to become a resident. You must provide the residence deputy on campus with a statement from your commanding officer or personnel officer stating that your assignment to active duty in California is not for educational purposes. The

letter must include the dates of your assignment to the state.

#### **Spouse or Other Dependents of Military Personnel**

You are exempt from payment of the nonresident tuition fee if you are a spouse or a natural or adopted child or stepchild who is a dependent of a member of the U.S. military stationed in California on active duty. The exemption is available until you have lived in California long enough to become a resident. You must petition for a waiver of the nonresident tuition fee each term you are eligible. If you are enrolled in an educational institution and the member of the military is transferred on military orders to a place outside California where he or she continues to serve in the armed forces, or the member of the military retires from active duty immediately after having served in California on active duty, you may retain this exemption under the conditions listed above.

#### **Child or Spouse of Faculty Member**

To the extent funds are available, if you are an unmarried dependent child under age twenty-one or the spouse of a member of the university faculty who is a member of the Academic Senate, you may be eligible for a waiver of the nonresident tuition fee. Confirmation of the faculty member's membership on the Academic Senate must be secured each term this waiver is granted.

#### **Child or Spouse of University Employee**

You may be entitled to resident classification if you are an unmarried dependent child or the spouse of a full-time university employee whose assignment is outside of California (e.g., Los Alamos Scientific Laboratory). Your parent's or spouse's employment status with the university must be ascertained each term.

#### **Child of Deceased Public Law Enforcement or Fire Suppression Employee**

You may be entitled to a waiver of the nonresident tuition fee if you are the child of a deceased public law enforcement or fire suppression employee who was a California resident at the time of his or her death and who was killed in the course of fire suppression or law enforcement duties.

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### **Dependent Child of a California Resident**

A student who has not been an adult resident of California for more than one year, and who is the dependent child of a California resident who has been a resident for more than one year immediately prior to the residence determination date, may be entitled to a waiver of the non-resident tuition until the student has resided in California for the minimum time necessary to become a resident so long as continuous attendance is maintained at an institution.

### **Native American Graduates of a BIA High School**

If you are a graduate of a California high school operated by the Federal Bureau of Indian Affairs, you may be eligible for an exemption from the nonresident fee.

### **Employee of a California Public School District**

Any person holding a valid credential authorizing service in the public schools of the state of California who is employed by a school district in a full-time certificate position may be eligible for a nonresident tuition waiver.

### **Student Athlete in Training at U.S. Olympic Training Center, Chula Vista**

Any amateur student athlete in training in the United States Olympic Training Center in Chula Vista may be eligible for a waiver of the non-resident tuition until he or she has resided in the state the minimum time necessary to become a resident.

### **MAINTAINING RESIDENCE DURING A TEMPORARY ABSENCE**

If you are a nonresident student who is in the process of establishing a residence for tuition purposes and you return to your former home during noninstructional periods, your presence in the state will be presumed to be solely for educational purposes and only convincing evidence to the contrary will rebut this presumption. A student **who is in the state solely for educational purposes will NOT be classified as a resident for tuition purposes regardless of the length of his or her stay.**

If you are a student who has been classified as a resident for tuition purposes and you leave the state temporarily, your absence could result in the loss of your California residence. The burden

will be on you (or your parents if you are a minor) to verify that you did nothing inconsistent with your claim of continuing California residence during your absence. Steps that you (or your parents) should take to retain a California residence include:

1. Continue to use a California permanent address on all records—educational, employment, military, etc.
2. Satisfy California resident income tax obligations. (Note: If you are claiming California residence, you are liable for payment of income taxes on your total income from the date you establish California residence. This includes income earned in another state or country.)
3. Retain your California voter's registration and vote by absentee ballot.
4. Maintain a California's driver's license and vehicle registration. If it is necessary to change your driver's license and/or vehicle registration while you are temporarily residing in another state, you must change them back to California within the time prescribed by law.

### **PETITION FOR RESIDENT CLASSIFICATION**

You must submit petition and documentation by mail or drop off by the Registrar's Office for a change of classification from nonresident to resident status. All changes of status must be initiated prior to the first day of class for the term for which you intend to be classified as a resident.

### **TIME LIMITATION ON PROVIDING DOCUMENTATION**

If additional documentation is required for residence classification but is not readily accessible, you will be allowed until the end of the applicable term to provide it.

### **INCORRECT CLASSIFICATION**

If you were incorrectly classified as a resident, you are subject to a nonresident classification and to payment of all nonresident tuition fees not paid. If you concealed information or furnished false information and were classified incorrectly as a result, you are also subject to university discipline. Resident students who become nonresidents should immediately notify the campus residence deputy.

### **INQUIRIES AND APPEALS**

Inquiries regarding residence requirements, determinations, and/or recognized exceptions should be directed to the Residence Deputy, Office of the Registrar, 9500 Gilman Drive, La Jolla, CA 92093-0021, or the Legal Analyst-Residence Matters, Office of the General Counsel, University of California, 1111 Franklin Street, 8th Floor, Oakland, CA 94607-5200. **No other university personnel are authorized to supply information relative to residence requirements for tuition purposes.**

Additional information is available in the Office of the Registrar. Please note that changes may be made in the residence requirements between the publication of this statement and the relevant residence determination date. Any student, following a final decision on residence classification by the residence deputy, may appeal in writing to the legal analyst within forty-five days of notification of the residence deputy's final decision.

### ***Payment of Registration Fees***

### **BILLING STATEMENT AND PAYMENT INFORMATION**

Registration at UCSD is a two-step process: (1) enrollment in classes and (2) payment of fees. You must enroll first so that your fees can be assessed. You can pay fees anytime after you enroll in classes. A billing statement will be sent to you after enrollment; however, if you wait to enroll just prior to the enrollment deadline, you don't need a billing statement to pay your fees. Write your student ID number on your check and mail it or drop it in the Central Cashier's drop box. Fees are due and payable by the published deadline whether or not a billing statement is received.

Your monthly billing statement from the university will list your credits, including your payments, and your charges. This includes registration fees, housing, parking, and other indebtedness. If you are a financial aid recipient, the funds which are disbursed through UCSD, e.g., Pell Grants and Perkins Loans, will offset against the statement's charges, and you will either pay the remaining amount on the statement or receive a remainder check if there is a credit. If you have any questions about the entries, use the phone numbers listed on the back of the statement to contact the appropriate office.

Billing statements are mailed to students' current or permanent mailing address.

To make a payment, mail the top of your statement to the Central Cashier's Office at the address provided on the statement stub (9500 Gilman Drive, La Jolla, CA 92093-0009).

**If your fees are fully paid by financial aid or other programs and you decide not to attend UCSD, it is very important that you contact your college and initiate withdrawal/leave of absence procedures immediately. Graduate students should refer to the "Graduate Studies" section of the catalog for leave of absence or withdrawal procedures. Failure to do this may result in F grades being assigned to your courses.**

### Financial Aid/Remainder Check Disbursement

Student financial aid, graduate support, or fee waivers awarded to pay registration fees will be directly credited to your account and appear on your statement as a credit. Financial aid will not be credited to your account until you have completed the enrollment process. Financial aid recipients are expected to be enrolled full-time. The Student Business Services Office disburses all financial aid checks to students. These include remainder checks and other forms of financial aid such as outside scholarships and Stafford Loans. Financial Aid recipients, not owing any charges to the university, will receive their outside agency checks mailed to their local address at the beginning of each quarter's disbursement. **All Perkins and university loan borrowers must sign their promissory notes on an annual basis in the Student Business Services Office.** Loan funds will not be released (credited) to student accounts until the promissory notes are signed. The number of class units you are taking will be verified by the Student Business Services Office staff at the time of disbursement. Additionally, prior to your check being issued it is necessary for you to sign the required legal paperwork and allow at least five working days for the check to be prepared.

### Loan Counseling

It is required by law and/or university policy that all students receiving Perkins, Stafford (subsidized/unsubsidized), or university loans have a pre-loan counseling session wherein they are informed of the rights, obligations, and conse-

quences attached to the loans. These counseling sessions are called entrance interviews. At these sessions, the students sign documents acknowledging their attendance and understanding of the issues involved. Also, all graduating students and students who withdraw or take a leave of absence who have received a loan must have final counseling before they leave school. These sessions are called exit interviews. At this time, students are individually told how much they owe on student loans, what their repayment amounts will be, and when their repayments will begin. In both sessions, students are provided with copies of all counseling content and documentation. **You may call for an entrance interview appointment at (858) 534-2950.**

As an alternative, students receiving only Stafford loans may complete the entrance interview requirement via the World Wide Web at: <http://online.educaid.com/seminars/entrance/page1.cfm>, or by going to the Student Business Services Office home page (<http://www-bfs.ucsd.edu/bur/>) and clicking on the Entrance Loan Counseling option.

### Registration and Other Payments through the Central Cashier's Office

**Registration payments must be made by mail or in the Cashier's Office drop box as early as possible.** The Central Cashier's Office receives payments for *all* university debts. It also cashes checks. The mailing address of the Cashier's Office is: Central Cashier's Office, UCSD, 9500 Gilman Drive, La Jolla, CA 92093-0009. (Make checks or money orders payable to UC Regents.)

### Registration Stickers

After fees have been paid, students are eligible to pick up their student registration stickers at the Central Cashier's Office or the Student Account and University Billing Services Office. This sticker affixes to the back of your I.D. and certifies you are a UCSD student. The quarterly validation sticker is affixed by the Cashier's Office upon payment of fees, if fees are paid in person. After you pay by mail or drop box, wait about five working days in order for your payment to be processed.

### INDEBTEDNESS COUNSELING AND BURSAR HOLD RELEASES

Entering college for the first time can be an overwhelming experience. And part of that

experience is learning to handle your own finances. Most students have no real problem, but sometimes things can get out of control. Billing Services staff members will counsel you on campus indebtedness which you have already incurred and how to prevent such conditions in the future. It is the policy of the University of California that no student can continue in the next academic quarter if that individual owes the university money. Consequently, when a student owes the university money, an automatic **hold** prevents him or her from future registration until the bill is paid. It is recognized that there are occasional problems and situations which may be taken into account. Therefore, on occasion, after counseling, the Student Business Services Office may authorize a Time Payment Agreement (TPA) with a student.

### TRITON REGISTRATION INSTALLMENT PLAN

The UCSD Triton Registration Installment Plan (TRIP) is available for students who desire an alternative method of financing their registration fees on a short-term basis. All students in good financial and academic standing are eligible for the program, except for those students whose financial aid or graduate support will pay their registration fees. A prerequisite to apply for the program is enrollment for the term. The Triton Registration Installment Plan allows registration fees to be paid in up to three installments each quarter. On a three-month plan, the first payment is required by the quarterly registration due date. The remaining payments are itemized on the student's next two monthly UCSD Billing Statements. There is a \$30 nonrefundable fee that must be submitted with the application. This fee is strictly used to offset the costs of the program. Applications may be picked up at the Student Business Services Office or downloaded via the SBS Web site at: [www-bfs.ucsd.edu/sbs](http://www-bfs.ucsd.edu/sbs).

### LOCATION

The Student Business Services (SBS) Office is located in Building 201 in the University Center, across the street from the Office of Admissions and Registrar. The Central Cashier's Office is at the intersection of Myers and Rupertus Drives in Building 401 University Center.

### OFFICE HOURS

The Central Cashier's Office is open from 8:00 a.m. until 4:00 p.m.

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The Student Business Services Office is open from 8:00 a.m. until 4:30 p.m.

### **DEADLINES AND PENALTY FINES**

Students should refer to the cover of the quarterly *Schedule of Classes* for actual deadline dates.

All prior delinquent debts must also be paid. Health insurance is mandatory for all students, both graduate and undergraduate, as a condition of enrollment. All students will be assessed the cost of the policy provided by the campus. Undergraduates who already have adequate health insurance should access StudentLink to request a waiver of this premium. An additional charge will be made for failure to pay required fees or deposits by the dates announced in this catalog and in the quarterly *Schedule of Classes*. Please note that students who enroll in courses but fail to pay fees by the published deadline will be assessed a late payment penalty fine. Students who fail to enroll in courses prior to the enrollment deadline will be assessed a late enrollment penalty fine and a late payment fee (see page 4 in the *Schedule of Classes*). Currently these fines are \$50 each. (See "Miscellaneous Expenses" on the next page.)

With the exception of appeals to the legal analyst regarding a student's residence classification, no claim for remission of fees will be considered unless such claim is presented during the fiscal year to which the claim is applicable.

Receipts are issued for all payments, and these should be carefully preserved. No student will be entitled to a refund except after surrender to the Cashier's Office of the student's original receipt, if issued, or cancelled check or money order receipt.

### **EXEMPTION FROM FEES**

Except for miscellaneous fees and service charges, no fees of any kind are assessed any surviving child of a California resident who was an active law enforcement or active fire suppression official and who was killed in the performance of active duties or died as a result of an accident or injury caused by external violence or physical force incurred in the performance of such duties.

Students who believe themselves entitled to one of these exemptions must apply for a fee exemption at the Office of the Registrar before registering. Without this authorization, students will not be permitted to register without pay-

ment of the entire fee. Graduate students should apply to the dean of Graduate Studies.

### **NONRESIDENT TUITION**

Students who have not established and maintained California residence for at least one year immediately prior to the residence determination date for the term during which they propose to attend the university, and who do not otherwise qualify for resident classification under California law, are charged, along with other fees, a nonresident tuition fee each quarter. The residence determination date is the day instruction begins at the last of the University of California campuses to open for the quarter. Final classifications are made by the residence deputy, who is located in the registrar's office, on the basis of a Statement of Legal Residence completed by the student and signed under oath. Prospective students who have questions regarding their residence status should consult the *General Catalog* or contact the residence deputy.

### **UNIVERSITY REGISTRATION FEE**

The university registration fee is \$713 per year for undergraduates and must be paid at the time of registration. It covers services that benefit the student and are complementary to, but not a part of, the instructional program, and it includes recreational activities, student organizations, and the Student Health Service. No part of this fee is refunded to students who do not make use of these privileges.

In addition, there is a campus activity fee of \$60 per year for undergraduates, a university center fee of \$112.50 per year for all students to be used for the construction and operation of the student centers, a \$246 per year recreational facility fee, and college activity fees of \$6 and \$9 per year for Muir and Revelle Colleges, respectively.

### **EDUCATIONAL FEE**

The educational fee was established by the regents for all students beginning fall quarter 1970. The educational fee is a charge assessed against each registered student to cover part of the cost of the student's education at the University of California. The educational fee is approximately \$2,896 per year. The educational fee may be reduced by one-half for students approved on part-time status.

### **MISCELLANEOUS EXPENSES, FEES, FINES, AND PENALTIES**

Books and supplies average about \$200 per quarter. However, students should be aware of the following possible expenses:

Statement of Intent to Register fee (new undergraduate)	\$100
Application fee (one campus)	40
Each additional campus	40
Duplicate Photo I.D. Card	15
Transcript of record	6
Verification of Student Data/Status	6
Late filing of announcement of candidacy for B.A.	3
Revelle Activity	3
Muir Activity	2
Late enrollment	50
Return check collection	25
Late payment of fees (late registration)	50
Duplicate diploma	22
Statement late charge	25

(See also "Withdrawal from the University.")

### **RETURNED CHECK POLICY**

Several facilities at UCSD accept personal checks for payments and/or cash. Any individual who writes checks with insufficient funds will be subject to all legal action deemed appropriate by the university. In addition, anyone who writes to the university three or more checks that are subsequently returned will have their check writing privileges permanently revoked.

### **PARKING**

Students who park motor vehicles on the campus are subject to parking fees. Parking permits may be purchased through StudentLink or at the Cashier's Office. A copy of the campus parking regulations may be obtained from the cashier at the time of permit purchase.

### ***Part-Time Study at the University of California***

#### **GENERAL POLICY**

1. Degree programs in the university may be open to part-time students wherever good educational reasons exist for so doing.
2. No majors or other degree programs will be offered only for part-time students, except as specifically authorized by the Academic Senate.

3. For the purposes of this statement of policy and procedures, the following definition applies:

A part-time undergraduate student is one who is approved to enroll for ten units or fewer, or an equivalent number of courses, per quarter.

#### **ADMISSIONS AND ENROLLMENT**

1. The same admissions standards that apply to full-time students will apply to part-time students.
2. Approval for individual students to enroll on a part-time basis will be given for reasons of occupation, family responsibilities, health, or, for one time only, graduating senior status.
3. Approval to enroll as a part-time student shall be given by the appropriate dean or provost.
4. Students must apply for part-time study prior to the end of the second week of the quarter *and* must be enrolled in ten or fewer units at that time (*including* any units taken through UCSD Extension) to qualify for reduced fees.

#### **PROCEDURES**

Students must apply for part-time status on the Part-Time Study application form available at their colleges *prior to the end of the second week of the quarter*. Approval for part-time study is granted for one academic year only—fall through spring quarters, winter through spring quarters, or spring quarter only. Students must reapply for approval each fall quarter and substantiate reasons for request. Approval for part-time study will automatically exempt students from the thirty-six unit-per-year minimum progress requirement. Students who are receiving financial assistance should contact their college financial aid office regarding eligibility requirements.

#### **REDUCED FEES**

Undergraduate students who have been approved for part-time study and who are enrolled in ten units or fewer at the end of the second week of classes are eligible for a reduction of one-half of the educational fee and one-half of nonresident tuition, if applicable. Students who drop to ten or fewer units after this date will receive no reduction, and any student who receives a reduction in fees will be billed for the difference if the number of units increases to ten and one-half or more anytime in the quarter.

Undergraduates enrolled in Education Abroad and other special programs are excluded from this reduced fee policy. Employees of the university enrolled as students in the Employee Program have fees reduced by waiver from the Personnel Office and are not eligible to receive this further reduction. Extension courses taken by students in the Complimentary Enrollment Program *will* be included in the unit count whether or not the credit is accepted as part of a university degree program. Questions concerning this policy may be addressed to the Office of the Registrar.