UCSD

Enrollment Information and University Policies

Spring *2 0 0 4*

Important Dates

Continuing Undergraduate Students (Without $50.00 Late Fee)
  Deadline to Enroll: Fri., March 19th
  Deadline to Pay Fees: Fri., March 19th

New Undergraduate Students (Without $50.00 Late Fee)
  Deadline to Enroll: Fri., March 19th
  Deadline to Pay Fees: Fri., April 2nd

All Graduate Students (Without $50.00 Late Fee)
  Deadline to Enroll: Fri., March 19th
  Deadline to Pay Fees: Fri., March 19th

ALL STUDENTS:
  Instruction Begins: Mon., March 29th
  Financial Aid Disbursement:
    Direct Deposit: Mon., March 29th
    Checks Mailed: Tues., March 30th
  Deadline to Pay Fees and
    Avoid Cancellation: Fri., April 9th

StudentLink:
http://studentlink.ucsd.edu
(for Easy Access to Web Registration)

University of California, San Diego

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Calendar (dates subject to change)

	Fall 2003	Winter 2004	Spring 2004
Schedule of Classes on StudentLink	May 2	Oct 31	Feb 6
Academic Advising begins	May 5	Nov 3	Feb 9
Enrollment for Students with Disabilities, National Merit, Millenium and Regent Scholars, and Athletes. (Students will be notified of their priority appointment times.)	May 7	Nov 5	Feb 11
Enrollment for continuing students (Undergraduates will be notified of their appointments. Graduate students may enroll any time.) Students may use add/change/drop cards to enroll in restricted courses.	May 7 - Sept 22	Nov 5 - Dec 19	Feb 11 - Mar 19
BILLING STATEMENT mailed to enrolled students. REGISTRATION FEES ARE DUE AND PAYABLE UPON RECEIPT OF THE BILLING STATEMENT	Aug 18	Dec 1	Mar 5
DEADLINE FOR UNDERGRADUATE DEGREE AND DIPLOMA APPLICATION All Colleges	Oct 10	Nov 26	Mar 5
Enrollments added from wait lists will be available on StudentLink	June 7	Dec 6	Mar 13
Enrollment of NEW STUDENTS	Jun 16 - Sept 22	Dec 8 - 12	Mar 15 - 19
DEADLINE FOR INITIAL ENROLLMENT IN CLASSES WITHOUT $50 LATE FEE **AND DEADLINE** TO PAY FEES WITHOUT $50 LATE FEE			
Continuing Undergraduates	**Sept 12**	**Dec 19**	**Mar 19**
New and Readmitted Undergraduates (**E**nrollment; **P**ayment)	**E-9/22; P-10/3**	**E-12/19; P-1/9**	**E-3/19; P-4/2**
Continuing Graduates	**Sept 22**	**Dec 19**	**Mar 19**
New and Readmitted Graduates	**Oct 3**	**Dec 19**	**Mar 19**
NO ENROLLMENT OR ADD/CHANGE/DROP PROCESSING	Sept 23 - 24	Dec 20 - Jan 4	Mar 20 - 28
QUARTER BEGINS	Sept 22	Jan 5	Mar 25
INSTRUCTION BEGINS	Sept 25	Jan 5	Mar 29
ADD/CHANGE/DROP period. (See chart in front of Schedule of Classes)	Sept 25 - Oct 10	Jan 5 - 16	Mar 29-Apr 9
DEADLINE TO REQUEST EXEMPTION FROM MANDATORY HEALTH INSURANCE FEE- Undergraduates (end of 1st day of quarter)	Sept 22	Jan 5	Mar 25
Graduates (end of 1st week of instruction)	Oct 3	Jan 9	Apr 2
DEADLINE FOR STUDENTS NOT ATTENDING WHO ARE RECEIVING FINANCIAL AID, FULL FEE WAIVERS OR GRADUATE FELLOWSHIPS/SCHOLARSHIPS TO NOTIFY UNIVERSITY THAT THEY WILL NOT ATTEND	Oct 3	Jan 9	Apr 2
IF YOU HAVE ENROLLED IN CLASSES AND HAVE NOT PAID REGISTRATION FEES, DEADLINE FOR PAYMENT, INCLUDING $50 LATE PAYMENT FEE, TO AVOID CANCELLATION OF CLASSES	Oct 10	Jan 16	Apr 9
DEADLINE to apply for PART-TIME STATUS	Oct 10	Jan 16	Apr 9
DEADLINE to ADD CLASSES	Oct 10	Jan 16	Apr 9
DEADLINE to file LEAVE OF ABSENCE for current quarter (graduate students)	Oct 10	Jan 16	Apr 9
DEADLINE to file ADVANCEMENT TO CANDIDACY for Masters or Ph.D. degree	Oct 10	Jan 16	Apr 9
DEADLINE TO CHANGE GRADING OPTION, CHANGE UNITS, OR DROP CLASSES WITHOUT "W" APPEARING ON TRANSCRIPT	Oct 24	Jan 30	Apr 23
FINANCIAL AID WITHDRAWAL DATE TO RETAIN 100% FEDERAL AID	Nov 12	Feb 19	May 13
DEADLINE to DROP CLASSES WITHOUT PENALTY OF "F" GRADE	Dec 1	Mar 5	May 28
Instruction ends	Dec 5	Mar 12	Jun 4
Final examinations	Dec 8 - 13	Mar 15 - 20	Jun 7 - 11
Quarter ends	Dec 13	Mar 20	Jun 11
DEADLINE to file "Request to Receive Grade Incomplete"	Dec 15	Mar 22	Jun 14
"Removal of Grade Incomplete" from previous quarter due in the Office of the Registrar	Dec 16	Mar 23	Jun 15
Grades will be available on StudentLink	Dec 24	Mar 31	Jun 23

Summer Session I - 2004: June 28 - July 31;   Summer Session II - 2004: August 2 - September 4
For information on Summer Session call (858) 534-4364

ACADEMIC AND ADMINISTRATIVE HOLIDAYS
2003: January 1, 20; February 17; March 28; May 26; July 4; September 1; November 11, 27, 28; December 25, 26
2004: January 1, 2, 19; February 16; March 26; May 31; July 5; September 6; November 11, 25, 26; December 23, 24, 30, 31

Important Dates

Spring Quarter 2004 Billing Statements mailed
to students beginning March 5

Direct Deposit disbursement Mon., March 29
Checks Mailed Tues., March 30

Last day to enroll and pay fees without late fees:

	Enrollment	Fee Payment
Continuing Undergraduates	March 19	March 19
New & Readmitted Undergraduates	March 19	April 2
Continuing Graduates	March 19	March 19
New & Readmitted Graduates	March 19	March 19

Last day to request an exemption for Mandatory
Health Insurance:
  Undergraduates - Thurs., March 25
  Graduates - Fri., April 2

Last day to add a class, Fri., April 9

Last day to drop a class without a 'W', and change
grading option, Fri., April 23

Final day to drop a class without an 'F' grade,
Fri., May 28

Final Examination Week, June 7 - 11

Use WebReg to add/change/drop, drop from wait lists,
and to view your grades!

MANDATORY HEALTH INSURANCE REQUIREMENT FOR UNDERGRADUATES

All undergraduate students are required to have adequate health insurance as a condition of enrollment. Mandatory insurance for international undergraduates has been in place for several years, and international students will continue to be required to purchase the Graduate Student Health Insurance Plan (GSHIP). Enrollment in the Undergraduate Student Health Insurance Plan (USHIP) is mandatory for all other undergraduates. USHIP offers year-round coverage worldwide. The cost will be billed along with regular registration fees. Students already covered by comparable health insurance, that meets minimum requirements, can waive USHIP by completing the on-line waiver form on StudentLink prior to posted deadlines. USHIP will not replace the primary medical care and mental health services provided by UCSD Student Health Service (SHS). All registered students (with or without insurance) have access to medical care provided at SHS. Students waiving USHIP will be responsible for copayments for appointments, labs, and xrays. USHIP's comprehensive coverage includes after-hours or emergency care, hospitalization, surgery, access to specialists, pharmacy benefits, and dental plan; also visual care discounts. Access to benefits requires a written SHS referral except in cases of emergency care or 100 miles out of UCSD area. More information about USHIP, waiving the insurance requirement, or reversing (canceling) the waiver may be obtained via the Web at: **http://studenthealth.ucsd.edu**, by visiting the Student Health Insurance office or by calling (858) 822-5980 or (858) 534-2123.

PSYCHOLOGY MAJOR

Undergraduate students are not required to obtain departmental approval to declare a major in Psychology for either a B.A. or B.S. degree.

DIRECTORY OF COURSE WEB SITES

Visit and create a bookmark for http://courses.ucsd.edu, a directory of UCSD course web sites. Called "courses", it was created as a service by the Instructional WWW Development Center (IWDC), a division of Academic Computing Services (ACS). It can be accessed easily from StudentLink.

APPROVAL REQUIRED FOR ENROLLMENT IN MORE THAN 22 UNITS

Beginning the first day of classes, undergraduate students are required to obtain Provost's approval **only if they want to enroll in more than 22 units.**

TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDDs)

In compliance with the Americans with Disabilities Act (ADA), enacted by Congress in 1990, UCSD has installed Telecommunications Devices for the Deaf (TDDs) in a number of offices on campus. The Admissions and Enrollment Services office has a TDD installed on a special line, (858) 822-1699.

UNIVERSITY EXTENSION COMPLIMENTARY ENROLLMENT FOR FULL-TIME UCSD SENIORS, JUNIORS, AND SOPHOMORES

UCSD Extension offers a limited number of **FREE** enrollments in courses listed in the UNEX CATALOG. Enrollment takes place at the UNEX offices, one day only, Friday, March 12, 2004 at 8:00 a.m. Please call UNEX Registration office at (858) 534-3400 for additional information. Some restrictions may apply to certain courses.

HOUSING INFORMATION

Residence Halls open for Spring 2004, Sunday, March 28, 2004 at 12:00 noon.

TAXPAYER RELIEF ACT OF 1997 - EDUCATION TAX CREDITS

All inquiries concerning the IRS Form 1098-T and the Information for IRS Form 8863 should be directed to the UC Tax Credit Reporting Service. (Campus staff will not be able to assist you with questions about the tax credits or the information on your forms.)

By Phone: 1-877-HOPE821 (1-877-467-3821)
TDD/TTY: 1-800-720-6263

By World Wide Web: www.tcrs.com

Hours of Service: VRU phone service is available 24 hours a day, 7 days a week. During normal business hours you may elect to be transferred to a Customer Service Representative for assistance. Customer Service Representatives are available 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday.

Undergraduate Guide to Add and Drop Classes During the First Two Weeks of the Quarter

General Instructions:

Changes
After initial enrollment in a course, changes to grading option or units (for variable unit courses) can be made without any approvals either using an add/change/drop card or via WebReg, if available (see chart).

Common Wait List Timeline
Some departments follow a common timeline for enrolling students from wait lists. See pages 17-18 in the Enrollment Information and University Policies (this document) for a description of the common timeline and a list of participating departments.

Graduate Classes
Undergraduate students seeking to add a graduate level course must obtain the instructor's signature on an add/change/drop card and submit it to the Registrar's Office.

Special Studies Courses (numbered 97, 98, 99, 197, 198, 199 in all subjects)
Students must enroll in these courses by using the Special Studies form (available at all academic departments and programs, and on StudentLink). Enrollment in these courses cannot be made through WebReg or Add/Change/Drop cards.

WebReg
All students are strongly encouraged to use WebReg to add/change/drop classes whenever possible.

■■

Definitions:

WebReg Available
A 'Y' in this column indicates that students may add or drop classes through WebReg. An 'N' indicates that adds and drops require students to present an approved add/change/drop card at the Registrar's Office.

WebReg May be Used After an Override is Approved
A 'Y' in this column indicates that students who obtain department approval for an override may enroll in the course using WebReg. An 'N' indicates that overrides require students to present an approved add/change/drop card at the Registrar's Office.

Overrides
Refers to department permission required when enrollment limits, prerequisite requirements or other enrollment restrictions prevent students from enrolling in a class.

Department/ Program	Web/Reg Available	WebReg May be Used After an Override is Approved	Approvals Required when Adding and Dropping at the Registrar's Office
Academic Internship	N	N	Department stamp
Anthropology	Y	Y	Instructor signature or department stamps for overrides only
Bioengineering	Y	Y	Department stamp
Biology	Y	Y	Use WebReg (Department stamp for exceptions only)
Chemistry & Biochemistry	Y	Y	Use WebReg (Department stamp for exceptions only)
Chinese Studies	Y	Y	Department stamp for overrides only
Cognitive Science	Y	Y	Instructor signature or department stamp for overrides only
Communication	N	N	Department stamp
Computer Science and Engineering	Y	Y	Department stamp for add overrides only
Contemporary Issues	Y	Y	Instructor signature or department stamp for overrides only
Critical Gender Studies	Y	Y	Instructor signature or department stamp for overrides only
Dance (See Theatre & Dance)			
Dimensions of Culture	N	N	Department stamp
Earth Science	Y	Y	Department stamp for overrides only
Economics	Y	Y	Instructor signature or department stamp for overrides only
Eleanor Roosevelt College – Honors	Y	N	Department stamp
Electrical and Computer Engineering	Y	Y	Department stamp for overrides only
English as a Second Language	Y	Y	Department stamp
Environmental Studies	Y	Y	Instructor signature or department stamp for overrides only

Department/ Program	Web/Reg Available	WebReg May be Used After an Override is Approved	Approvals Required when Adding and Dropping at the Registrar's Office
Environmental Systems	Y	Y	Department stamp for overrides only
Ethnic Studies	Y	Y	Instructor signature or department stamps for overrides only
History	Y	Y	Instructor signature or department stamps for overrides only
Human Development	Y	Y	Department stamp for add overrides only
Humanities	Y[1]	Y	Use WebReg (Department stamp for exceptions only)
Japanese Studies	Y	Y	Instructor signature or department stamps for overrides only
Judaic Studies	Y	N	Instructor signature or department stamps for overrides only
Latin American Studies	Y	Y	Instructor signature or department stamps for overrides only
Law and Society	Y	Y	Instructor signature or department stamps for overrides only
Linguistics (Foreign Language)	Y[2]	N	Instructors signature required for adds
Linguistics (General)	Y	Y	Instructor signature or department stamps for overrides only
Literature	Y	Y	Instructor signature or department stamps for overrides only
Making of the Modern World	N	N	Department stamp
Mathematics	N	N	Department stamp
Mechanical and Aerospace Engineering	Y	Y	Department stamp for overrides only
Muir College Writing Prgm	Y	Y	Department stamp for overrides only
Muir College Special Projects	N	N	Department stamp
Music	Y	Y	Instructor signature or department stamps for overrides only

Department/ Program	Web/Reg Available	WebReg May be Used After an Override is Approved	Approvals Required when Adding and Dropping at the Registrar's Office
Philosophy	Y	Y	Instructor signature or department stamps for overrides only
Physics	Y	Y	Use WebReg (Department stamp for exceptions only)
Political Science	Y	Y	Instructor signature or department stamps for overrides only
Psychology	Y	Y	Department stamp for overrides only
Revelle College	Y	Y	Department stamp for overrides only
Religion, Program for the Study of	Y	Y	Instructor signature or department stamp for overrides only
San Diego Community College (*Subject A*)	Y	Y	Department stamp for adds only
Science Technology and Public Affairs	Y	N	Department stamp
Sociology	Y	Y	Instructor signature or department stamp for overrides only
Structural Engineering	Y	Y	Department stamp for add overrides only
Teacher Education Program	Y	Y	Instructor signature or department stamp for overrides only
Theatre and Dance	Y	Y	Instructor signature or department stamp for overrides only
Third World Studies	Y	Y	Department stamp for overrides only
Thurgood Marshall College	N	N	Department stamp
Urban Studies and Planning	Y	Y	Instructor signature or department stamp for overrides only
Visual Arts	Y	Y	Department stamp required for all adds
Warren College	Y	N	Department stamp
Warren College Writing Program	N	N	Department stamp

[1] *Department approval must be obtained before adding over WebReg*
[2] *Drops only*

GENERAL INFORMATION

Registration at UCSD consists of two separate steps: 1) enrollment in classes (enrollment); and, 2) payment of fees (registration). Please read and follow the instructions below in order to complete your registration process properly.

NEW UNDERGRADUATE STUDENTS enroll in classes during an orientation session at their respective colleges where they are given placement tests and receive academic advising. Information on orientation programs is sent to each new student by his or her college Academic Advising Office.

NEW GRADUATE STUDENTS are given academic advising in their respective academic departments and enroll just prior to or at the beginning of their first quarter at UCSD.

CONTINUING STUDENTS (both graduate and undergraduate) should use WebReg. See the **WebReg UCSD Enrollment Guide** on pages 54-56.

ADVISOR APPROVAL is required for graduate students in some programs prior to enrollment in classes. See List A on page 56 of this document.

Enrollment in Classes

Enrollment in classes takes place during two important periods: prior to the beginning of the quarter and during the first two weeks of the quarter.

Continuing students enroll in classes between February 11 and March 19, 2004. Undergraduate students may use WebReg or come to the Registrar's Office to enroll in classes after their start time begins (see Appointment Times below). The deadline for continuing undergraduate students to enroll in classes without a late fee is Friday, March 19, 2004. Continuing undergraduate students who initially enroll after this deadline will be subject to a $50.00 late enrollment fee and a $50.00 late registration fee.

Graduate students may enroll in classes through WebReg or by coming to the Registrar's Office any time during the enrollment period, February 11 through March 19, 2004. Continuing graduate students who initially enroll after the deadline will be subject to a $50.00 late enrollment fee and a $50.00 late registration fee.

During the first two weeks of the quarter all students may continue to enroll in classes. See pages 17 and 18 for instructions and limitations. Undergraduates should refer to the Guide to Add and Drop Classes During the First Two Weeks of the Quarter, located on pages 6 - 9.

Appointment Times

Continuing undergraduate students are assigned an enrollment start time. Students can enroll after their appointment begins. Appointment times are assigned according to the number of units students have completed.

Appointment times are viewable on StudentLink beginning the fifth week of the current quarter.

Continuing graduate students are not assigned appointments; they may enroll through WebReg or in person at the office of the Registrar beginning February 11, 2004.

Graduate students who need advisor approval have a hold placed on their enrollment each quarter. The hold is removed by the academic department after advisor approval is obtained.

REGENT AND NATIONAL MERIT SCHOLARS, MILLENIUM SCHOLARS, STUDENTS WITH DISABILITIES, AND ATHLETES are assigned early enrollment appointments. SPECIAL PRIORITY ENROLLMENT is available for special need students. Contact the Office for Students with Disabilities at (858) 534-4382 or (858) 534-4294.

ALL JUNIORS AND SENIORS ARE REQUIRED TO DECLARE A MAJOR and should consult a faculty advisor in the major department each quarter prior to enrollment. Juniors and seniors who have not declared a major will have a "HOLD" placed on their enrollment until a major is declared.

Enrollment Holds and Registration

Enrollment holds and some registration (fee payment) holds are displayed on your record in StudentLink. Contact the office indicated to clear each hold. Students are not allowed to enroll in classes until all enrollment holds have been cleared. Students are not allowed to pay fees until all payment holds have been cleared. If enrollment and payment holds are not cleared in time to permit enrollment and payment by deadlines, students will be responsible for late enrollment and payment penalties.

Student PID Number
(Personal Identification Number)

Campus ID numbers are given to all students. New students are informed of their PID numbers by letter from the Admissions Office and at Orientation.

Personal Access Code (PAC)

A permanent Personal Access Code (PAC) number will be assigned to all students. **Students should keep this number confidential since it will be used to enroll, add/drop, list courses, and to access grade information through StudentLink.**

Students who have lost their PAC number or suspect that its confidentiality has been breached may request a new PAC at the Registrar's Office. Requests must be made in person, and identification is required.

Student Class Schedule
(Class Confirmation)

It is the responsibility of each student to confirm his/her enrollment either by checking StudentLink at **http://studentlink.ucsd.edu** or by coming into the Registrar's Office for a printout. **Students should check StudentLink beginning final exam week of the preceding quarter to learn if they were enrolled in wait listed classes.**

BILLING STATEMENT AND PAYMENT INFORMATION

You must enroll in classes first so that your fees can be assessed. You can pay fees anytime after your fees are assessed. A billing statement will be sent to you after enrollment. **If you wait to enroll just prior to the enrollment deadline, you will not receive a billing statement before the fee payment deadline. However, registration fees are payable by the published deadlines regardless of whether or not you receive a billing statement.**

Monthly billing statements from the university list charges and credits, including payments and financial aid disbursements. This includes registration fees, housing, parking and other charges. If you are a financial aid recipient, the funds which are disbursed through UCSD will be offset against your charges, and you will either pay the remaining amount due on the statement or receive a refund if there is a balance due.

If you have any questions about the entries, use the phone numbers listed on the back of the statement to contact the appropriate office. It is recommended that you contact the relevant department since the department is in a better position to know the exact nature of the charge, but if there are additional questions, please call the Student Business Services Office at (858) 822-4SBS.

All billing statements for the 2003/2004 academic year, except for the August statement, will be mailed to your current local address. Please keep your address up to date through the Registrar's Office or StudentLink. For Spring Quarter, the billing statement will be dated March 4, 2004 and due March 19, 2004.

If you are currently receiving your statement and want it to go to a parent, guardian or trustee at a different address, you can add a Billing Address/ Authorization on your record via **www.studentlink.ucsd.edu**. Students are responsible for updating this address to ensure receipt of the billing statement.

Deadline for payment of registration fees, including Mandatory Health Insurance fee, to avoid cancellation of classes is end of 2nd week.

If late fees have been assessed, they must be paid promptly to avoid a hold on University services or incurring additional late fee charges.

Payment Information through E-Check via StudentLink

The UCSD Campus accepts student fee payments electronically. The University's StudentLink site has been expanded and will now provide Electronic Billing and Electronic Check Payment capability. StudentLink will now provide electronic access to Billing Statements and current account information, as well as the convenience of making payments by check electronically. E-Check will provide a real-time payment option for all student fees. The E-Check tool was designed to provide students more timely access to billing information, as well as a more efficient and timely method for making payments. Payments made through the E-Check site are safe, secure, and fast. Payments are credited to the students account immediately. There is a nominal 75 cent transaction fee for the E-Check tool.

Payment Information through the Central Cashier's Unit

Registration payments may also be made by person, mail or by drop box as early as possible. The Central Cashier's Unit receives payments for *all* university debts. The mailing address of the Cashier's Unit is:

> **Central Cashier's Unit, UCSD**
> **9500 Gilman Drive - Dept. 0009**
> **La Jolla, CA 92093-0009**

(Make checks or money orders payable to UC Regents.)

UCSD 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 by the quarterly registration due date. A prerequisite to applying for the program is enrollment for the term. TRIP 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 billing statements and due by these billing statement due dates. There is a $30 quarterly non-refundable application fee for residents and $45 quarterly non-refundable application fee for non-residents. This fee is strictly used to offset the costs of the program. New students must enroll in classes at Orientation before applying for the TRIP program. Applications may be completed online through StudentLink Billing and Payment

Direct Bank Deposit

The Direct Bank Deposit program enables the university to electronically transfer credit balances from a student billing account to the student's personal checking or savings bank account.

Students are required to enroll in Direct Bank Deposit. Students must submit a Direct Bank Deposit application with current account information to the Student Business Services Office by March 5, 2004. This requirement will provide several benefits. (1) Students will receive their money sooner. (2) Increased efficiency will help reduce costs to the campus. A Direct Bank Deposit application may be obtained through the Student Business Services Office or via the SBS website at **http://sbs.ucsd.edu/** It takes approximately 14 working days for direct bank deposit to be activated after the form is submitted. Direct Bank Deposits will be available March 29, 2004.

Students with questions regarding Direct Deposit should contact Student Account Services at (858) 822-4SBS.

For those without Direct Bank Deposit, **all financial aid refund checks for Spring will be mailed to your current mailing address beginning March 30, 2004.** Please allow 4-5 days for mail delivery. If your check is not received within that time, you may contact Student Business Services to request a reissuance of the check at (858) 822-4SBS. Ten business days should be allotted for the reissuance of checks.

To insure your check is sent to the address you want, addresses should be updated at **www.studentlink.ucsd.edu** or at the Registrar's Office by March 12, 2004. All checks will be mailed to your local current mailing address and second to the permanent address. If your current mailing address is not updated by the above deadline, you may have delays in receiving your financial aid check.

Financial Aid and Student Disbursement Procedures

Student financial aid, including Stafford and Private Loans disbursed via electronic fund transfer (EFT) or by paper check, outside agency scholarships, graduate support, or fee waivers awarded to pay registration fees will be directly credited to your UCSD 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, your account is clear of all college or department holds and you meet all remaining requirements. The Student Business Services Office disburses all financial aid funds to students. This includes remainder amounts and other forms of financial aid such as outside scholarships. Students whose financial aid will not be available until after the cancellation date for non-payment of registration fees may apply for TRIP online on StudentLink.

All Federal Perkins Loan borrowers must complete the information sheet and Perkins Loan master promissory note. Loan funds will not be released (credited) to student accounts until the master promissory note is signed. You may complete these documents during your financial aid award and acceptance process, by going to the Student Business Services web site: **http://sbs.ucsd.edu/**, or in person at the Student Business Office. New Federal Stafford and Perkins Loan borrowers must have completed an entrance loan counseling session with the Student Business Services Office. Entrance loan counseling may now be done on line at:

http://sbs.ucsd.edu

Student disbursement officially begins with <u>Direct Bank Deposits</u> on March 29, 2004.

Loan Counseling

It is required by law and/or university policy that all students receiving loans, including Federal Perkins, Federal Stafford, and University Loans, have a pre-loan counseling session wherein they are informed of the rights, obligations, and consequences attached to the loans. These counseling sessions are called "entrance interviews." **You may complete your counseling requirement on the Web at:**

http://sbs.ucsd.edu

Individual Loan Counseling sessions are also available in person at the Student Business Services Office during office hours. No appointment necessary. It is also required that all students who have received a loan and are withdrawing or taking a leave of absence 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. The Student Business Services Office notifies students to schedule and attend exit counseling sessions based on their completion and filing of a Degree & Diploma application or their enrollment status. Student Business Services will mail Exit Loan Counseling documents in the event an in-person interview session is not scheduled. In both entrance and exit sessions, students are provided with copies of all counseling content and documentation. For questions regarding Loan Counseling requirements, please call (858) 822-4SBS.

Indebtedness Counseling and Student Business Services 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. The University Billing Services Unit of the Student Business Services Office will counsel you on campus indebtedness which you have already incurred and how to prevent such conditions in the future. It is a University of California Policy 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.

Locations of Student Business Services Office and Cashiers Office

The Student Business Services Office is located in Building 201. The Central Cashier's Unit is across the street at the intersection of Myers Drive and Rupertus Way in Building 401.

Office Hours

Central Cashier's Unit:
8:00 a.m. until 4:00 p.m

Student Business Services Units:
8:00 a.m. until 4:30 p.m.

Student Business Services Late Fee

A Student Business Services late charge of $25 will be assessed on a student's account for any charges, other than registration or housing fees, not paid or late payments after the due date on the bill.

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 three or more checks to the University that are subsequently returned will have their check writing privileges permanently revoked.

Instructional Materials/Laboratory Fee

The following departments have been approved to charge a fee for instructional materials or laboratory supplies: Anthropology, Biology, Chemical Engineering, Chemistry/Biochemistry, Computing & the Arts, Electrical & Computer Engineering, Mechanical & Aerospace Engineering, Physics, Theater, and Visual Arts. Courses for which instructional materials/laboratory fees are assessed are noted along with the fee amount in the quarterly Schedule of Classes on StudentLink. These fees are assessed when a student enrolls in the course.

Refunds for these fees are granted for courses dropped during the first two weeks.

Mandatory Health Insurance Requirement For Undergraduates

All undergraduate students are required to have adequate health insurance as a condition of enrollment. Mandatory insurance for international undergraduates has been in place for several years, and international students will continue to be required to purchase the Graduate Student Health Insurance Plan (GSHIP). Enrollment in the Undergraduate Student Health Insurance Plan (USHIP) is mandatory for all other undergraduates. USHIP offers year-round coverage worldwide. The cost will be billed along with regular registration fees. Students already covered by comparable health insurance, that meets minimum requirements, can waive USHIP by completeing the on-line waiver form on StudentLink prior to posted deadlines. USHIP will not replace the primary medical care and mental health services provided by UCSD Student Health Service (SHS). All registered students (with or without insurance) have access to medical care provided at SHS. Students waiving USHIP will be responsible for copayments for appointments, labs, and xrays. USHIP's comprehensive coverage includes after-hours or emergency care, hospitalization, surgery, access to specialists, pharmacy benefits, and dental plan; also visual care discounts. Access to benefits requires a written SHS referral except in cases of emergency care or 100 miles out of UCSD area. More information about USHIP, waiving the insurance requirement, or reversing (canceling) the waiver may be obtained via the Web at:

http://studenthealth.ucsd.edu

by visiting the Student Health Insurance office or by calling (858) 822-5980 or (858) 534-2123.

Mandatory Health Insurance for Graduate, Professional, and Foreign Students

Graduate and professional students and all foreign students are assessed the cost for mandatory health insurance. Students may request an exemption if they present written proof of comparable coverage and effective coverage dates. Students request this exemption at the Student Insurance Office in Building 959, across from the Gilman parking structure.

Students who pay for the insurance and withdraw prior to the start of the quarter are entitled to a refund. Students who withdraw after the start of the quarter are not entitled to a refund. More information about GSHIP and deadlines may be obtained via the web at: **http://studenthealth.ucsd.edu**, visiting the Insurance Office, or call (858) 534-2123.

VOLUNTARY FEE FOR CalPIRG

Students who volunteered to make a donation to CalPIRG will have a $5.00 quarterly fee included on their billing statement. This service allows students to pledge a regular donation to CalPIRG, and then be billed for it through the quarterly billing statement. The fee will be posted as a separate item on the statement and included in the total amount due. Questions about this service should be directed to the CalPIRG chapter at UCSD in Student Center B.

PART-TIME/HALF-TIME STUDY

Undergraduates who are approved for part-time status and graduates who are approved for half-time status may be eligible for reduced fees. Eligible students will pay the full Registration Fee and one-half the Educational Fee. Eligible non-resident students will pay one-half the Non-Resident Tuition. All University Extension units are counted in determining eligibility for reduced fees for part-time status. If any University Extension course(s) brings the total to more than 10 units for undergraduates or 6 units for graduates, part-time status is revoked and students are billed the difference for full-time fees.

Students who have been assessed full fees, but obtain approval for part-time status prior to the fee payment deadline will be reassessed fees at the part-time rate. An account printout reflecting reduced fees may be obtained online on StudentLink. Students who have not obtained approval by the fee deadline must pay full fees. A refund of overpayment will be issued within 30 days.

Students receiving financial aid should meet with a financial aid counselor prior to applying for approved part-time study in order to discuss the affect on their financial aid eligibility.

IMPORTANT: *Students who are approved for part-time status but increase units are assessed full-time fees. These additional fees must be paid prior to the end of the second week of instruction in order to avoid cancellation of enrollment.*

The deadline for applying for part-time or half-time status is the end of the second week of instruction.

Undergraduates

Students must complete the Part-Time Study Application and request college approval as soon as possible, but no later than the end of the second week of instruction. If the application is filed after the fee payment deadline and the student has not paid the quarterly registration fees, then the applicable LATE FEES WILL BE ASSESSED.

Approval is not automatic. Please see the information and instructions on the form. Full information on a part-time study can be found in the UCSD General Catalog and on the Undergraduate Part-Time Study Application. Approval for part-time status will automatically exempt students from the minimum progress requirement.

Please Note: Approval for part-time status is granted for one academic year or the remaining part thereof: i.e., Fall through Spring Quarter, Winter through Spring, or Spring only. *Undergraduates must reapply for approval each Fall Quarter.*

Graduates

Full fees are assessed unless the student is approved for half-time status (maximum of six units) by the Dean of Graduate Studies. To apply for half-time status a student must obtain a Graduate Student Petition for half-time study from his or her department.

The approved petition must be filed with the Office of Graduate Studies and Research as early as possible but NO LATER THAN WEDNESDAY OF THE SECOND WEEK of the quarter in which approval for half-time status is sought.

If the petition is filed after the fee payment deadline and the student has not paid the quarterly registration fees, then the applicable LATE FEES WILL BE ASSESSED. If registration fees have been paid, a refund of overpayment will be issued within 30 days.

Once a graduate student is approved for half-time status, it will continue each quarter thereafter and the student will be automatically assessed reduced fees UNLESS THE STUDENT ENROLLS IN EXCESS OF SIX UNITS.

To be eligible for reduced fees, the student must be enrolled in no more than six units at the end of the second week. If at any time the student enrolls in more than six units, status as a half-time graduate student will lapse, the student will be billed for any balance of fees due. These fees must be paid prior to the end of the second week of instruction in order to avoid cancellation of enrollment. Students must reapply to return to half-time status.

PENALTY FEES

In an effort to include every student on campus in the official census reported to the State early in the quarter, large fines for late enrollment in courses and late payment of fees became effective Winter Quarter 1982. These fines are consistently enforced on each UC campus. All students can avoid paying these fines if they enroll in courses and pay fees before the deadline.

Penalty fees can be cancelled for the following reasons only.

University responsibility: an action or inaction on the part of the University that causes the delay in enrollment or fee payment processes.

Failure to act by student: caused by a sudden disabling illness or accident.

Students who qualify for cancellation of penalty fees should inquire at the following offices:

Undergraduate Students:
   Office of the Registrar

Graduate Students:
   Office of Graduate Studies and Research

SPRING QUARTER 2004 FEES

FULL TIME FEES

(Fees are subject to change. Check your billing statement for the amount assessed or owed.)

Mandatory Registration Fees	Undergraduate Resident	Undergraduate Non-Resident	Graduate Resident	Graduate Non-Resident
Tuition		$4,576.00		$4,081.00
Registration Fee	$237.00	237.00	$237.00	237.00
Educational Fee	1,423.00	1,583.00	1,502.00	1,583.00
Campus Activity Fee	21.00	21.00		
Graduate Student Association Fee			12.00	12.00
University Center Fee	37.50	37.50	37.50	37.50
Recreation Fee	87.00	87.00	87.00	87.00
ICA Student Activity Fee	29.00	29.00		
Mandatory Health Insurance*	199.00	199.00	362.00	362.00
TOTALS:	$2,033.50	$6,769.50	$2,237.50	$6,399.50

Undergraduates

Undergraduate students in the following colleges are assessed an additional college activity fee: Muir, $7.00; Revelle, $7.00; Thurgood Marshall, $2.00, Eleanor Roosevelt, $5.00; Sixth, $8.00.

Graduates

Tuition for graduate students who have advanced to candidacy by the beginning of the term is reduced to $1,020.25.

IRPS/MPIA

A Course Material Fee of $325.00 is assessed to all IRPS/MPIA students.

School of Medicine

A Special Fee of $125.00 is assessed to all SOM students.
A Professional Degree Fee of $2,724.00 is assessed to all SOM students.

School of Pharmacy & Pharmaceutical Sciences

A Professional Degree Fee of $1,625.00 is assessed to SPPS students.

PART-TIME/HALF-TIME FEES

*(Students must be approved for part-time or half-time status)***

Mandatory Registration Fees	Undergraduate (10 units or fewer) Resident	Undergraduate (10 units or fewer) Non-Resident	Graduate (6 units or fewer) Resident	Graduate (6 units or fewer) Non-Resident
Tuition		$2,288.00		$2,040.50
Registration Fee	$237.00	237.00	$237.00	237.00
Educational Fee	711.50	791.50	751.00	791.50
Campus Activity Fee	21.00	21.00		
Graduate Student Association Fee			12.00	12.00
University Center Fee	37.50	37.50	37.50	37.50
Recreation Fee	87.00	87.00	87.00	87.00
ICA Student Activity Fee	29.00	29.00		
Mandatory Health Insurance*	199.00	199.00	362.00	362.00
TOTALS:	$1,322.00	$3,690.00	$1,486.50	$3,567.50

*   Foreign students are required to purchase the policy for graduate students.

** For graduate students, part-time study is 7-11 units with NO FEE REDUCTION. Graduate students pay part-time fees only when approved for 6 units or fewer.

Medical School Students:
Student Affairs Office

Financial Aid/Scholarship:
Financial Aid Office

The amount of these fines, though high, does not make up for the funds the University campus loses as a result of not including students who do not meet these deadlines in the official statistical reporting to the State. It is hoped, however, that these fines will give students a stronger incentive to complete enrollment and fee payment processes well before the established deadlines.

Late Enrollment

A late fee of $50 will be assessed to all students who have not enrolled in courses by the published enrollment deadline prior to the beginning of classes. Late enrollment after the second week of classes also requires the approval of the Provost or the Office of Graduate Studies. **Students who miss the enrollment deadline will also be assessed the late payment fees.**

Graduate Students please note that regardless of the funding source, late enrollment triggers late payment of fees. Therefore, late enrollment results in a $50 late enrollment fee plus $50 late payment fee, for a total of $100 late fee.

Late Payment of Registration Fees

Students who enrolled prior to the enrollment deadline, but do not pay fees by the payment deadline are assessed a late fee of $50. Students who are enrolled but have not paid fees by 4:00 p.m. the end of the second week of instruction will have their enrollment cancelled and should contact the Registrar's Office for information if they wish to be reinstated.

Late Registration

Students who are approved by the Provost or the Office of Graduate Studies to enroll and pay fees after 4:00 p.m. the end of the second week of instruction will be assessed both the $50 late enrollment fee and the $50 late payment fee.

Late Fees

If late fees have been assessed, they must be paid promptly to avoid a hold on University services incurring additional late fee charges.

Cancellation of Classes for Non-Payment of Registration Fees

Deadline for payment of registration fees, including Mandatory Health Insurance fee, to avoid cancellation of classes is end of 2nd week.

Reinstatement

Reinstatement in classes after cancellation for non-payment of registration fees is subject to approval by instructor or department for each class being re-added for undergraduates, and the Office of Graduate Studies for graduates. Students will be assessed both the $50 late enrollment fee and the $50 late fee payment penalties for a total of $100. If fees are not paid by the end of the fourth week of instruction, students will have their enrollment cancelled permanently for the quarter.

WAIVER OR DEFERMENT OF FEES

If you are entitled to a waiver or deferment of fees, the amount will show as a credit on your billing statement. If you have any questions, please contact the office responsible as listed or the Office of the Registrar for assistance.

Financial Aid Office:
Veterans' Dependents
Outside Agency Awards
Fee or Tuition Assistance Benefits

Registrar's Office:
Approved Exchange Programs With Other Institutions
EAP Reciprocity Students (Incoming)
EAP Students (Outgoing)
Employee-Student Program Students
Graduate Exchange Program Students
No Credit Internship Students
Military Dependents
OAP Students (Outgoing)
SDSU Joint Doctoral Students (Incoming)
UC Intercampus Undergraduate Exchange Students
UC Intercampus Graduate Exchange (Incoming)
UC Simultaneous Enrollment

Graduate Studies and Research Office:
EAP Non-Reciprocity Students
Faculty Dependents
Graduate Awards
Graduate Students studying outside California
Outside Agency

SOM - Financial Aid Office:
Outside Agency

Fee Deadlines

UNDERGRADUATES:
Continuing: MARCH 19, 2004
New: APRIL 2, 2004

GRADUATES:
Continuing: MARCH 19, 2004
New: MARCH 19, 2004

REMEMBER: YOU CAN PAY
ONLINE VIA E-CHECK

CAMPUS ID CARDS

A student campus identification card is required for use of the library, student health, and other university facilities, for purchasing tickets and/or admission to certain university events and for voting in student body elections. Registration is validated electronically by the department providing the service via the Campus ID Card magnetic strip. Quarterly fees are required to be <u>paid</u> for registration validation.

The Campus ID Card production center is located at the Student Business Services Office, 201University Center. Pictures are taken and cards may be picked up Monday through Friday, 8:00 am - 4:00 pm. Altered hours are observed during new student orientations, and are posted on the web site located at **http://sbs.ucsd.edu**.

If the Campus ID Card is lost, students may obtain a replacement for a fee of $15.00, payable at the Cashier's Unit. The Cashier's receipt is required prior to issuance of the replacement card. Students may inquire about lost cards by calling (858) 822-4SBS prior to paying for a replacement. Found cards should be mailed to the Campus ID Card Service Unit, 201 UCtr, mail code 0072.

TRANSPORTATION AND PARKING SERVICES
(858) 534-4223

U niversity policies state that all vehicles parking on UCSD property from 7:00 a.m. to 11:00 p.m., Monday-Friday, are subject to a parking fee. On Saturdays and Sundays, parking is free on campus and a parking permit or fee is not required, unless otherwise posted.

Short-term parking can be purchased at either the Gilman or North Point Drive, Visitor Information Centers. Annual permits are available for individuals who require long term parking. Students can use StudentLink to purchase their annual parking permits or view parking billing information. A valid student ID card is required when applying for an annual permit. Annual student parking permits can be purchased at anytime during the year at the Parking Office, located in the Gilman Parking Structure.

The annual permit remains valid until June 30, 2005, or until a completed Cancellation/Refund form, accompanied by the permit, is submitted to the Parking Office.

There are **two payment options** for the annual permit. The first is a one time billing for the full amount of the permit, to be paid along with registration fees.

The second option is to pay in three equal quarterly installments, due with registration fees each quarter.

REGARDLESS OF THE PAYMENT PLAN, THE PRICE OF THE PERMIT IS THE SAME AND IS VALID FOR THE FULL ACADEMIC YEAR.

The Parking Office does not accept payment for the annual permits. **Payment must be made directly to the Central Cashier's Office.**

Additional parking information may be obtained from the Parking Office, or from the Gilman or North Point Drive, Visitor Information Centers. Information concerning alternative transportation, such as carpooling, vanpooling, bus routes, bicycling, or shuttles is available at the Rideshare desk located in the Gilman Parking Office, or by calling (858) 534-7433.

For information about any of our programs, shuttle schedules, maps, parking citations, construction updates or parking rules, go to: **http://blink.ucsd.edu/go/splashtps**.

Gilman and North Point Visitor Information Centers - Hours:
7:00 am - 9:00 pm, Mon. - Fri.,
7:00 am - 5:30 pm, Sat. - Sun. (Information Only)
(858) 534-2208 / (858) 534-8569

Parking Office (Gilman Parking Structure) - Hours:
7:00 am - 5:30 pm, Mon. - Fri.
Closed Sat. and Sun.
(858) 534-4223

Rideshare (Gilman Parking Structure) - Hours:
7:00 am - 5:30 pm, Mon. - Fri.
Closed Sat. and Sun.
(858) 534-7433 (Ride)

Central Cashier's Office - Hours:
8:00 am - 4:00 pm, Mon. - Fri.
Closed Sat. and Sun.
(858) 534-3725

Citation Appeals (Gilman Parking Structure) - Hours:
7:00 am - 5:30 pm, Mon. - Fri.
Closed Sat. and Sun.
(858) 534-4356

M ake it a habit to check StudentLink for schedule changes. Many changes are made to the Schedule of Classes, and StudentLink is updated nightly, Monday - Friday.

Non-Attendance During the First Week of Classes

If you do not attend class meetings during the first week of instruction you may be removed from the course roster by the instructor. However, you are responsible for dropping the course. You may drop the course by WebReg or at the Registrar's Office. Failure to drop will result in an "F" grade.

Bookstore - Textbook Return Policy

Textbooks must be in resalable condition, accompanied by a cash register receipt, and returned within the first three weeks of the current quarter for refund, exchange, or credit. Textbooks purchased after the third week have a 3 business day (including weekend days) return/exchange. Software used as course materials and textbooks containing software, are not returnable if the seal on the software or sleeve is broken. Books purchased new must be in new condition.

Recipients of Financial Aid, Scholarships, and Veteran's Benefits

There are financial aid and scholarship consequences for dropping below full-time!

If you are a recipient of financial aid, scholarship, or veterans' benefits, your eligibility may be affected if you drop below the minimum 12 units required for full-time status. Contact the Veterans Coordinator in the Financial Aid Office or your college financial aid advisor if you have questions.

Enrolled units will be verified for all financial aid recipients at the end of the second week of classes which corresponds to the last day to add classes. At this time all enrolled units will be verified for every financial aid recipient (except those with bank loans only). This date was chosen because it allows students to complete all adds prior to official verification of enrolled units.

If you were enrolled for twelve units initially but have dropped below that by the end of the second week, your financial aid eligibility will be reevaluated to determine if your previously disbursed financial aid must now be repaid. If you were registered for less than twelve units initially, but have added classes to be at full-time status by the end of the second week, your financial aid eligibility is also reevaluated to determine if you are eligible for an additional financial aid disbursement.

If you drop below six units by the end of the second week, you are not eligible for any financial aid and repayment of aid disbursed will be required. If you are receiving a bank loan during 2003/2004, you must maintain at least half-time (six-units) enrollment throughout the loan period. Dropping below half-time may make you ineligible for any future disbursements of your bank loan. Check with your financial aid advisor if you are considering dropping below six units.

Graduate Students

You may not drop below 12 units if you hold an appointment at 50% time or are receiving a fellowship, traineeship, or scholarship. If you are enrolled in less than 12 units, you are eligible for a 25% time appointment at the discretion of your graduate department. For additional information, contact your graduate department coordinator or OGSR.

Remember: Departmental and OGSR approval is required after the second week in order to add/change/drop courses. Graduate students will not be able to use WebReg after second week.

UNDERGRADUATE ADD/CHANGE/DROP REQUIREMENTS

After initial enrollment through the week before classes begin

During this period you may:

- Add open courses
- Drop courses
- Change grading option
- Change units for variable-unit courses
- Wait list a course

All course restrictions listed in the Enrollment Information and University Policies will be enforced. Approvals are not required to drop or to change grading options. You may not enroll in more than 19.5 units (no exceptions).

To Change the Grading Option

Grading Options may be changed through the end of the fourth week of instruction, and they may be changed through WebReg or by submitting a completed Add/Change/Drop card in person at the Registrar's Office. Students should not petition for an exception to this policy. Students enrolled in more than 22 units must come to the Registrar's Office to change grading options.

To Change Credits for Variable Credit Courses

Students may change the number of units for which they are enrolled in variable unit courses through the end of the fourth week of instruction, and they may be changed either through WebReg or by submitting a completed Add/Change/Drop card in person at the Registrar's Office. Students enrolled in more than 22 units must come to the Registrar's Office to change units in variable unit courses.

Undergraduates Enrolling in Graduate Courses

Students must obtain the instructor's signature on an Add/Change/Drop card and bring it to the Registrar's Office.

Wait Lists

Students may add themselves to Registrar's wait lists for classes that are full through WebReg until March 19, 2004. *Students may wait list ONLY ONE section of a course, and they may not wait list for another section of a course in which they are already enrolled.* Beginning March 8, 2004, some students will have been added from wait lists to the enrollment of classes based on changes to the class (for example, a larger classroom or other students dropping the class). **Students should check StudentLink beginning the first day of final exam week to find out if they were enrolled in a class they wait listed.** At the beginning of the term, the departments/programs will have access to the names of students who were wait listed for classes by the enrollment deadline, March 19, 2004.

Time Line for Enrollment in Full Classes from Wait Lists

A common *time line* for enrolling undergraduates in full classes was adopted by several departments (see list below). Some details may vary among these departments (for example, some may direct students to enroll through WebReg and others may direct students to process Add/Change/Drop cards), but the basic *timing* of events will be the same.

Time Line

Week #1

Students interested in enrolling in a full class go to the department.

- Students on the Registrar's wait list confirm their interest.
- Students not on the Registrar's wait list may add to the department's wait list.

By the end of **Friday**, the first full week of classes, departments decide which wait listed students to authorize for enrollment.

Week #2

Students authorized to enroll in full classes **must enroll Monday or Tuesday**. Use WebReg and attempt to enroll or go to the department for departments that require students to process Add/Change/Drop cards.

REMEMBER: Students must drop themselves from a wait list through WebReg before they can be enrolled in a course. *See the* [Enrollment Guide on page 55](#) *of this document for instructions on how to drop from a wait list.*

Wednesday morning departments rescind authorizations for students who did not add the class Monday or Tuesday. Beginning Wednesday, students enroll in classes on a first come, first served basis.

List of Participating Departments

The following academic departments and programs are participating in the implementation of common wait list *time line* for undergraduates:

Biology (lecture classes only)
Chemistry and Biochemistry (lecture classes only)
Cognitive Science
ECE
Economics
Ethnic Studies
Human Development
Japanese Studies
Mathematics
MAE
Psychology
Structural Engineering
Third World Studies
Urban Studies and Planning
Visual Arts

Exceptions

*Departments **not** listed above are **NOT** participating in the common time line. Students should contact the department directly for instructions.*

First and Second Week of Classes:
During this period you may:
- Add courses
- Drop courses
- Change grading options
- Change units for variable-unit courses

All course restrictions listed in the Enrollment Information and University Policies document will be enforced.

Adding and dropping courses in most departments can be done through WebReg. In addition, Add/Change/Drop cards can be submitted in person at the Registrar's office. Please refer to the [Undergraduate Guide to Add and Drop classes located on pages 6 -9](#) of this document.

Undergraduate courses in the subjects listed below cannot be Added or Dropped through WebReg. Add/Change/Drop cards will need to be completed, approved by the department stamp or instructor's signature, and submitted in person at the Registrar's office. [See List C on page 56](#) of this document.

Courses Which Require a Department Stamp for All Adds and Drops in Registrar's Office

If an Add/Change/Drop card is used to add or drop courses in the following areas, a department stamp is required. Instructor signature will not suffice.

AIP
Communication
Dimensions of Culture
Making of the Modern World
Mathematics
Muir College Special Projects
Special Studies Courses (97, 98, 99, 197, 198, 199)
Thurgood Marshall College
Warren College Writing Program

Exceptions to Enrollment Restrictions, Prerequisites, and Enrollment Limits

If you are adding a course, and the department is granting you an exception to enrollment restrictions, prerequisites, and/or enrollment limit, a department stamp is required (instructor signature will not suffice) on Add/Change/Drop cards for the following departments:

Bioengineering
Biology
Chemistry/Biochemistry
Chinese Studies
CSE
Earth Sciences
ECE
Eleanor Roosevelt College - Honors
Environmental Systems
ENGL (English as a Second Language)
Human Development
Humanities
Mechanical and Aerospace Engineering (MAE)
Muir College Writing Program
Physics
Psychology
Revelle College
San Diego Community College (SDCC)
Science Technology and Public Affairs (STPA)
Structural Engineering (all adds)
Third World Studies (TWS)
Visual Arts (all adds)
Warren College

Enrollment in more than 22 units requires the approval of your college Academic Advising Office. You may be required to petition to obtain approval. Check with your college.

Third through Fourth Week of Classes - Undergraduates

You may drop courses through WebReg or by filing Add/Change/Drop cards at the Registrar's office.

- Courses dropped through the end of the fourth week will not appear on your transcript.

You may change grading options and variable units. (No changes are permitted after the fourth week.)

Fifth through Ninth Week of Classes

- Courses dropped after the fourth week will appear on your transcript with a "W" grade.
- No drops are permitted after the ninth week.

Approvals are not required, but you should inform the instructor or department.

Late Adds

Adding a class during the *third or fourth weeks* is an exception which requires departmental approval. Late adds cannot be made through WebReg, and a *department stamp is required* on the Add/Change/Drop Card for all late adds. A $3.00 late charge applies to all adds made after the end of the second week of classes.

After the *end of the fourth week of classes* students have the right to request an exception to add a course; however, these requests are rarely approved except in cases of verified clerical errors. Students must file a petition with the college academic advising office along with a completed Add/Change/Drop card which has the *required department stamp*. *If approved*, students will bring the Add/Change/Drop card with the department stamp *and* college stamp to the Registrar's Office for processing. A $3.00 late charge applies to all adds made after the end of the fourth week of classes.

Retroactive Changes

Requests to change a student's enrollment retroactively, after the end of the term, must be submitted within one calendar year on an Undergraduate Student Petition. Such requests are rarely approved except in cases of verified clerical errors. A $3.00 late fee applies to all retroactive changes.

GRADUATE ADD/CHANGE/DROP REQUIREMENTS

After Initial Enrollment Through the Second Week of Classes

During this period you may:
- Add courses
- Drop courses
- Change grading options
- Change units for variable-unit courses

NOTE: After the first two weeks of the quarter, graduate students may not use WebReg to Add/Change/Drop courses.

Third through Ninth Week of Classes

Add/Change/Drop cards must be processed at the Registrar's Office. Graduate students may not drop or add courses through WebReg after the end of the second week. **All** late adds and drops made after the end of the second week of classes must be approved by **both the advisor/department and OGSR**. *****In addition, beginning the fourth week of classes, a letter from the instructor verifying the student's full quarter participation in the class is required by OGSR before approval for an exception to the Academic Senate policy will be considered . Drops made after the end of the second week are reviewed by OGSR for potential impact on financial support. A $3.00 late charge applies to all adds made after the end of the second week.

- Courses dropped by the end of the fourth week will not appear on the transcript.

- Courses dropped after the end of the fourth week will appear on the transcript with a "W" grade.

- Grading options may be changed through the end of the fourth week.

- The number of units in variable unit classes may be changed through the end of the fourth week.

- No drops are permitted after the ninth week.

Retroactive Adds and Drops

Permission to drop a course after the ninth week or add a course after the end of the term must be requested within one calendar year on a Graduate Student Petition. While these requests are rarely approved, except in the case of verified clerical errors, students have the right to petition for an exception. A $3.00 late charge will apply to all approved petitions.

SCHEDULE OF REFUNDS/WITHDRAWING FROM UCSD

See the General Information section for information about withdrawing from UCSD.

The following Schedule of Refunds applies to all students except new students receiving Title IV financial aid.

Schedule of Refunds

Tuition, Educational Fee, University Registration Fees and Other Student Fees, EXCLUDING HEALTH INSURANCE.

0-1 days	2-7 days	8-18 days	19-35 days	36 days* and over
100%	90%	50%	25%	0%

The schedule of refunds refers to calendar days, beginning with the first day of instruction (Day 1).

The EFFECTIVE DATE OF WITHDRAWAL used in determining the percentage of fees to be refunded is the date on which students file their withdrawal form with their undergraduate college or their graduate program. A student claiming an earlier date of withdrawal and therefore a higher percentage refund must submit written evidence to the student's college or OGSR to support the claim.

Students receiving Title IV federal financial aid, who withdraw from UCSD, may be required to repay these funds immediately and should contact the Financial Aid Office for detailed information.

GRADING INFORMATION

Complete information on UCSD grading policy is in the UCSD General Catalog.

Plus and Minus Grading

Only the grades of A, B, and C may be modified by a plus (+) or minus (-) suffix. The grade of A+, when awarded, represents extraordinary achievement but does not receive grade point credit beyond that received for the grade of A. Use of plus and minus suffixes is at the option of the instructor. (Plus and minus grading was approved for use beginning with courses taken in Fall Quarter 1983.)

Pass/Not Pass

Pass/Not Pass grading is for undergraduates only. A "Pass" denotes the equivalent of C- or better. Some courses are approved for Pass/Not Pass grading only and there are limitations on P/NP credit. Check the General Catalog.

Satisfactory/Unsatisfactory

Satisfactory/Unsatisfactory grading is for graduate students only. A "Satisfactory" denotes the equivalent of B- or better. Graduate courses are approved for letter grade only, S/U only, or S/U permitted. Graduate students should check with their major department to make certain they are enrolled for the appropriate grade option for required courses.

Students must opt for S/U grading BY THE END OF THE FOURTH WEEK OF CLASSES.

The Academic Senate has approved the following exceptions:

- Graduate students may take any graduate course outside their major departments on an S/U basis.

- If departmental requirements have been fulfilled for advancement to candidacy for the Ph.D. degree, graduate students may take any course on an S/U basis.

The "W" Grade

When a student withdraws from the University or drops a course, other than a laboratory course, between the beginning of the fifth week of classes and the end of the ninth week of classes, the Registrar will assign a "W" to the student for each course affected.

Also, an academic regulation permits departments to report a "W" for students who drop a laboratory course after the second laboratory session. The Chemistry/ Biochemistry and Biology departments are enforcing this regulation.

Courses in which a "W" has been entered on the student's transcript will be disregarded in determining a student's grade point average.

The "Blank" Grade

A "blank" grade (no grade) is left in a student's record when a grade is not reported on the Grade Report form or when the entire Grade Report is not submitted by the established deadline. A "blank" grade will lapse to a permanent F, NP, or U if a regular grade is not reported by the end of final exam week of the subsequent quarter. It is the collective responsibility of the student and the department to prevent the "blank" grade from lapsing.

Incomplete Grade

An Incomplete may be assigned to an undergraduate when a student's work is of non-failing quality, but is incomplete for good cause (illness, for example). An Incomplete may be assigned to a graduate student if additional time is needed to complete graduate level work.

The student must request the Incomplete no later than the first working day after final examinations by filing the "Request to Receive Grade Incomplete" form. Forms are available at the Registrar's Office and in the academic departments. Complete instructions and information are on the form and in the UCSD General Catalog.

An undergraduate student who is prevented by illness or other circumstances from coming to campus to file an Incomplete form may contact his or her college Academic Advising or Dean's Office for assistance. The student may also contact the instructor, who may initiate the Incomplete in such circumstances. Graduate students should contact their departmental office for assistance.

The student should *not* re-enroll in the course in order to make up an Incomplete. The course would be considered a repeat and would not remove the prior quarter's Incomplete, which would lapse to F, NP, or U. The instructor must complete the removal portion of the original Incomplete form and file it with the Registrar's Office. An "I" grade may be replaced upon completion of the work by a date agreed upon with the instructor, but no later than the last day of final exam week in the following quarter. If not replaced by that date, the "I" grade will lapse to a permanent F, NP, or U.

Repetition of Courses

Repetition for credit of courses not so authorized by the appropriate Committee on Courses is allowed subject to the following limitations:

A student may not repeat a course for which a grade of A+, A, A-, B+, B, B-, C+, C, C-, I, P, or S is recorded on his or her transcript.

Courses in which a grade of D or F has been awarded may not be repeated on a P/NP or S/U basis.

Undergraduate students may repeat a course in which a grade of NP has been awarded for a P/NP or letter grade, if applicable. Graduate students may repeat a course in which a grade of U has been awarded on an S/U basis only.

Repetition of a course for which a student's transcript bears two or more entries with grades among D, F, NP, or U requires the approval of the appropriate provost or dean.

All grades received by a student shall be recorded on the student's transcript unless changed in accordance with Regulation 500(H). A student may receive degree credit for a course only once, unless the course has been approved for repetition.

The first 16 units of courses that have been repeated by an undergraduate student and for which the student has received a grade of D, F, or NP shall not be used in grade point calculations, unless the course is repeated by a student who has admitted to or been found guilty of academic dishonesty; in which case, the units for both the initial course and the repeated course shall be counted in grade-point calculations.

A graduate student must petition to repeat a course.

Repeat Codes

When present, a repeat code indicates that the student's cumulative summary data has been adjusted in accordance with UCSD academic policies on repeated courses. Repeat codes appear at the far right of the course, following the grade and grade points earned.

(Example: MATH 10A Calculus 4.00 F 0.00 **F1**)

CODE DESCRIPTION

D1	Repeated D - Removed from GPA
D2	Repeat of D - Removed from Units Passed
DA	Additional Repeated D - Removed from GPA & Units Passed
DX	Repeat of D in Excess of 16 units[1]
F1	Repeated F - Removed from GPA
F2	Repeat of F - Grade A thru D Received
FA	Additional Repeated F - Removed from GPA
FF	Repeat of F - Grade F Received
FX	Repeat of F in excess of 16 units - Credit Given[1]
FY	Repeat of F in excess of 16 units - No Credit Given[1]
N1	Repeated NP
N2	Repeat of NP - Grade P Received
NA	Additional Repeated NP
NN	Repeat of NP - Grade NP Received
NX	Repeat of NP in Excess of 16 units - Credit Given[1]
NY	Repeat of NP in Excess of 16 units - No Credit Given[1]
OF[2]	Repeat of D/F - Original Course Deleted - F Received
OL[2]	Repeat of D/F - Original Course Deleted - A - D Received
ON[2]	Repeat of NP - Original Course Deleted - NP Received
OP[2]	Repeat of NP - Original Course Deleted - P Received
RF	Repeatable for Credit - F Received
RL	Repeatable for Credit - A - D Received
RN	Repeatable for Credit - NP Received
RP	Repeatable for Credit - P Received
UC	UCSD D/F/NP - Repeated at Other UC Campus (Approved)
UF	Repeat of Course from Other UC - F Received
UL	Repeat of Course from Other UC - A - D Received
UN	Repeat of Course from Other UC - NP Received
UP	Repeat of Course from Other UC - P Received
XC	Repeat in Excess of Course Approval
ZC	No Credit - Repeat of C-/Better of P
**	Manually Adjusted Credit

[1] The first sixteen units of courses that have been repeated by a student and for which the student received a D, F, NP, or U shall not be used in grade-point calculation on the student's transcript.

[2] This policy was valid for courses repeated prior to Fall 1975.

Minimum Progress

A full-time undergraduate student is subject to disqualification from further registration if he or she does not complete thirty-six units in any three consecutive quarters. Continued registration of an undergraduate who is subject to disqualification due to lack of minimum progress is at the discretion of the college Provost.

Students may file for an exemption from the minimum progress requirement by completing the Undergraduate Part-Time Application and receiving college approval prior to the end of the second week of the quarter. (.)

PLEASE NOTE: The requirements for Satisfactory Academic Progress for financial aid recipients may differ from the requirements for the minimum progress policy.

ADDRESS CHANGES

Students who change their local or permanent addresses are expected to update their address with the University. Students update their addresses via StudentLink or they may notify the Registrar's Office in writing as soon as possible. Addresses have a beginning and ending date

attached, so you may submit changes early. Students also have an option to create a Billing Address/Authorization, which designates a separate address to which all billing statements will be sent. This must be done via StudentLink. Students should also leave a forwarding address with the U.S. Postal Service whenever they move. **Students will be held responsible for communications from any University office sent to the last address provided.**

CLASS LEVEL

Undergraduates

Class level for undergraduates is based upon the total number of quarter units completed, including transfer credit:

0.00 - 44.9	Freshman
45.0 - 89.9	Sophomore
90.0 - 134.9	Junior
135.0+	Senior

Graduates

Class level for graduate students is based upon degree aim and progress toward that degree:

M A	Masters
ND	Non-Degree
D1	Ph.D. - student has not been advanced to candidacy
D2	Ph.D. - student has been advanced to candidacy
D3	Ph.D. - student has been enrolled for more than nine quarters as a Doctoral- 2
PH	School of Pharmacy & Pharmaceutical Sciences

COLLEGE CHANGES

Undergraduates who wish to transfer to another UCSD college must file an Intercollege Transfer Request with the Academic Advising Office of their current college. Request forms are available at the Academic Advising Offices or at the Registrar's Office.

SECTION ID NUMBER

A Section ID Number is assigned to the section of a course that carries the grade and credit in the Schedule of Classes on StudentLink. This six-digit number must be used in all transactions with the Registrar's Office. The Section ID Number is in the second column of the course listings, preceding the course number and title.

COURSE NUMBERS

Lower Division: Courses numbered 1-99 are designed for freshmen and sophomores but may be taken by more advanced students.

Upper Division: Courses numbered 100-199 are designed for juniors and seniors but are open to other students who have sufficient background and the consent of the instructor in charge. Check the UCSD General Catalog for course prerequisites. Students attempting upper division work must have satisfied the college writing requirements.

Graduate: Courses numbered 200-299 are designed for graduate students. Upper division students may enroll in these courses (except 298's) with the instructor's approval. Courses numbered 500-599 are for graduate students only.

DEGREE CANDIDACY

Undergraduate Students

Seniors are required to file a Degree and Diploma Application on-line through the Degree and Diploma Application Wizard.

Students should schedule advising sessions well before the quarter of graduation to ensure that all degree requirements will be met. Failure to file the Degree and Diploma application may delay graduation and receipt of the diploma.

Deadlines for filing Degree and Diploma Applications are as follows:

Undergraduate Students
Fall graduates - Friday of the second week of the Fall Quarter.

Winter graduates - Friday of the second week of the Winter Quarter.

Spring graduates - Friday of the second week of the Spring Quarter.

Summer graduates - Friday of the ninth week of the Spring Quarter.

Students who file for graduation, but do not graduate, must submit another Degree and Diploma Application on-line for the subsequent term of graduation. In order to avoid being assessed a $25.00 diploma reorder fee, students must complete and submit a Retraction of the Degree and Diploma Request to the College Academic Advising Office by Friday of the eighth week of the quarter. Students who miss this deadline will be assessed a $25.00 diploma reorder fee when they submit a new Degree and Diploma Application.

After Graduation

Graduated students are not allowed to continue taking classes at UCSD except through the University Extension Concurrent Enrollment procedures or by special permission from their college in response to an Application for Readmission to "limited" status.

Graduate Students

Graduate students must complete the Degree and Diploma Application and file it with the graduate coordinator in their department upon completion of the requirements for a degree. Application forms are available at the departments, and can be obtained from the graduate coordinator.

MAJOR CHANGES

Undergraduates

Undergraduates who wish to change majors must complete a "Declaration or Change of Major Request" form. Undergraduate students are required to declare a major by the time they reach JUNIOR status or complete 90 units. Holds will be placed on future enrollment if a major is not declared after completion of 90 units. Forms are available at the college Academic Advising Offices, the Registrar's Office, or may be printed from StudentLink. Some majors are restricted and require departmental approval for admission to the major. The departments of ECE, MAE, and SE, have each established a pre-major status, which does not require approval.

Students who are pursuing any of these programs must complete all prerequisites for the major and may be required to meet specific GPA requirements before approval will be granted to enter the major. Students should contact these departments for additional information.

Students who wish to declare a DOUBLE MAJOR must file a Double Major Petition. These petitions are also available at the college Academic Advising Offices or at the Registrar's Office.

Students with an undeclared major who are following the curriculum for a specific major should establish contact with a faculty advisor in the major department to ensure that major requirements will be properly met. Students who are truly undecided as to which major to pursue are strongly encouraged to see an advisor in their college Academic Advising Office or to attend an Undeclared Majors meeting which is held each quarter. Check the college newsletters for additional information on these meetings.

Graduates

Graduate students who wish to transfer to another department or to another major within their current department must file a Graduate Student General Petition. Petitions are available at the departments, and can be obtained from the graduate coordinator.

REPETITION OF COURSES

Please see the Grading Information section.

RESIDENCY CLASSIFICATION

Establishing Residence for Tuition Purposes

Detailed information concerning the criteria for establishing residence for tuition purposes is included in the current UCSD General Catalog or on the Registrar's web site at:
registrar.ucsd.edu
Inquiries regarding residence requirements should be directed to the Residence Deputy in the Registrar's Office, 301 UCTR, (858) 534-4586 or via E-mail: **ddeangelis@ucsd.edu** NO OTHER UNIVERSITY PERSONNEL ARE AUTHORIZED TO SUPPLY INFORMATION RELATIVE TO RESIDENCE REQUIREMENTS FOR TUITION PURPOSES.

CHANGE OF CLASSIFICATION INSTRUCTIONS

A. Complete the Change of Classification Petition in ink; sign & date. Mail in the petition and photocopies of requested documents during the dates listed below for the applicable quarter.

B. The **DEADLINE** for filing your petition and documentation in the Registrar's Office is prior to the first day of instruction for the quarter you are seeking your change of classification. But you should file your petition prior to the fee payment deadline to avoid the $50.00 late payment charge. Late petitions will not be accepted. **NO EXCEPTIONS**

C. You will not be eligible for a change of classification until you have been an adult California resident over the age of 18 for more than one year with all your ties to California **AND** can meet the "Financial Independence" requirement below.

D. You will be considered **"FINANCIALLY INDEPENDENT"** if one or more of the following applies:

1) you are at least 24 years of age by December 31st 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 immediatley preceding the term for which you are requesting resident classification;
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 classfication, **AND** you can demonstrate self-sufficiency for those years and the current year.
7) graduate student instructors, graduate student teaching assistants, research assistants, junior specialists, post-graduate researchers, graduate student researchers, and teaching associates who are employed 49% 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 requested;
8) your parents are residents of the State of California;
9) 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 after your parent(s) departure.

E. If you were registered at the University of California during any academic quarter prior to Fall 1993 you will not have to meet the financial independence requirement above. All other rules apply and you will still have to supply all the documents requested below. Any student accepted to UC beginning Fall 1993 must bring in documentation for one of the six items stated under item (D), in addition to items under (G) 1 thru 12 below.

F. If you are a non-resident student who is in the process of establishing a residence for tuition purposes and you return to your former home during non-instructional 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 the stay.)

Mail in or drop off petition with photocopies of all items during the following dates :

Fall Quarter after August 1st , **Winter Quarter after November 1st**, and **Spring Quarter after March 1st,** the month immediately prior to the quarter for which you are seeking a change of classification. You will be notified by e-mail or by phone as to the determination of your petition within five working days after the petition has been received in the Office of the Registrar.

G. **Mail in** photocopies of **ALL** the following DOCUMENTATION along with your petition and any other information you believe to be relevant. Consolidate and copy several documents on one piece of paper and use both sides of paper when possible. Documents do not have to be in order listed below. All documents below should be dated prior to the first day of instruction for the quarter you were accepted to verify when you began ties to California.

Attach a written statement as to the circumstances of any missing documents.

1. A California driver's license/California I.D. Card.

2. Your voter registration card.

3. Proof of when you opened your California bank account & all pages of bank statements for June, July, and August immediately prior to the quarter you petition your change of classification.

4. California car registration form and car insurance.

5. Federal & state tax returns for the past year with W2s attached.

6. Verification of item D (1 thru 9) financial independence.

7. Copy of summer pay stubs which verify hours worked, employment verification, documentation to verify summer physical presence in California for the summer, or airline tickets, out of state research appointments, or paper trail of summer immediately prior to the change of classification request.

8. Copies of all your housing contracts, monthly rental agreements, lease or proof of property ownership for the past year.

9. Proof of credit and memberships with California merchants.

10. Proof of your belongings moved into California.

11. Proof of utilities established in your name.

12. If you are a noncitizen admitted for permanent residence by the Immigration and Naturalization Service, bring your alien registration card.

Please read and follow the above instructions carefully to avoid delays in making a determination. **Subject to Change Without Notice.** Any student who has been DENIED a change of classification, may appeal in writing to the Legal Analyst-Residence Matters, 1111 Franklin St., 8th Floor, Oakland, CA 94607-5200 within 45 days of notification of denial by the Residence Deputy. If you have specific questions, call the Residence Deputy at (858) 534-4586.

MAIL TO:

Donna DeAngelis-Blaine
UCSD RESIDENCE DEPUTY
9500 GILMAN DRIVE, #0021
LA JOLLA, CA 92093

Temporary Absences

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 a continuing California residence during your absence. Steps 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. Continue to satisfy California tax obligations. If you are claiming California residence, you are liable for payment of income taxes on your total income from the date you establish your residence in the state, including income earned in another state or country.

3. Retain your California voter's registration and vote by absentee ballot.

4. Maintain a California driver's license and vehicle registration. If it is necessary to change your license or vehicle registration, you must change them back within the time prescribed by law.

SAN DIEGO COMMUNITY COLLEGE COURSES

English composition courses are taught by San Diego Mesa College on the UCSD campus. Students are placed in these classes on the basis of placement test results in order to prepare them to enter and successfully complete university-level course work. Students enroll for these courses as they would for any other UCSD course. A department stamp is required to enroll or add/drop. In addition, students who have never been previously enrolled at Mesa College must complete a Mesa College Application for Admission, which will be distributed by the instructor during the first week of classes. Students who add or drop a Mesa college course after classes have begun must complete only a UCSD add/drop card.

If you have questions concerning the San Diego Community College courses, please contact the UCSD Subject A office in LIT 3232. SDCC courses **will not** appear on a student's UCSD transcript since students may not be granted credit toward a degree for remedial course work. SDCC courses **will** be counted for work-load credit during the quarter in which they are taken for purposes of determining full-time enrollment. They will also be counted, if a passing grade is earned, in satisfaction of the minimum progress requirement and in the satisfactory academic progress requirement for financial aid recipients.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

The U.S. Department of Education requires that in order to receive student financial aid under the programs authorized by Title IV of the Higher Education Act, a student must be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled. The Title IV programs administered by the University are: Federal Pell Grants, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, Federal Stafford Loans and Federal PLUS Loans for parents. These standards also apply to the Cal Grant programs, State Work-Study and University need-based aid. Satisfactory Academic Progress standards include required minimum grade point averages, required number of completed and passed units per academic year and duration limits. Thus, when deciding to drop a course or withdrawing from UCSD, speaking with a Financial Aid Office Counselor to discuss the affect of such action upon your financial aid is highly recommended. Detailed information on the UCSD requirements for Satisfactory Academic Progress is available from the Financial Aid Office and on-line at:

www.ucsd.edu/finaid

PLEASE NOTE: The requirements for Satisfactory Academic Progress for financial aid recipients may differ from the requirements for the UCSD minimum progress policy.

SPECIAL STUDIES COURSES

Undergraduate students who wish to enroll in special studies courses must complete the Application for Special Studies form. Forms are available at the department offices and on StudentLink. Complete instructions and information are on the form and in the UCSD General Catalog. The department stamp is required to enroll in or add a special studies course. The application form must be completed and approved before the department stamp will be granted.

WITHDRAWING FROM UCSD

Undergraduates

Undergraduate students who wish to withdraw are required to complete the Undergraduate Request for Withdrawal. The form should be filed with the college academic advising or dean's office. This form serves two purposes: (1) a refund of fees if appropriate, see page 19; (2) automatic withdrawal from classes (See also "The "W" Grade.") Students desiring to be absent are urged to consult with a college advisor. The provosts recognize the need for some students to "stop out" for a while. Each college is prepared to deal, in a totally flexible manner, with any changes in the plans of the student or with any problems the student may have. Forms are available at the department offices and on StudentLink.

Absence/Readmission to the University

Students absent for no more than one quarter are considered to be continuing students and should refer to StudentLink or contact the Office of the Registrar for registration information.

Undergraduate students who are absent for two or more consecutive quarters must file an application for readmission no later than four weeks prior to the beginning of the quarter at the Office of the Registrar, UCTR 301. A non-refundable fee of $40.00 is charged.

Undergraduate students who are absent for two consecutive quarters can be readmitted if they are in good academic standing, have no financial or administrative holds on their records, and have grades of passing quality for coursework taken at other institutions since last attending UCSD.

Undergraduate students in good academic standing who were absent for three or more quarters, and who have been readmitted, must consult with a college academic advisor before enrollment. Students must adhere to the graduation requirements in effect at the time of readmission or those subsequently established.

Students who were on probation or subject to dismissal the last quarter of attendance at UCSD, but were not dismissed, must consult with an academic advisor and establish a quarterly contract before readmission and enrollment.

Students who attended another institution since leaving UCSD must submit official transcripts for all academic work completed with their readmit application. This work must be of passing or higher quality. In the case of major departments with approved screening criteria, students may be readmitted as pre-majors. Please refer to the Registrar's web site at **http://registrar.ucsd.edu/ver2/sservices/readmissions.html** for more information.

Graduates

Graduate students who wish to withdraw should contact their department or the Office of Graduate Studies and Research. Students whose fees are fully paid by financial aid, graduate support, or other programs are required to notify the university by Friday of the first week of classes if they will not be attending.

Financial Aid Recipients

Please be aware of the following:

- If you withdraw before 60% of the quarter has been completed, you will not have earned all of your financial aid and will have to repay a portion of your financial aid immediately.
- If you are eligible for a fee or housing refund due to your withdrawal, all or part of the refund will be used to repay financial aid. You may owe additional amounts as well, which you will be responsible for repaying.
- Please also be aware that withdrawal may affect your Satisfactory Academic Progress status for financial aid eligibility the next year that you attend UCSD.
- We strongly suggest that you talk to a financial aid counselor *before initiating* the withdrawal process so that you understand the full financial impact of this action.

Recipients of Loans

All students who have received loans MUST notify the Student Business Services Office, UCTR 201, and have a loan "exit counseling session" before leaving campus for ANY REASON. Possible reasons include leave of absence, dropping out for a portion or all of a quarter or for a longer period, transfer to another school (INCLUDING any other UC campus), graduation, or obtaining an advanced degree.

Schedule of Refunds:

Please see the Fee Information section.

CLICS: Center for Library & Instructional Computing Services
Galbraith Hall, Revelle Plaza
clics.ucsd.edu

CLICS is a collaboration of the UCSD Libraries, Academic Computing Services, and Media Services. It features:

- 182 computers for general student use
- 12 group study rooms, lots of study space
- Late hours (1:00 a.m. most nights, 24/7 on Finals Week)
- Coffee cart on the patio
- Popular books like NYT Best Sellers, mysteries, romances
- Popular magazines like Sports Illustrated, Spin, Surfing
- Computer Manual Collection
- Electronic books
- Workshops and one-on-one help with term papers and research.

Check Your UCSD E-Mail Account Regularly

Don't miss out on important messages that will be coming your way!
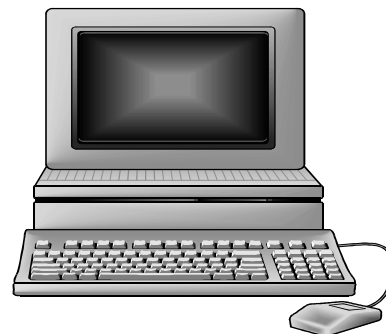
More and more campus departments and offices are using E-Mail to communicate with students, and it is important for students to check their UCSD E-Mail account regularly. If you need assistance accessing your mail or account, check the Academic Computing Services web site:

http://microhelp.ucsd.edu/html/email.html

or call their help desk at: (858) 534-4060.

If you have another E-Mail account that you use and check more frequently, and you would prefer to have your UCSD E-Mail forwarded to it, log on to StudentLink, go to the address change screen and follow the instructions.

College Codes

GR	Graduates
IR	IRPS
ER	Eleanor Roosevelt
MU	Muir College
RE	Revelle College
SI	Sixth College
TH	Thurgood Marshall College
WA	Warren College
MD	Medical School
PH	School of Pharmacy & Pharmaceutical Sciences

Instruction Type Codes

AC	Activity
CL	Clinical Clerkship
CO	Conference
DI	Discussion
FW	Fieldwork
IN	Independent Study
LA	Laboratory
LE	Lecture
PB	Problem Session
PR	Practicum
SE	Seminar
ST	Studio
TU	Tutorial

Buildings/Facilities Codes

APM	Applied Physics & Mathematics Building
ASANT	Asante House
BIO	Biology Building
BONN	Bonner Hall
BSB	Basic Science Building
CCC	Cross-Cultural Center
CENTR	Center Hall
CICC	Copley International Conference Center
CMME	Center for Molecular Medicine East
CMMW	Center for Molecular Medicine West
CMRR	Center for Magnetic Recording Research
CRB	Chemistry Research Building
CSB	Cognitive Science Building
DANCE	Dance Facility
EBU1	Engineering Bldg. Unit 1
EBU2	Engineering Bldg. Unit 2
ECON	Economics Building
ERCA	Eleanor Roosevelt College Administration
GEISL	Geisel Library
GH	Galbraith Hall
HSS	Humanities & Social Sciences Building
HUBBS	Hubbs Hall
IGPP	Institute of Geophysics & Planetary Physics

LASB	Latin American Studies Building
LIT	Literature Building
MANDE	Mandeville Center
MNDLR	Mandler Hall
MAYER	Mayer Hall
MCC	Media Center/Comm Building
MCGIL	William J. McGill Hall
MTF	Medical Teaching Facility
MWEIS	Mandell Weiss Center
NIERN	Nierenberg Hall (located at SIO)
NSB	Natural Sciences Building
NTV	Nierenberg Hall Annex (located at SIO)
OAR	Ocean & Atmospheric Res Bldg (located at SIO)
OFF	Off Campus
PACIF	Pacific Hall
PETER	Peterson Hall
PFBH	Powell-Focht Bioengineering Hall
PRICE	Price Center
R515	Roosevelt College, Building 515
R517	Roosevelt College, Building 517
R518	Roosevelt College, Building 518
R519	Roosevelt College, Building 519
RBC	Robinson Building Complex
RITTR	Ritter Hall
RVCOM	Revelle Commons
RVPRO	Revelle College Provost Building
SCRB	Stein Clinical Research Building
SCRPS	Scripps Building
SDSC	San Diego Supercomputer Center
SEQUO	Sequoyah Hall
SERF	Science & Engineering Research Facility
SHS	Student Health Center
SOLIS	Faustina Solis Lecture Hall
SSB	Social Sciences Building
TBA	To Be Arranged
TMCA	Thurgood Marshall College Administration
U201	University Center Building 201
U408	University Center Building 408
U409	University Center Building 409
U410	University Center Building 410
U411	University Center Building 411
U412	University Center Building 412
U413	University Center Building 413
U413A	University Center Building 413A
UNEX	University Extension Complex
UREY	Urey Hall
URY-A	Urey Hall Annex
VAUGN	Vaughn Hall
VIS	Visual Arts Building
WLH	Warren Lecture Hall
YORK	Herbert F. York Undergraduate Sciences Building

BOOKSTORE - Price Center

Extended hours:
March 29 - 30, 7:30 a.m. - 8:00 p.m.
March 31, 8:00 a.m. - 8:00 p.m.
April 1, 8:00 a.m. - 8:00 p.m.
April 5 - 8, 8:00 a.m. - 8:00 p.m.

Regular hours:
Mon - Fri, 8:00 a.m. - 6:00 p.m.
Sat, 10:00 a.m. - 5:00 p.m.
Most Sundays, Noon - 5:00 p.m.

Textbook Department: (858) 534-4557

Textbook Buyback:
March 29 - 31, 9:00 a.m. - 4:00 p.m.
April 1 - 2, 9:00 a.m. - 4:00 p.m.
June 7 - 11, 8:30 a.m. - 5:00 p.m.
June 12, 10:00 a.m. - 4:00 p.m.

STUDENT BUSINESS SERVICES OFFICE
UCtr 201
8:00 a.m. - 4:30 p.m.
Check Disbursement (858) 534 - 1173
University Billing Services (858) 534 - 7537

CAREER SERVICES CENTER
8:00 a.m. - 4:30 p.m. (M/T/Th) (858) 534 - 3750
8:00 a.m. - 7:00 p.m. (Wed.)
8:00 a.m. - 2:00 p.m. (Fri.)

CASHIER'S OFFICE
UCtr 401, 8:00 a.m. - 4:00 p.m. (858) 534 - 3725

CLICS: CENTER FOR LIBRARY & INSTRUCTIONAL COMPUTING SERVICES
Galbraith Hall, Revelle Plaza
General Information & Hours clics.ucsd.edu
Library Instruction or Research Help (858) 822-4810

COLLEGE ADVISING OFFICES
Eleanor Roosevelt: (858) 534 - 9864
ERCA, 8:30 a.m. - 12:00 noon, 1:00 - 4:30 p.m.

John Muir: (858) 534 - 3580
HSS 2126, 8:00 a.m. - 12:00 noon, 1:00 - 4:30 p.m.

Revelle: (858) 534 - 3490
Revelle Provost Office
8:00 a.m. - 12:00 p.m., 1:00 - 4:30 p.m.

Sixth College: (858) 822-5955
UCtr 965, 8:00 a.m. - 4:30 p.m.

Thurgood Marshall: (858) 534 - 4110
TMCA 120, 8:00 a.m. - 4:00 p.m.

Earl Warren: (858) 534 - 4350
LIT (second floor)
8:00 a.m. - 12:00 noon, 1:00 p.m. - 4:30 p.m.

COLLEGE DEANS OFFICES
Eleanor Roosevelt: (858) 534 - 2237
ERCA
8:00 a.m. - 4:30 p.m.

John Muir: (858) 534 - 3587
HSS 2126
8:00 a.m. - 12:00 noon, 1:00 p.m. - 4:30 p.m.

Revelle: (858) 534 - 3493
Revelle Provost
8:00 a.m. - 12:00 p.m., 1:00 p.m. - 4:30 p.m.

Sixth College: (858) 822-5953
UCtr 965, 8:00 a.m. - 4:30 p.m.

Thurgood Marshall: (858) 534 - 4390
TMCA B, 8:00 a.m. - 4:30 p.m.

Earl Warren: (858) 534 - 4731
LIT (second floor) 8:00 a.m. - 4:30 p.m.

FINANCIAL AID OFFICE
UCtr 201
8:00 a.m. - 4:30 p.m.
Financial Aid Counseling (858) 534 - 4480
Scholarship Office (858) 534 - 3263
Veteran's Affairs (858) 534 - 4480

GRADUATE STUDIES AND RESEARCH
ERC 520 (858) 534 - 3555
8:00 a.m. - 4:30 p.m.

HOUSING ADMINISTRATION
*Off-Campus - Student Center A
8:00 a.m. - 4:30 p.m. (858) 534 - 3670
*On-Campus - UCtr 310
8:00 a.m. - 4:30 p.m. (858) 534 - 4010

INTERNATIONAL CENTER
International Students/Scholars:
9:00 a.m. - 4:00 p.m. (858) 534 - 3730
Programs Abroad Office:
9:00 a.m. - 4:00 p.m. (858) 534 - 1123
Programs Abroad Resource Library:
9:00 a.m. - 4:00 p.m.

OFFICE FOR STUDENTS WITH DISABILITIES
UCtr 202, 8:00 a.m. - 4:00 p.m. (858) 534 - 4382
TDD (858) 534 - 9709

REGISTRAR'S OFFICE
UCtr 301, 8:00 a.m. - 4:30 p.m. (858) 534 - 3150

SUMMER SESSION
University Extension Complex
8:30 a.m. - 4:00 p.m. (858) 534 - 5258

UNIVERSITY EXTENSION
University Extension Complex
8:00 a.m. - 10:00 p.m., Mon. - Thurs. (858) 534 - 3400
8:00 a.m. - 7:00 p.m., Fri. 8:00 a.m. - 12:00 noon, Sat.

Department	Location	Phone
Academic Internship	LIT 3255	(858) 534 - 4355
Anthropology	SSB 210	
(Graduate)		(858) 534 - 0107
(Undergraduate)		(858) 534 - 0110
Bioengineering		
(Graduate)	EBU1 4103	(858) 822 - 0006
(Undergraduate)	EBU1 4103	(858) 534 - 7538
Biology		
(Graduate)	PACIF 1228	(858) 534 - 5636
(Undergraduate)	PACIF 1128	(858) 534 - 0557
Biomedical Sciences	BSB 5008	(858) 534 - 3982
Chemistry & Biochemistry		
(Graduate)	YORK 4010	(858) 534 - 6871
(Undergraduate)	YORK 4010	(858) 534 - 4856
Chinese Studies	HSS 3084	(858) 534 - 6477
Classical Studies	HSS 3024	(858) 534 - 3598
Cognitive Science		
(Graduate)	CSB 135	(858) 534 - 7141
(Undergraduate)	CSB 140	(858) 534 - 6771
Communication	MCC 127	(858) 534 - 4410
Contemporary Black Arts	TMCA 120	(858) 534 - 4110
Contemporary Issues	HSS 2073	(858) 534 - 3589
Critical Gender Studies	HSS 2073	(858) 534 - 3589
CSE		
(Graduate)	APM 3402	(858) 534 - 3622
(Undergraduate)	APM 3402	(858) 534 - 3621
Culture, Art & Technology	UCtr 968	(858) 822 - 0492
Dimensions of Culture	SEQUO 132	(858) 534 - 2742
Earth Sciences	GH 188	(858) 534 - 8157
Economics	SEQUO 245	(858) 534 - 3385
ECE		
(Graduate)	EBU1 2718	(858) 822 - 0077
(Undergraduate)	EBU1 2707/2705	(858) 534 - 3213
English as a Second Language		
	LIT 3232	jking@ucsd.edu
Environmental Studies	HSS 2073	(858) 534 - 3589
Environmental Systems	GH 188	(858) 534 - 8157
Ethnic Studies	SSB 201	(858) 534 - 3276
German Studies	HSS 3024	(858) 534 - 3598
Health Care - Social Issues	LIT 3238	(858) 534 - 1704
History		
(Graduate)	HSS 5209	(858) 534 - 3614
(Undergraduate)	HSS 5207	(858) 534 - 3613
Human Development	APM ANX 2839	(858) 534 - 9919
Humanities	GH 180	(858) 534 - 3311
Interdisciplinary Studies	LIT 3238	(858) 534 - 1704
IRPS	RBC 4100	(858) 534 - 5914
International Studies	SEQUO 208	(858) 822 - 1131
Italian Studies	HSS 3024	(858) 534 - 3598
Japanese Studies	HSS 3024	(858) 534 - 3598
Judaic Studies	HSS 4008	(858) 534 - 4551
Latin American Studies	LASB 1	(858) 534 - 7967
Law & Society	LIT 3238	(858) 534 - 1704
Linguistics		
(Foreign)	MCGIL 2125	(858) 534 - 3605
(General)	MCGIL 2123	(858) 534 - 1145
Literature		
(Graduate)	LIT 3140	(858) 534 - 3204
(Undergraduate)	LIT 3110	(858) 534 - 3210
Making of the Modern World		
	ERCA	(858) 534 - 4935

Department	Location	Phone
Materials Science and Engineering	EBU2 470	(858) 534 - 7715
Mathematics		
(Graduate)	APM 7431	(858) 534 - 6887
(Undergraduate)	APM 7018	(858) 534 - 3590
Mathematics and Science Education	GH 188	(858) 534 - 8157
Mathematics Testing & Placement	LIT 3231	(858) 534 - 3373
Mechanical & Aerospace Engineering	EBU2 167	(858) 534 - 0708
Medical School		(858) 534 - 1393
- Student Affairs	MTF 180	
- Anesthesiology	402 W. Dickinson #224	
- Clinical Psychology	GIF CLIC	
- Family & Preventive Medicine	CLIN 239	
- Medicine	UCSD Med Center	
- Molecular Pathology	BSB 1030	
- Neurosciences	BSB 3036	
- Ophthalmology	UCSD Shiley Eye Center	
- Orthopaedics	UCSD Med Center	
- Pathology	BSB 1012	
- Pediatrics	BSB 4042	
- Pharmacology	BSB 2046	
- Prim Care/Nrs Prct	UCSD Med Center	
- Psychiatry	BSB 2056	
- Radiology	UCSD Med Center	
- Reproductive Medicine	CTF B216	
- Surgery	UCSD Med Center	
Middle Eastern Studies	HSS 3024	(858) 534 - 3598
Muir College		
Writing Program	HSS 2346	(858) 534 - 2522
Music (Main)	MANDE 111	(858) 534 - 3230
(Graduate)	MANDE 109	(858) 534 - 3279
(Undergraduate)	MANDE 110	(858) 534 - 8226
Pharmacy & Pharmaceutical Sciences	U202	(858) 822 - 4900
Philosophy		
(Graduate)	HSS 7024	(858) 534 - 3076
(Undergraduate)	HSS 7030	(858) 534 - 3077
Physics	UREY ADDTN 115	(858) 534 - 3290
Political Science	SSB 301	(858) 534 - 3548
Psychology	MNDLR 1533	(858) 534 - 3001
Public Policy Analysis	GH 180	(858) 534 - 3311
Religion, Program for the Study of	LIT 3323	(858) 534 - 8849
Russian/Soviet Studies	HSS 3024	(858) 534 - 3598
Science, Technology & Public Affairs	GH 180	(858) 534 - 3311
Scripps Institution	OSB 22	(858) 534 - 1694
SDCC (Subject A)	LIT 3232	jking@ucsd.edu
Sociology	SSB 401	(858) 534 - 4627
Structural Engineering	SERF 350	(858) 822 - 2273
Teacher Education Program	R517A	(858) 534 - 1680
Theatre and Dance	GH 202	(858) 534 - 3619
Third World Studies	LIT 3313	(858) 822 - 0377
Urban Studies and Planning	SSB 315	(858) 534 - 3690
Visual Arts	MANDE 216	(858) 534 - 2860
Warren College		
Writing Program	UCtr 410	(858) 534 - 3068

SPRING 2004 EXAMINATION SCHEDULE

M W F	7:00 or 7:30 or 8:00 or 8:30 a.m.	Friday	June 11	8:00 - 11:00 a.m.
TuTh	7:00 or 7:30 or 8:00 or 8:30 a.m.	Wednesday	June 9	8:00 - 11:00 a.m.
M W F	9:00 or 9:30 a.m.	Monday	June 7	8:00 - 11:00 a.m.
TuTh	9:00 or 9:30 a.m.	Thursday	June 10	8:00 - 11:00 a.m.
M W F	10:00 or 10:30 a.m.	Tuesday	June 8	8:00 - 11:00 a.m.
TuTh	10:00 or 10:30 a.m.	Monday	June 7	8:00 - 11:00 a.m.
M W F	11:00 or 11:30 a.m.	Friday	June 11	11:30 - 2:30 p.m.
TuTh	11:00 or 11:30 a.m.	Wednesday	June 9	11:30 - 2:30 p.m.
M W F	12:00 or 12:30 p.m.	Monday	June 7	11:30 - 2:30 p.m.
TuTh	12:00 or 12:30 p.m.	Tuesday	June 8	11:30 - 2:30 p.m.
M W F	1:00 or 1:30 p.m.	Thursday	June 10	11:30 - 2:30 p.m.
TuTh	1:00 or 1:30 p.m.	Monday	June 7	11:30 - 2:30 p.m.
M W F	2:00 or 2:30 p.m.	Friday	June 11	3:00 - 6:00 p.m.
TuTh	2:00 or 2:30 p.m.	Wednesday	June 9	3:00 - 6:00 p.m.
M W F	3:00 or 3:30 p.m.	Monday	June 7	3:00 - 6:00 p.m.
TuTh	3:00 or 3:30 p.m.	Thursday	June 10	3:00 - 6:00 p.m.
M W F	4:00 or 4:30 p.m.	Tuesday	June 8	3:00 - 6:00 p.m.
TuTh	4:00 or 4:30 p.m.	Monday	June 7	3:00 - 6:00 p.m.
M W F	5:00 or 5:30 p.m.	Friday	June 11	7:00 - 10:00 p.m.
TuTh	5:00 or 5:30 p.m.	Wednesday	June 9	7:00 - 10:00 p.m.
M W F	6:00 or 6:30 p.m.	Monday	June 7	7:00 - 10:00 p.m.
TuTh	6:00 or 6:30 p.m.	Tuesday	June 8	7:00 - 10:00 p.m.
M W F	7:00 or 7:30 or 8:00 or 8:30 p.m.	Thursday	June 10	7:00 - 10:00 p.m.
TuTh	7:00 or 7:30 or 8:00 or 8:30 p.m.	Monday	June 7	7:00 - 10:00 p.m.

CLARIFICATION OF SCHEDULE

Academic Senate regulations provide that final examinations must be given in all scheduled classes during the scheduled examination time periods. Deviations from Senate regulations must be approved in advance by the Committee on Courses acting through the Committee on Educational Policy. If a change in time is approved, the final examination may be offered at the newly scheduled time. However, the final examination must also remain available to students at the original time. Any student who finds it impossible to take a final examination on the date scheduled must make arrangements with the instructor.

When enrolling in classes, students are responsible for monitoring the Schedule of Examinations in order to avoid having three or four final examinations on the same day. If such combinations are unavoidable, students may wish to consult with faculty at the beginning of the quarter to determine whether one or more of the examinations can be rescheduled. Note that faculty have no obligation to accommodate such requests.

By the end of the seventh week of instruction the Office of the Registrar will send a Schedule of Final Examinations to each department. All changes or additions to the schedule must be cleared with the Office of the Registrar by 4:30 p.m. on Monday of the ninth week of instruction. Copies of the completed final examination schedule will then be sent to the Provost Offices and to the Registrars general services area for student information.

It is the policy of the University to make reasonable efforts to accommodate students having bona fide religious conflicts with scheduled examinations by providing alternative times or methods to take such examinations. If a student anticipates that a scheduled class meeting or examination will occur at a time at which his or her religious belief's prohibit participation in the class or examination, the student must submit to the instructor, no later than the end of the second week of instruction of the quarter, a statement describing the nature of the religious conflict and specifying the days and times of conflict together with documentation of the religious proscription and of the student's adherence to this religious belief. If a conflict with the student's religious beliefs does exist, the instructor will attempt to provide an alternative, equitable procedure which does not create an undue hardship for the instructor.

Language Proficiency Examination - Spring 2004

The reading portion of the Language Proficiency Examination will be given at the end of Week 1 of Spring Quarter as follows:

French, German, Italian, Russian, and Spanish:
Saturday, April 3, 2004 at 10:00 a.m. in APM 2301.
If you pass the reading portion of the exam, you will sign up on April 5 for the oral portion, which will be given during the early part of Week 2 (April 5, 6, or 7) by appointment.

Math Placement Exams

The Math Placement Exam, which is required before beginning MATH 3C, 4C, 10A, or 20A, will be given on Monday, March 29 at 7:00 p.m. in WLH 2204. It will end at 9:00 p.m. Placement exam results are good for only one year. Students must bring a #2 pencil to the exam and should be a few minutes early since testing will begin promptly at 7:00 p.m. Calculators are allowed.

To receive approval for Math 3C, Math 4C, Math 10A, or Math 20A you must have one of the following:

- Appropriate UCSD placement test results no older than one year, or
- Proof that you have been enrolled in the course in a previous quarter, or
- Appropriate grade from a lower level math course taken at UCSD, or
- Appropriate Advanced Placement (AP) score, or
- Score of 650 or higher on the SAT II Math Level IIC Exam.

For more information on placement, see the Math Placement web site at *mathtesting.ucsd.edu*.

Subject A Proficiency Test

The Subject A Proficiency Test provides entering students an opportunity to test out of the Subject A requirement. This test will be given on Thursday, March 11, 7:00-9:30 p.m. in WLH 2111 and on Monday, March 29, 7:00-9:30 p.m. in WLH 2111. Students who do not pass the Proficiency Test will be required to enroll in SDCC 1 (Subject A).

To be admitted to this exam, a student must display a photo I.D., preferably one bearing the student's signature.

All students who have not fulfilled the Subject A requirement through other means <u>must</u> take the Proficiency Test. No student may take this test more than once.

Subject A Exit Examination

All students enrolled in SDCC 1 (Subject A) must take the Subject A Exit Examination on Saturday, June 5, from 10:00 a.m. to 12:30 p.m. Students who pass the exam and SDCC 1 will thereby satisfy the Subject A requirement and will be allowed to keep their enrollments in the college writing courses. Students who fail the exam or SDCC 1 will have their enrollments in the college writing courses cancelled, and will be required to re-enroll in SDCC 1. Announcement of testing locations will be made by instructors during the last week of instruction of the quarter.

To be admitted to this exam, a student must display a photo I.D., preferably one bearing the student's signature.

Final Examination Schedule Worksheet

Avoid final examination scheduling problems. Mark the
examination time/day for each of your classes in the chart below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-11:00 a.m.						
11:30-2:30 p.m.						
3:00-6:00 p.m.						
7:00-10:00 p.m.						

See page 29 for the Final Examination Schedule

Beginning Week 6 of the quarter, exam information specific to each course
will be available in the StudentLink Schedule of Classes (*http://studentlink.ucsd.edu/*).
Since exam locations are sometimes different from where the class meets during the quarter,
check StudentLink prior to exam time for possible changes.

Major codes preceded by a "D" require approval of the department for admittance to the major.

UNDERGRADUATE MAJOR CODES

Anthropology
AN25 Anthropology
AN26 Anthropology (Concentration in Biological Anthropology)
AN27 Anthropology (Concentration in Archaeology)

Bioengineering
D BE02 Pre-Bioengineering: Pre-Medical
D BE04 Pre-Bioengineering:Bioinformatics
D BE25 Bioengineering
D BE26 Bioengineering: Pre-Medical
D BE27 Bioengineering: Biotechnology
D BE28 Bioengineering: Bioinformatics

Biology
D B107 Pre-Biology with Specialization in Bioinformatics
D BI28 Animal Physiology and Neuroscience
D BI29 Biochemistry and Cell Biology (see also Chemistry CH31)
D BI30 Ecology, Behavior and Evolution
D BI31 General Biology
D BI32 Microbiology
D BI33 Molecular Biology
D B134 Biology with Specialization in Bioinformatics
D B135 Human Biology

Chemical Engineering Program
CE25 Chemical Engineering

Chemistry and Biochemistry
D CH01 Pre-Bioinformatics
CH25 Chemistry
CH28 Chemistry with Specialization in Earth Sciences
CH31 Biochemistry/Chemistry (see also Biology BI29)
CH32 Chemical Physics
CH33 Chemical Education
CH34 Environmental Chemistry
CH35 Pharmacological Chemistry
CH36 Molecular Synthesis
D CH37 Bioinformatics

Chinese Studies
CN25 Chinese Studies

Classical Studies
CL25 Classical Studies

Cognitive Science
CG25 Cognitive Science
CG27 Cognitive Science with Specialization in Computation
CG28 Cognitive Science with Specialization in Human Cognition
CG29 Cognitive Science with Specialization in Neuroscience
CG30 Cognitive Science with Specialization in Hum. Comp. Inter.
CG31 Cognitive Science with Specialization in Clinical Aspects
      of Cognition

Communication
CM26 Communication

Computer Science and Engineering
D CS03 Pre-Computer Science with Specialization in Bioinformatics
D CS25 Computer Engineering (see also Electrical and
        Computer Engineering EC26)
D CS26 Computer Science
D CS27 Computer Science with Specialization in Bioinformatics

Critical Gender Studies
D CR25 Critical Gender Studies

Earth Sciences
EA25 Earth Sciences
EA26 Earth Sciences - Chemistry
EA27 Earth Sciences - Physics

Economics
EN25 Economics
EN26 Management Science
EN28 Joint Major in Mathematics and Economics

Electrical and Computer Engineering
EC03 Pre-Electrical Engineering
EC04 Pre-Engineering Physics
D EC26 Computer Engineering (see also Computer Science and
        Engineering CS25)
D EC27 Electrical Engineering
D EC28 Engineering Physics

Environmental Systems
ES25 Environmental Systems (Earth Sciences)
ES26 Environmental Systems (Ecology, Behavior & Evolution)
ES27 Environmental Systems (Environmental Chemistry)
ES28 Environmental Systems (Environmental Policy)

Ethnic Studies
D ET25 Ethnic Studies

German Studies
GS25 German Studies

History
D HI25 History

Human Development
HD01 Pre-Human Development
D HD25 Human Development

Interdisciplinary Studies
D IN25 Muir College Special Project Major
D IN26 Revelle College Individual Major
D IN27 Eleanor Roosevelt College Individual Studies
D IN28 Warren College Individual Studies
D IN29 Thurgood Marshall College Individual Studies

International Studies
IS25 International Studies - Anthropology
IS26 International Studies - Economics
IS27 International Studies - History
IS28 International Studies - Linguistics
IS29 International Studies - Literature
IS30 International Studies - Political Science
IS31 International Studies - Sociology

Italian Studies
IT25 Italian Studies

Japanese Studies
D JA25 Japanese Studies

Judaic Studies
JU25 Judaic Studies

Latin American Studies
D LA25 Latin American Studies

Linguistics
D LN25 Linguistics
D LN29 Linguistics (Specialization in Language and Society)
D LN32 Linguistics (Specialization in Cognition and Language)
D LN33 Language Studies (Specialization in [the language of
        specialization])

Literature
D LT01 Pre-Literature/Writing
D LT29 French Literature
D LT31 German Literature
D LT32 Russian Literature
D LT33 Spanish Literature
D LT34 Literature/Writing
D LT35 Italian Literature
D LT36 Literatures in English
D LT37 Literature/Composite Major
D LT38 Literatures of the World

Undergraduate Major Codes Continued from page 31

Mathematics

	MA01	Pre-Mathematics - Computer Science
	MA27	Mathematics (Applied)
	MA29	Mathematics
D	MA30	Mathematics-Computer Science
D	MA31	Mathematics/Applied Science
	MA32	Mathematics/Secondary Education
	MA33	Joint Major in Mathematics and Economics
	MA34	Mathematics - Scientific Computation

Mechanical and Aerospace Engineering

MC25	Aerospace Engineering
MC27	Mechanical Engineering
MC28	Engineering Science
MC29	Environmental Engineeering

Music

	MU01	Pre-Interdisciplinary Computing
D	MU25	Music
D	MU26	Music Humanities
D	MU27	Interdisciplinary Computing and the Arts

Philosophy

PL25	Philosophy

Physics

PY26	Physics-Biophysics
PY28	Physics with Specialization in Earth Sciences
PY29	Physics
PY30	General Physics
PY31	General Physics, Secondary Education
PY32	Physics with Specialization in Materials Physics
PY33	Physics with Specialization in Computational Physics
PY34	Physics with Specialization in Astrophysics

Political Science

PS25	Political Science
PS26	Political Science-American Politics
PS27	Political Science-Comparative Politics
PS28	Political Science-International Relations
PS29	Political Science-Political Theory
PS30	Political Science-Public Law
PS31	Political Science-Public Policy

Psychology

PC26	Psychology

Religion, Program for the Study of

RE26	Study of Religion

Russian and Soviet Studies

RU25	Russian and Soviet Studies

Sociology

SO25	Sociology

Structural Engineering

SE26	Engineering Sciences
SE27	Structural Engineering

Theatre and Dance

TH26	Theatre
TH27	Dance

Third World Studies

TW25	Third World Studies

Undeclared

UNBS	Undeclared - Biological Sciences
UNHA	Undeclared - Humanities/Arts
UNPS	Undeclared - Physical Sciences
UNSS	Undeclared - Social Sciences
UN27	Undeclared

Urban Studies and Planning

US26	Urban Studies and Planning

Visual Arts

	VA01	Pre-Interdisciplinary Computing and Arts
	VA02	Pre-Visual Arts (Media Computer Emphasis)
	VA26	Visual Arts (Art History/Criticism)
D	VA27	Visual Arts (Media)
	VA28	Visual Arts (Studio)
D	VA29	Interdisciplinary Computing and the Arts

GRADUATE MAJOR CODES

Anthropology

AN75	Anthropology
AN77	Anthropology and Cognitive Science

Bioengineering

BE75	Bioengineering
BE77	Bioengineering with Specialization in Bioinformatics

Bioinformatics Program

BF75	Bioinformatics

Biology

BI77	Biology
BI78	Biology (Joint Doctoral with SDSU)
BI79	Biology (Computational Neurobiology)
BI80	Biology with Specialization in Bioinformatics

Biomedical Sciences

BS75	Biomedical Sciences
BS76	Biomedical Sciences with Specialization in Bioinformatics

Chemical Engineering

CE75	Chemical Engineering

Chemistry and Biochemistry

CH75	Chemistry
CH76	Chemistry (Joint Doctoral with SDSU)
CH77	Chemistry with Specialization in Bioinformatics

Classics

CA75	Classics (Tri-Campus Doctoral with UCI and UCR)

Clinical Psychology

CY75	Clinical Psychology (Joint Doctoral with SDSU)
CY76	Cognitive Science and Clinical Psychology

Cognitive Science

CG75	Cognitive Science

Communication

CM75	Communication
CM77	Communication and Cognitive Science
CM78	Communication (Science Studies)

Comparative Studies in Language, Society and Culture

CP75	Comparative Studies in Language, Society and Culture

Computer Science and Engineering

CS75	Computer Science
CS76	Computer Science (Computer Engineering)
CS77	CSE (Advanced Manufacturing)
CS78	Computer Science with Specialization in Bioinformatics
CS80	Computer Science and Cognitive Science

Economics

EN75	Economics
EN76	Economics & International Affairs

Electrical and Computer Engineering

EC75	Electrical Engineering (Applied Ocean Science)
EC76	Electrical Engineering (Applied Physics)
EC77	Electrical Engineering (Communication Theory and Systems)
EC78	Electrical Engineering (Electronic Circuits and Systems)
EC79	Electrical Engineering (Computer Engineering)
EC80	Electrical Engineering (Intelligent Systems, Robotics and Control)
EC81	Electrical Engineering (Photonics)
EC82	Electrical Engineering (Signal and Image Processing)
EC83	ECE (Advanced Manufacturing)
EC84	Electrical and Computer Engineering
EC85	Electrical Engineering (Elective Circuits & Systems)

    & Cognitive Science

Ethnic Studies
ET75   Ethnic Studies

History
HI75   History
HI76   History (Judaic Studies)
HI77   History (Science Studies)

International Relations and Pacific Studies
IR75   International Affairs
IR76   Pacific International Affairs

Language and Communicative Disorders
LC75   Language and Communicative Disorders (Joint Doctoral with SDSU)

Latin American Studies
LA76   Latin American Studies
LA77   Latin American Studies (History)
LA78   Latin American Studies (Sociology)
LA79   Latin American Studies (Gender Studies)
LA80   Latin American Studies (International Migration)

Linguistics
LN75   Linguistics
LN78   Linguistics and Cognitive Science

Literature
LT77   Literature
LT78   Comparative Literature
LT80   French Literature
LT81   German Literature
LT82   Spanish Literature
LT83   Literatures in English

Master of Advanced Studies Programs
AS75   Leadership/Health Care Organizations
AS76   Leadership/Health Care Organizations
AS77   Leadership/Health Care Organizations
AS78   Clinical Research (SOM)
AS79   Clinical Research (Community)
AS80   Clinical Research (SPPS)

Materials Science and Engineering
MS76   Materials Science and Engineering

Mathematics
MA75   Mathematics (Applied)
MA76   Mathematics
MA77   Statistics
MA78   Mathematics with Specialization in Bioinformatics

Mathematics and Science Education
ME75   Mathematics and Science Education (Joint Doctoral with SDSU)

Mechanical and Aerospace Engineering
MC75   Engineering Sciences (Aerospace Engineering)
MC76   Engineering Sciences (Applied Mechanics)
MC77   Engineering Sciences (Applied Mechanics-Joint Doctoral with SDSU)
MC78   Engineering Sciences (Applied Ocean Science)
MC80   Engineering Sciences (Engineering Physics)
MC81   Engineering Sciences (Mechanical Engineering)

Molecular Pathology
MO75   Molecular Pathology

Music

MU75   Music
MU76   Contemporary Music Performance

Neurosciences
NE75   Neurosciences
NE77   Neurosciences and Cognitive Science

Philosophy
PL75   Philosophy
PL76   Philosophy (Science Studies)
PL78   Philosophy and Cognitive Science

Physics
PY75   Physics (Biophysics)
PY76   Physics
PY77   Physics with Specialization in Materials Physics
PY78   Physics with Specialization in Bioinformatics

Political Science
PS75   Political Science
PS76   Political Science & International Affairs

Psychology
PC76   Psychology
PC78   Psychology and Cognitive Science

Public Health Epidemiology
PU75   Public Health (Epidemiology) (Joint Doctoral with SDSU)
PU76   Public Health (Health Behav) (Joint Doctoral with SDSU)

Scripps Institution of Oceanography
SI76   Earth Sciences
SI77   Marine Biology
SI78   Oceanography

Sociology
SO75   Sociology
SO76   Sociology (Science Studies)
SO78   Sociology and Cognitive Science

Structural Engineering
SE75   Engineering Sciences (Structural Engineering)

Teacher Education Program
TE76   Teaching and Learning (Curriculum Design)
TE81   Teaching and Learning: Bilingual Education (ASL-English)
TE84   Teacher Education Program
TE85   Master of Education

Theatre and Dance
TH75   Theatre
TH76   Drama and Theatre (Joint Doctoral with UCI)

Visual Arts
VA75   Visual Arts
VA76   Art History, Theory & Criticism

SCHOOL OF MEDICINE MAJOR CODES
MD75   Doctor of Medicine
MD76   Doctor of Medicine (students entering Fall 94)
MD77   Doctoral of Medicine (students entering Fall 95)
MD78   Doctoral of Medicine (students entering Fall 96)
MD79   Doctoral of Medicine (students entering Fall 97, Fall 98, and thereafter)

NU75   Nurse Practitioner

SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES
PH75   Doctor of Pharmacy

Undergraduate Minor Codes

M044	African Studies	LT29	Literature-French
AN25	Anthropology	LT30	Literature-General
AN27	Anthropology-Archaeology	LT31	Literature-German
AN26	Anthropology-Biological	M026	Literature-Greek
EC25	Applied Physics	M027	Literature-Hebrew
CH31	Biochemistry/Chemistry	LT35	Literature-Italian
CH33	Chemical Education	M029	Literature-Latin
CH32	Chemical Physics	LT32	Literature-Russian
CH25	Chemistry	LT33	Literature-Spanish
M002	Chemistry-Inorganic	LT34	Literature-Writing
M003	Chemistry-Organic	LT36	Literatures in English
M004	Chemistry-Physical	LT38	Literatures of the World
CH28	Chemistry with Specialization in Earth Sciences	EN26	Management Science
M006	Chicano Studies	MA29	Mathematics
CC25	Chicano Studies - History	M030	Middle East Studies
CC26	Chicano Studies - Literature	M039	Muir College Individual Minor
CC27	Chicano Studies - Political Science	M031	Muir College Optional Minor
CC28	Chicano Studies - Sociology	MU25	Music
M058	Chicano/a and Latino/a Arts and Humanities	MU27	Music Computing & the Arts
CN25	Chinese Studies	MU26	Music Humanities
CL25	Classical Studies	CH35	Pharmacological Chemistry
CG25	Cognitive Science	PL25	Philosophy
CM26	Communication	M032	Physical Fitness and Health Management
EC26	Computer Engineering (ECE)	PY29	Physics
CS26	Computer Science	PY26	Physics-Biophysics
M007	Contemporary Black Arts	PY27	Physics-Biophysics/Pre-Medical
CR25	Critical Gender Studies	PY33	Physics/Computational
TH27	Dance	PY28	Physics with Specialization in Earth Sciences
EA25	Earth Sciences	PS25	Political Science
EN25	Economics	PC26	Psychology
MO38	Eleanor Roosevelt College Individual Minor	M057	Public Service
EC27	Electrical Engineering	RE26	Religion, Study of
M021	Engineering Mechanics (AMES)	M041	Revelle College Special Project Minor
EC28	Engineering Physics	RU25	Russian and Soviet Studies
CH34	Environmental Chemistry	M051	Science and Society
M043	Environmental Studies	SO25	Sociology
ET25	Ethnic Studies	M040	Space Science and Engineering
M059	Film Studies	SE25	Aerospace Engineering
BI31	General Biology	SE26	Engineering Science
PY30	General Physics	SE27	Structural Engineering
PY31	General Physics/Secondary Education	M034	Teacher Education Program
GS25	German Studies	TH26	Theatre
M022	Health Care-Social Issues	TW25	Third World Studies
M052	Hebrew Language and Literature	M047	Thurgood Marshall College Individual Minor
HI25	History	US26	Urban Studies and Planning
HD25	Human Development	VA26	Visual Arts (Art History/Criticism)
M023	Humanities	M053	Visual Arts (Computing)
EC29	Information Science	M056	Visual Arts (Film and Video)
M049	Interdisciplinary Computing and the Arts	VA27	Visual Arts (Media)
IT25	Italian Studies	M055	Visual Arts (Media History/Criticism)
JA25	Japanese Studies	M054	Visual Arts (Photography)
JU25	Judaic Studies	VA28	Visual Arts (Studio)
LN33	Language Studies	VA29	Visual Arts Computing & the Arts
LA25	Latin American Studies	M048	Warren College Individual Minor
M025	Law and Society	W046	World Music
LN25	Linguistics		

Undergraduate Area Study Codes

A001	African Studies
A002	Anthropology
A012	Chinese Studies
A013	Classical Studies
A014	Communication
A015	Contemporary Black Arts
A063	Critical Gender Studies
A017	Ethnic Studies
A061	Foreign Language and Culture
A019	History
A064	Human Development
A020	Humanities
A023	Italian Studies
A024	Japanese Studies
A025	Judaic Studies
A027	Latin American Studies
A028	Law and Society
A029	Linguistics
A032	Literature-General
A062	Middle East Studies
A042	Music
A044	Philosophy
A045	Political Science
A046	Psychology
A047	Religious Studies
A048	Russian and Soviet Studies
A050	Sociology
A099	Special Area Study
A065	Study of Religion
A051	Theatre
A052	Third World Studies
A053	Urban Studies and Planning
A054	Visual Arts

Undergraduate Programs of Concentration Codes

C001	African Studies
C002	Anthropology
C096	Bioengineering
C009	Biology-General
C097	Chemical Engineering
C010	Chemistry
C017	Chinese Studies
C018	Classical Studies
C098	Cognitive Science - Sci

C100	Cognitive Science - Soc Sci
C021	Communication
C025	Contemporary Black Arts
C101	Critical Gender Studies
C029	Earth Science
C030	Economics
C090	Education Abroad-Humanities/Fine Art
C091	Education Abroad-Social Science
C031	Electrical and Computer Engineering
C102	Environmental Studies - Sci
C103	Environmental Studies - Soc Sci
C032	Ethnic Studies
C033	Foreign Language and Culture-Humanities
C034	Foreign Language and Culture-Social Science
C035	Fundamentals of Biology
C037	Health Care-Social Issues
C038	History
C039	Humanities
C093	Human Development
C043	Italian Studies
C044	Japanese Studies
C045	Judaic Studies
C047	Latin American Studies
C048	Law and Society
C049	Linguistics
C052	Literature-General
C061	Mathematics
C095	Middle East Studies
C064	Music
C065	Perspectives of Social Science
C066	Philosophy
C069	Physics
C070	Political Science
C071	Psychology
C072	Religious Studies
C073	Russian and Soviet Studies
C092	Science and Technology
C076	Sociology
C099	Special Program of Concentration
C105	Structural Engineering
C104	Study of Religion
C077	Teacher Education Program
C078	Theatre
C079	Third World Studies
C080	Urban Studies and Planning
C081	Visual Arts

NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, recently separated veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for special disabled veterans, recently separated veterans, Vietnam era veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquires regarding the University's equal employment opportunity policies may be directed to:

Academic and Student Affairs-
Ann Briggs Addo, Interim Associate Chancellor
Bldg. 107 University Center
UCSD
La Jolla, CA 92093-0005
(858) 534-6861

Staff and Management-
Paula C. Doss
Director Human Resources for EO/SAA
10280 N. Torrey Pines Road,
Suite 370
La Jolla, CA 92093-0923
(858) 534-3694

The University of California recognizes its obligation to provide program service and facility accessibility for persons with disabilities, as described in Section 504 and the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990.

Inquiries regarding the UCSD's equal employment opportunity policies may be directed to: Academic Employment, (858) 534-3623; Staff and Management, (858) 534-3694, and Student Admissions, (858) 534-6708.

NOTICE TO STUDENTS REGARDING RESIDENCE FOR TUITION PURPOSES

If you are a non-resident student and you are dependent upon a parent who is a California resident who claims you as a dependent for income tax purposes, you may not have to pay non-resident tuition. Contact the residence deputy in the Registrar's Office for information.

NOTICE TO STUDENTS OF THEIR PRIVACY RIGHTS

Notification of Rights Under FERPA and UCSD PPM 160-2

The Family Educational Rights and Privacy ACT (FERPA) affords Students certain rights with respect to their education records. They are:

1. The right to inspect and review the Student's education records within forty-five (45) days of the day UCSD receives a request for access. A student should submit to the registrar, dean, head of the department a written request that identifies the record(s) the student wishes to inspect. The UCSD official to whom the request was submitted will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records were not maintained by the UCSD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendments of the student's education records that the student believes are inaccurate or misleading. A student may ask UCSD officials to amend a record that he or she believes is inaccurate or misleading. The student should write the UCSD official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the UCSD official decides not to amend the record as requested by the student, that official will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to Disclosures of Personally Identifiable Information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosures to UCSD or UC officials with legitimate educational interests. A UCSD or UC official is a person employed by UCSD or UC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff): a person or company with whom UCSD or UC has contracted (such as attorney, auditor, or collection agent): a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another UCSD or UC official in performing his or her tasks. A UCSD or UC official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UCSD to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-4605

Questions about these rights or any other aspect of student records management by UCSD officials may be referred to the Director, Student Policies and Judicial Affairs, Student Center, Building B, or by telephone at (858) 534-6225 or email at naguilar@ucsd.edu. The text of FERPA may be found in the Government Documents section of the UCSD Geisel Library. Copies of the UCSD Student Records policy, PPM 160-2, may be obtained from the Student Policies and Judicial Affairs Office.

Directory or Public Information

The Federal Family Educational Rights and Privacy Act of 1974 (revised) permits the University to release or publish, without the student's consent, items in the category of "public information" which are name, address (campus and/or permanent), telephone number, campus E-mail address, date and place of birth, major fields of study, dates of attendance, degrees

and honors received, the most recent previous educational institution attended, participation in officially recognized activities, including intercollegiate athletics, and the name, weight and height of participants on intercollegiate University athletic teams. Students may request in writing, by the last day of registration each quarter, that any or all personally identifiable information from their records not be regarded as public information. Forms for this purpose are available in the Registrar's Office.

Students availing themselves of this right should understand what the consequences of this action may be. For example, if a request is made to withhold from disclosure a student's name and degrees and honors received, UCSD cannot make public any honors received by the student, e.g., the award of a Regents Scholarship or election to Phi Beta Kappa, and cannot include the student's name and degree earned in the UCSD commencement program without the written consent of the student. Similarly if a request is made to withhold from disclosure a student's name and dates of attendance, a student's status as a student cannot be verified for potential employers without written consent of the student. Furthermore, if student's last instruction to UCSD was to withhold from disclosure the degree granted to that student and the date on which the degree was conferred, that information cannot be confirmed for a third parry in connection with the appointment of that graduate to a new position or published in connection with an honor that individual subsequently receives. Students may reverse the decision of a previous quarter by filing a form with the Registrar's Office indicating which items they now wish released.

Types and Location of Student Records and the Officials Responsible for Their Maintenance

Office of the Registrar maintains a folder for every undergraduate student who attends UCSD with the exception of students enrolled in University Extension or Summer Session exclusively. This folder contains the original admission application, transcripts from institutions previously attended, the Residence Classification form and other documents related to application for admission. These records are held for four years after the last date of attendance, at which time they are purged.

Separately, from this folder, the Registrar's Office maintains the original and official copy of the UCSD academic record (transcript). This permanent record is kept indefinitely. Students may access the content of this record on StudentLink.

The Registrar also releases student enrollment and or academic information in the form of microfiche or paper to those officials on campus who have a legitimate educational need to know in order to conduct University business. These officials are: undergraduate colleges, OGSR, School of Medicine, academic departments, Accounting, Cashier's Office, Office for Students with Disabilities, Housing, Library Administration, Loan Administration, OASIS, Parking, Personnel, Planning, Student Employment, Financial Aid Office, Student Health Center. (Responsible officer: Registrar, 301 UCtr.)

Other Student Affairs Divisions also maintain records pertaining to student life and services. These files include placement records for students who use Career Planning and Placement. The deans' offices maintain confidential Records, for a time-limited basis, of all disciplinary cases. Most of the other records maintained in Student Affairs involve employment information for student workers hired in the various units of the department. (Responsible officer: Each Department.)

School of Medicine: The Office of Student Affairs, School of Medicine, maintains admissions and academic records for medical students. These records include application for admission, course evaluations, pass/fail information and documents concerning grade changes and petitions. The Office of Student Affairs maintains confidential records of all disciplinary

cases. Students may review their file in the Office of Student Affairs upon request to a staff member in that office. (Responsible officer: Dean, Student Affairs, Medical School, Basic Science Building).

Office of Graduate Studies and Research and departmental and group offices maintain files for graduate students which contain application for admission, transcripts of record, evaluation of sudent academic progress, and financial support records. Students may request access to information in these files by submitting a written request at the Office of Graduate Studies and Research (520 UCtr) or the major department or group offices between the hours of 8:00AM and 4:30PM. (Responsible officer: Dean of Graduate Studies and Research, 518 UCtr.)

Undergraduate Colleges and Departmental Records: The five undergraduate colleges and academic departments generally maintain copies of the original academic transcript and student petitions kept in the Office of the Registrar. Students can review the original documents at the Office of the Registrar.

Student Business Services Office acts as a central point of contact for students' financial interactions with all of the other offices on campus. Any office that bills or credits students processes transactions through the Student Business Services accounts receivable system. The Student Business Services Office provides a comprehensive billing statement for all campus departments. The units within the Student Business Services Office are the University Billing Services Unit, the Student Account Services Unit, the Loan Administration Unit and the Campus ID Card Unit. Each of these units deals with a different aspect of student finances. (Responsible officer: Director, SBS, 201 UCtr.)

Cashier's Office processes all payments to the University. The Cashier's Office cashes personal checks up to $50.00 with a current University identification. Bus passes are also purchased there. The Cashier's Office processes returned checks as well as student authorized charges for optional health insurance. The office does not bill for any other campus department. The Cashier's Office is located in Building 401 University Center. (Responsible officer: Cashier, 401 UCtr.)

Housing Office maintains a folder on each Student who lives in on-campus housing. These files contain miscellaneous fees (damages, keys), contracts, eviction notices, correspondence, and other personal or confidential information relating to a student's residence on campus. (Responsible officer: Assistant to Director or Residential Apartments Manager, 309 UCtr.)

Financial Aid Office maintains records relevant to financial aid awards and student employment. These records include, but are not limited to, the Student Aid Application for California (SAAC), Undergraduate Scholarship Application, Student Aid Report (SAR), Guaranteed Student Loan Application (GS L), Federal income Tax Form is (1040,1 040A, 1040 EZ), and Student employment forms (1600, ACES, 1602). (Responsible officer: Director, Financial Aid Office, 201 UCtr.)

The Veteran's Affairs Office maintains veterans' affairs records including Chapters 30, 32, 35, 106 and Cal Vet. (Responsible officer: Student Financial Services, 201 UCtr.)

Student Health Center maintains student health patient and medical records. (Responsible officer: Director, Student Health Center, Student Health Center.)

Office of Academic Support maintains personnel information on tutors and peer skills counselors. (Responsible officer: Director, OASIS, Center Hall.)

Office of Student Legal Services maintains Student legal services client records. (Responsible officer: Director, Student Legal Services, Student Center Bldg. B.)

Office for Students with Disabilities maintains records on students who are using the services of their office. These internally kept records include type of disability, services provided, Department of Rehabilitation and Veteran's Affairs, Chapter 31 Vocational Rehabilitation records. (Responsible officer: Director, Office for Students with Disabilities, 202 UCtr.)

Intercollegiate Athletics Office maintains records such as student participation in officially recognized activities, including intercollegiate athletics; and the name, weight, and height of participants on intercollegiate University athletic teams. (Responsible officer: Director, Intercollegiate Athletics Office.)

The Recreational Athletics Office maintains a student Recreational Athletics card. (Responsible officer: Director of Recreational Athletics Office.)

UCSD may maintain certain incidental records not included in the list above and not found in the usual locations. Such records include minutes of the various committees of the San Diego Division of the Academic Senate, and copies of correspondence in offices not listed above. Questions concerning such records should be referred to the Director, Student Policies & Judicial Affairs in Bldg. B of the Student Center.

Reproduction of Student Records

Students may request in writing, copies of their individual records maintained in any of the above offices.

FEDERAL STUDENT RIGHT TO KNOW

Graduation Rates

Approximately eight out of ten entering freshmen who begin their undergraduate studies at UCSD earn a degree from UCSD. The six-year graduation rate for the 1996 freshman cohort was 81%.

Time to Degree

Of the students who entered UCSD as first-time freshmen and completed their baccalaureate degree requirements in the 2002/2003 school year, approximately 52% graduated in 12 quarters (4 years), 17% graduated in 13 quarters, 5% graduated in 14 quarters, 14% graduated in 15 quarters (5 years), and 12% took more than 15 quarters. The median time to degree for all undergraduate degree recipients who entered UCSD as freshmen was 12.0 quarters.

OFFICIAL NOTICE TO STUDENTS REQUIRED BY THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

UCSD is committed to creating and maintaining a campus environment that fosters personal and institutional excellence and ensures a safe and healthy learning environment for all students. This information is provided to increase the awareness of students of the problems associated with alcohol and substance abuse, to outline UCSD's policy on discipline and sanctions, and to describe resources available for assistance.

Standards of Conduct

The UCSD Student Conduct Code prohibits the unlawful use, possession or distribution of alcohol and illicit drugs by students while on UCSD property or at official UC or UCSD functions or activities. Violation of these standards of conduct and related Federal or State laws will result in the imposition of sanctions under the student conduct code, up to and including dismissal. The applicable standards of student conduct and disciplinary sanctions are listed in the section of this publication entitled "Regulations Concerning Student Conduct, Student Discipline and Related Matters."

There are numerous local, state, and Federal statutes and ordinances prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. Detailed information regardng these statues, which may change over time, is available from the University Police Department at (858) 534-4359.

Scheduled drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812) and are further defined by regulations 21 CFR 1308, 11 through 1308.15. Copies of the Act and regulations are available for review at the UCSD Central Library.

Legal Sanctions

A wide variety of Federal and California laws provide sanctions for behaviors related to alcohol and substance abuse. The manufacture, sale or distribution of all scheduled (illicit) drugs or controlled substances constitutes a felony. For the most part, California laws governing controlled substances are similar to Federal laws. Basically, it is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. It is also unlawful for anyone to sell, furnish, give or cause to be sold, any alcoholic beverage to a person under the age of 21.

Health Risks Associated with Substance Abuse

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in both short - and long-term effects upon the body and mind. There are specific health risks related to alcohol and drug use, and there are general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death which, in the case of some drugs such as cocaine, can occur after first time use. Long lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhoses of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Where to Get Help

Psychological and Counseling Services at (858) 534-3755 not only provides counseling to students, but also assists and consults with members of the university community who work with students. Students are encouraged to voluntarily seek help for alcohol and substance dependency related problems. All information regarding the contact or any follow-up counseling or assistance is confidential. All services are free.

A student's voluntary decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action.

More detailed information about the health risks and alcohol/substance abuse prevention or recovery programs is available at:

Psychological and Counseling Services:
   (858) 534-3755
Student Health Services:
   (858) 534-2419

REGULATIONS CONCERNING STUDENT CONDUCT, STUDENT DISCIPLINE, AND RELATED MATTERS

I.   Background

Standards of Conduct: Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law, University policies, and campus regulations. Students on University /UCSD property or attending any official University /UCSD function assume an obligation to conduct themselves in a manner compatible with the University Policies and Campus rules and regulations. Failure of students to conduct themselves in such a manner may subject them to discipline under the UCSD Conduct Code. However, the Student Conduct Code shall apply to alleged incidents of hazing as described below in item # 14, irrespective of the location(s) of the alleged hazing incidents. Additionally students who violate Federal, State or local laws and/or these regulations may also be referred to the local criminal justice system for prosecution. Source for this document: *UCSD POLICIES AND PROCEDURES APPLYING TO STUDENT ACTIVITIES,* effective March 1997.

II.   Imposing Discipline

Grounds for Discipline: Discipline may be imposed for violation of, or an attempt to violate, any University policies or campus regulations. Violations or attempted violations include, but are not limited to, the following types of misconduct:

1.   Selling or distributing course notes, (whether taken by students or others), or information provided by an instructor such as, but not limited to handouts and readers, or using such materials for commercial purposes without the explicit permission of the instructor and without compliance with other applicable University regulations and policies.

2.   All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty as may be further specified in the UCSD Academic Senate Policy on Integrity of Scholarship.

3.   Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the campus or University or to campus or University officials acting in the performance of their duties.

4.   Forgery, alteration, or misuse of any campus or University document, record, key, electronic device, or identification.

5.   Theft of, conversion of, or damage to or destruction of, any property of the campus or University or property of others while on campus or University premises, or possession of any property of the campus or University or others stolen while on campus or University premises.

6.   Theft or other abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or campus or University official; use of computing facilities to interfere with a campus or University computing system.

7.   Unauthorized possession of, receipt of, duplication of, or use of the campus or University's name, insignia, or seal.

8.   Unauthorized entry to, possession of, receipt of, or use of any campus or University properties, equipment, resources, or services.

9.   Violation of policies, regulations, or rules governing campus or University-owned or -operated housing facilities or leased housing facilities located on campus or University property.

10.   Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

11.   Sexual harassment, as defined in the campus policy, including but not limited to: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

   a.   Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other campus or University activity;

   b.   Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

   c.   Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive campus or University environment.

   d.   In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

12.   Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

13.   The use of "fighting words" by students to harass any person(s) on campus or University property, or on other property to which these policies apply as defined in campus implementing regulations, or in connection with official campus or University functions or campus or University sponsored programs.

   "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in campus or University programs and activities.

14. Hazing or any method of initiation or pre-initiation into a campus organization or any activity engaged in by the organization or members of the organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

15. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other campus or University activities.

16. Disorderly or lewd conduct, such as, but not limited to, drunkenness.

17. Participation in a disturbance of the peace or unlawful assembly.

18. Failure to identify oneself to, or comply with directions of, a University official or other public official acting in the performance of his or her duties while on campus or University property or at official campus or University functions, or resisting or obstructing such campus or University or other public officials in the performance of or the attempt to perform her or his duties.

19. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.

20. Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

21. Possession, use, storage, or manufacture, or attempted possession of fireworks, explosives and/or explosive devices, firearms or other dangerous or destructive devices or deadly weapons.

22. Possession or use of a firearm or other weapon without the prior written approval from the UCSD Chief of Police.

23. Violation of the conditions contained in the terms of a disciplinary action imposed under these campus regulations.

24. Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to UCSD Policies and Procedures Applying to Student Activities, Section 21.11. or violation of orders issued pursuant to UCSD Policies and Procedures Applying to Student Activities, Section 21.10., during a declared state of emergency.

III. Reporting Complaints of Alleged Student Misconduct

Anyone may report any alleged student misconduct.

1. Any conduct believed to violate Campus regulations and/or Federal or state laws or local/municipal codes should be reported directly to College Dean or designee (such as Resident Dean), or other university officials, e. g., Campus Police, Student Conduct Coordinator (SCC). Such violations may lead to criminal prosecution, student disciplinary processes, or both.

2. Reports/Complaints of misconduct relating to students enrolled at the same college should be processed internally within the college. If such allegations and supporting information are presented to an official other than the College Dean or designee, then the allegations and supporting information will be forwarded as received to the appropriate College Dean or designee for processing.

3. Reports/Complaints of misconduct involving registered UCSD student organizations or two or more students enrolled at different colleges or graduate students will be coordinated centrally through the Student Conduct Coordinator's Office. If such allegations and supporting information are presented to an official other than the Student Conduct Coordinator (SCC), then the allegations and supporting information will be forwarded as received to the SCC or designee for processing.

4. Reports/Complaints of misconduct relating to students enrolled at the School of Medicine should be reported to the Associate Dean for Curriculum and Student Affairs for processing in accordance with the procedures set forth in the UCSD School of Medicine Advisor and Student Handbook, available in the Student Affairs Office at the School of Medicine.

5. Violations relating to academic dishonesty should be reported to the instructor of the course in which the alleged misconduct occurred and to the appropriate dean. Academic dishonesty matters will be processed in accordance with the Procedures For The Resolution of Academic Dishonesty Cases set forth below in Section 22.21. of the *UCSD POLICIES AND PROCEDURES APPLYING TO STUDENT ACTIVITIES,* effective March 1997.

IV. Sanctions

One or more of the following sanctions may be imposed on UCSD students who have violated one or more of the standards of conduct in the UCSD Student Conduct code:

1. Warning
2. Censure
3. Loss of privileges or exclusion from activities
4. Probation
5. Suspension of student status for a specified period of time
6. Dismissal
7. Exclusion from areas of the campus, or official campus or university functions
8. Restitution
9. Special assignment, such as, but not limited to, community service
10. Fine
11. De-registration (applicable to student organizations only)
12. Interim sanctions

The fact that the student was suspended or dismissed will be posted on the academic record for the duration of the penalty.

For complete details regarding student conduct and discipline, please refer to Section 22.00 of *UCSD POLICIES AND PROCEDURES APPLYING TO STUDENT ACTIVITIES,* effective March 1997.

UCSD POLICY ON INTEGRITY OF SCHOLARSHIP

Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

The following policies apply to academic coursework for both undergraduate and graduate students. A separate policy exists governing integrity of research. Medical students are governed by policies specified in the Handbook for School of Medicine Advisors and Students, as formulated by the School of Medicine Committee on Educational Policy.

Instructors' Responsibility
At the beginning of the term the instructor shall state in writing (e.g., in the syllabus, information sheets, or website) what graded assignments and exams will be required of students. If there are any course-specific rules required by the instructor for maintaining academic integrity, the instructor shall also inform students in writing what kinds of aid and collaboration, if any, are permitted on graded assignments and exams. The UCSD Policy on Integrity of Scholarship states the general rules for student integrity.

Students' Responsibility
Students are expected to complete the course in compliance with the instructor's standards. No student shall engage in an activity that involves attempting to receive a grade by means other than honest effort; for example:

> No student shall knowingly procure, provide, or accept any unauthorized material that contains questions or answers to any examination or assignment to be given at a subsequent time.

> No student shall complete, in part or in total, any examination or assignment for another person.

> No student shall knowingly allow any examination or assignment to be completed, in part or in whole, for himself or herself by another person.

> No student shall plagiarize or copy the work of another person and submit it as his or her own work.

> No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.

> No student shall alter graded class assignments or examinations and then resubmit them for re-grading.

> No student shall submit substantially the same material in more than one course without prior authorization.

A student acting in the capacity of an instructional assistant (IA), a category including but not limited to teaching assistants, readers, and tutors, has a special responsibility to safeguard integrity of scholarship. In this role the student functions as an apprentice instructor, under the tutelage of the responsible instructor. An IA shall equitably grade student work in the manner agreed upon with the course instructor. An IA shall not make any unauthorized material related to tests, exams, homework, etc., available to any student.

Responsibility for Disposition of Cases of Academic Dishonesty
The responsibility for maintaining the standards of academic honesty rests with two University authorities: the faculty and the administration. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration, while responsibility for courses and curricula is delegated to the faculty through the Academic Senate. When a student has admitted to or has been found guilty of a violation of the standards of academic integrity, two separate actions shall follow.

(1)   The instructor shall determine the student's grade on the assignment and in the course as a whole. Any breach of academic honesty may be considered grounds for failure in the course, although less serious consequences may be incurred in less serious circumstances.

(2)   The appropriate administrative authority shall impose a disciplinary penalty. For undergraduates, the appropriate administrative authority is the Council of Deans of Student Affairs. For graduate students, the appropriate administrative authority is the Assistant Dean of Graduate Studies. Sanctions will be imposed in accordance with guidelines authorized by the Committee on Educational Policy.

Procedures for Disposition of Cases of Academic Dishonesty
The procedure for disposition of cases of academic dishonesty is divided into three phases (A, Initial Phase; B, Decision and Resolution Phase; C, Appeals Phase):

A.   **The Initial Phase:** When an instructor has reason to believe that a student has violated UCSD's Policy on Integrity of Scholarship, the instructor should proceed in one of two ways:

   (I)   Call the student to a meeting to discuss the suspected violation. If the instructor decides that there is evidence of academic dishonesty, he or she must report the suspected violation to the Office of the Student Conduct Coordinator (SCC) in the Office of Student Policies and Judicial Affairs (SPJA).

   (II)   Notify the SCC directly that there is a suspected violation of academic integrity.

Once the SCC has been notified by the instructor, the SCC shall notify the appropriate dean that a student is suspected of a violation of academic integrity and initiate record keeping to track the disposition of the case. For graduate students, the appropriate dean is the Assistant Dean of Graduate Studies. For an undergraduate student who is alleged to have acted alone or in concert with students from his or her own college, the appropriate dean is the Dean of Student Affairs of the student's college. If students from more than one college are allegedly involved in the same incident, the SCC will direct the case to the chair of the Council of Deans of Student Affairs. The chair will then appoint one of the deans to proceed with the case for all the students, regardless of college.

The dean shall contact the instructor and discuss the evidence in the case. If the instructor decides to proceed with the charge, the dean shall notify the student of the charges in writing and inform the student of the procedures for processing cases of academic dishonesty under the UCSD Policy on Integrity of Scholarship and of where to obtain advice and assistance, such as from Student Legal Services. If the instructor is absent, the instructor's department chair or program director may represent the instructor.

B.   **The Decision and Resolution Phase:**
The student shall have ten (10) business days following notification by the dean to meet with the dean to discuss the charges and possible administrative penalties. The student shall then decide whether:

   (I)   to accept the charge of academic dishonesty, or

   (II)   to deny the charge of dishonesty and to proceed to a formal hearing.

Consequences of each of these decisions are presented below. If the student fails to respond to the written notification of alleged misconduct and does not meet with the dean, he or she shall be presumed to have taken decision (I)

Decision I (*Student accepts charge of academic dishonesty*):
If an undergraduate makes decision I, the dean shall notify the SCC of the student's decision. The SCC shall notify the

instructor and, if the course has been completed, request a grade assignment. The instructor shall assign a grade for the course and notify the SCC of the grade.

The dean shall also make a recommendation of an administrative penalty to the Council of Deans of Student Affairs. The Council of Deans of Student Affairs shall decide the administrative penalty and notify the SCC of the decision. Notification to the SCC of the administrative penalties should take no longer than 30 business days from the time the dean is notified by the SCC of the charge.

Within ten (10) business days of being notified by the Council of Deans of Student Affairs, the SCC shall notify the student, the dean, and the instructor of the administrative penalty. Once the course has been completed and the SCC has been notified of the grade by the instructor, the SCC will notify the student, the dean, and the Registrar of the grade.

If a graduate student makes decision I, the Assistant Dean of Graduate Studies shall decide the administrative penalty and the instructor shall decide the course grade. Both shall notify the SCC of their decisions. The SCC shall then notify the student, the dean, and the Registrar of the grade, and the instructor of the administrative penalty.

A record of the administrative penalty shall be maintained in the office of the appropriate dean, the Council of Deans, and the SCC. A statement of the final disposition of the case shall be sent by the SCC to the chairperson of the department or program in which the violation occurred.

Decision II (*Student denies charge and requests a formal hearing*)**:**

If the student denies having committed the alleged act of academic dishonesty (decision II), he or she must submit a written request for a formal hearing to the appropriate dean within ten (10) business days of being notified of the charges by the dean. The dean shall transmit the written request to the SCC. Within thirty (30) calendar days after receipt of the request, the SCC shall schedule a formal hearing of the case by the Academic Dishonesty Hearing Board ("Hearing Board"). The SCC shall provide at least ten (10) business days' notice to the student and the instructor of the time, date, and location of the hearing. The SCC shall be available to advise the instructor of the procedures and options for presentation of the case and, if the instructor so chooses, to present the case to the Hearing Board.

The Standing Hearing Board shall be composed of three faculty members appointed by the Academic Senate, one graduate student appointed by the Assistant Dean of Graduate Studies, one upper division undergraduate student appointed by the Vice Chancellor of Student Affairs, and a college dean, who shall serve as the presiding officer. Members shall normally serve a two-year term. The presiding officer shall conduct the hearing and advise the Hearing Board on procedure, but shall not vote. If the student is enrolled in the same college as the presiding dean, a dean from another college shall serve as the presiding officer.

The Hearing Board shall be governed by the general UCSD rules of procedural due process. When standing members are not available, the formal hearing may be conducted with alternates appointed from the appropriate panel as listed below. To proceed with the hearing, however, the Hearing Board must have three of the faculty members present, at least one of which must be a member of the standing board. The SCC shall select alternates to the Hearing Board from the following panels:

1. A panel of 10 faculty members appointed by the Academic Senate Committee on Committees.
2. A panel of upper division (junior or senior) undergraduate students, one from each college, appointed by the college dean. Members of this panel should have completed at least one year on a standing judicial board at UCSD.
3. A panel of 5 graduate students to be appointed by the Assistant Dean, OGSR.

The Hearing Board shall hold a formal hearing and decide on the basis of a preponderance of the evidence whether the student engaged in academic dishonesty. In cases in which the Hearing Board deems that expert advice is essential its judgment, the Hearing Board, in consultation with the Committee on Committees, may appoint an ad hoc committee to advise it. The ad hoc committee shall consist of three faculty members with knowledge of the field in question. The members of the ad hoc committee shall be present at the hearing and shall advise the Hearing Board during the Board's deliberations. The final judgment on the case shall rest with the Hearing Board. Within five (5) business days from the date on which the hearing is completed, the presiding officer shall forward the Hearing Board's findings to the appropriate dean, with copies to the SCC, department chairperson or program director, the instructor, and the accused student.

If the student is found guilty of academic dishonesty, the appropriate administrative authority (for undergraduate students the Council of Deans of Student Affairs; for graduate students the Assistant Dean of Graduate Studies) shall then decide the administrative penalty and shall inform the student in writing within ten (10) business days after receipt of the notice of the Hearing Board's final judgment. They shall also notify the instructor, the SCC, and the department chair or program director. The instructor shall then assign a grade for the course and notify the SCC of the grade within ten (10) business days. The SCC shall notify the student, the dean, and the Registrar of the grade

If the Hearing Board finds the evidence insufficient to sustain the charge of academic dishonesty, the administrative authority and the instructor shall dismiss the matter without further action against the student, who shall be permitted either to complete the course without prejudice or to withdraw from it. The student shall notify the SCC of his or her decision, and the SCC shall notify the Registrar of the student's decision. If the student withdraws from the course, it shall not be listed on his or her transcript.

C. **The Appeals Phase: (Section I describes the appeal of the judgment of the Hearing Board, and Section II describes appeals of the Academic Action, Administrative Penalty, or both.)**

(I) **Appeal of the Judgment of the Hearing Board:** If the Hearing Board sustains the charge of academic dishonesty, an undergraduate student may appeal the judgment by writing to the Council of Provosts. Appeals must be made within five (5) business days of formal notification of the final disposition of the case. The Council of Provosts will consider the appeal within ten (10) business days from the date of appeal.

A graduate student or IA may submit an appeal to the Dean of Graduate Studies.

The basis for appeal of the Hearing Board's judgment shall be: (i) that standards of procedural fairness were violated, e.g. that the student did not have sufficient opportunity to present his or her side of the case; or (ii) that there exists newly discovered important evidence that has substantial bearing on the findings of the Hearing Board. If the appeal is sustained, the case shall be referred back to the Hearing Board for a new hearing. Except for such appeals, the judgment of the Hearing Board shall be final.

(II) **Appeal of the Academic Action, Administrative Penalty, or both:** Within five (5) business days of receipt of the SCC's notification, the student may appeal the instructor's grade assignment, or the administrative officer's administrative penalty, or both, by submitting a written request as provided below:

Request for Modification of Academic Action: A request for review of the grade assignment may be directed to the CEP Subcommittee on Grade Appeals. If the case has been heard by the Hearing Board, the CEP Subcommittee on Grade Appeals shall receive the report of the Hearing Board and accept its findings as to the facts of the case.

Request for Reduction of Administrative Penalty: An appeal of the appropriate authority's administrative penalty shall be directed by an undergraduate student to the Council of Provosts. The Council of Provosts will evaluate the student's appeal and make a final decision within ten (10) business days of receiving the appeal. An appeal by a graduate student shall be directed to the Dean of Graduate Studies.

Policies for Student Records and Timeline Extensions

Once an instructor has decided to proceed with a charge of academic dishonesty, he or she will refrain from assigning a course grade for the student until the charge has been resolved. If the course concludes before the charge is resolved, the instructor will assign an "IP" on the course grade sheet for the student's grade and will indicate in the memorandum column that this IP is for a "Pending Charge of Academic Dishonesty". Academic Records will note in attached text to the course (i.e., not on the student's transcript) that the hold is for a "Pending Charge of Academic Dishonesty". The student's transcript will show an "IP" for the course until the charge is resolved. While a hold is in effect, the student shall not drop the course. The faculty hold shall not be removed by the Registrar until notification from the SCC, who shall release the hold once the charge is resolved and a grade has been assigned by the instructor. If a passing grade is assigned and a conflict arises with a duplicate, cross-listed, or equivalent course taken after the charge has been recorded, the SCC will direct the Registrar to drop the student from the duplicate course or remove the grade for the duplicate course from the student's record.

If the student accepts the charge of academic dishonesty or is found guilty by the Hearing Board, the grade assigned by the instructor will be permanently entered on the student's transcript and the grade will be counted in the student's GPA even if the course is retaken. Academic Records will perma-

nently note in text attached to the course (i.e., not on the student's transcript) that the grade was given as a result of "Academic Dishonesty".

If the student withdraws from UCSD before the final disposition of the case, the following policy shall govern. If the student is found to have committed an act of academic dishonesty, and the instructor assigns him or her a final grade in the course, this grade shall be permanently entered on the transcript. **If the administrative penalty is dismissal, the transcript shall bear a notation that readmission is contingent upon approval from the Chancellor.** Any administrative penalty less severe than dismissal shall be imposed when the student returns to the University.

If a case of suspected academic dishonesty is also the subject of an administrative inquiry under the Policy on Integrity of Research, then the Senior Vice Chancellor for Academic Affairs, in consultation with the Hearing Board, may make such modifications in procedure as are necessary to coordinate the two inquiries.

If the final decision in the case results in dismissal of the student, a record of the case and its outcome shall be established in the office of either the Vice Chancellor for Student Affairs or the Dean of Graduate Studies, depending on the registration status of the student. **If the administrative penalty is suspension or dismissal, the fact that the student was suspended or dismissed for academic dishonesty must be posted on the academic transcript for the duration of the penalty.**

The Director of SPJA may extend any timelines in this policy when practical exigencies so dictate. If a delay is imposed, the affected individuals will be notified.

Reporting, Record Keeping, and Review of this Policy

The SCC shall report annually to the Academic Senate Committee on Educational Policy, the Council of Provosts, and the Vice Chancellor for Student Affairs on the number and character of misconduct, the pattern of decision-making (contested or uncontested), the severity of sanctions, both administrative and academic, and other relevant matters as decided by the Committee on Educational Policy.

UCSD SEXUAL HARASSMENT PREVENTION AND POLICY

The University of California, San Diego is committed to creating and maintaining a community in which all persons who participate in UCSD programs and activities can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Every member of the UCSD community should be aware that UCSD is strongly opposed to sexual harassment and that such behavior is prohibited both by law and UCSD policy. Retaliation against a person who brings a complaint of sexual harassment is also strictly prohibited and may result in separate disciplinary action. It is UCSD's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy.

Laws and University Policies Prohibiting Sexual Harassment

The California Fair Employment and Housing Act and Title VII of the Federal Civil Rights Act of 1964, as amended, prohibit sexual harassment in employment. Title IX of the Education Amendments of 1972 prohibits sexual harassment in educational institutions which are recipients of federal funds. UCSD's policy prohibits discrimination on the basis of sex, including sexual harassment, and provides for disciplinary action for inappropriate conduct.

Defining Sexual Harassment

The UCSD policy on sexual harassment contains a detailed description of the types of conduct that may constitute sexual harassment. Faculty, staff and students are urged to review the policy itself to understand the different types of sexual harassment. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following conditions result:

• Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any university activity.

• Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual.

• Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive university environment.

A determination of whether particular conduct constitutes sexual harassment takes into account the totality of the circumstances, including:

1. the frequency of the offensive conduct;

2. its seriousness;

3. whether it is physically threatening or humiliating;

4. the location of the conduct and the context in which it occurred;

5. the degree to which the conduct affected the education or employment environment; and

6. the relationship between the parties.

Sexual harassment does not typically include verbal expression or written material that is relevant and appropriately related to course subject matter or curriculum.

Sexual harassment may occur between persons of differing power or between peers, including between students. In addition, sexual harassment may occur between persons of the same gender.

Consensual Relations

UCSD has a consensual relationship policy addressing potential ethical and legal issues that arise when individuals develop romantic or sexual relationships. In addition, the UC Regents have approved a systemwide faculty-student relationship policy that prohibits a faculty member from becoming romantically or sexually involved with students for whom the faculty member has or should expect to have supervisory responsibility.

Prevention and Education

To implement UCSD's policy regarding sexual harassment, the Office of Sexual Harassment Prevention and Policy (OSHPP) provides education to the entire UCSD community and provides assistance in investigating and resolving complaints. Emphasis is on prevention and early resolution. Copies of UCSD's policy and procedures may be obtained at OSHPP at 201 University Center or at its campus web page at:
http://oshpp.ucsd.edu

Faculty, staff, and students are encouraged to review the interactive online education program, *Preventing Sexual Harassment*, available on the OSHPP web page.

Information regarding prevention and education may also be obtained through OSHPP at (858) 534-8298.

Complaint Resolution

UCSD has established formal and informal procedures for resolving sexual harassment complaints. There are several informal resolution options, depending on the circumstances, including educational programs for targeted campus units or for particular individuals and mediation between the parties. Where informal resolution is unsuccessful or inappropriate, a formal complaint may be filed and a formal investigation undertaken. There is no prescribed sequence, so choosing one option first does not prevent a complainant from choosing a different option for resolution later on.

Because complaints are most effectively resolved at the earliest possible stage, UCSD encourages early reporting of concerns or complaints regarding sexual harassment. If you believe you have been sexually harassed, you are encouraged to discuss your options and learn about UCSD procedures by contacting OSHPP at (858) 534-8298. You may get advice without filing a complaint. Unreasonable delay in reporting sexual harassment or failure to utilize UCSD's complaint resolution procedures may affect your legal rights.

A number of governmental agencies also accept complaints of sexual harassment, including the California Department of Fair Employment and Housing, the U.S. Equal Employment Opportunity Commission, and the Office for Civil Rights, U.S. Department of Education. The time deadlines for filing such complaints vary between 180 and 365 days.

Retaliation

Threats, other forms of intimidation, and retaliation against a faculty member, student or staff employee for bringing a complaint of sexual harassment or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of UCSD policy and applicable law, and is a serious offense. Complaints of retaliation may be brought through the informal or formal sexual harassment complaint procedures. Acts of retaliation may result in discipline.

Title IX Coordinator:

Persons who wish to bring a complaint alleging a violation of Title IX of the Education Amendments of 1972 may contact the Title IX Coordinator as follows:

Lori Chamberlain, Title IX Coordinator
University of California, San Diego
9500 Gilman Drive, Mail Code 0024
La Jolla, California 92093
(858) 534-8298

NOTICE OF THE ANNUAL
CLERY CAMPUS SECURITY REPORT

In accordance with the guidelines established by the University of California, Office of the President, and pursuant to federal law, identified as the *"Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998",* all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the UCSD Annual Campus Security Report.

The report contains crime statistics about certain specified crimes/incidents that have been reported to Campus Security Authorities over the past three years and which have occurred either on-campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities/properties, as well as personal safety tips. The report encourages the reporting of all crime occurrences. The report tells how and to whom to report crimes, especially sexual assault crimes.

Copies of this report may be obtained in person from the UCSD Police Department or on-line at the Police Department's website located at

www.police.ucsd.edu/docs/information.htm

Annual Clery Security reports for the other campuses of the University of California are also available on-line at

www.ucop.edu/news/clery/crimeprev.html

The following courses are either not described in the 2003-2004
General Catalog or have had a substantive change in content.

ANGN 184 – Archaeology, Anthropology & the Bible
The relationship between archaeological data, historical research, the Hebrew Bible and anthropological theory are explored along with new methods and current debates in Levantine archaeology.
Prerequisites: Upper-division standing.

ANGR 265 – Cultures of Late Capitalism
Radical transformations shifted the boundaries between what is considered political and apolitical, public and private, and legitimate and illegitimate at the turn of the twenty-first century. This class studies how these developments shape and are shaped by local political structures.
Prerequisites: Graduate standing.

ANGR 288 – Archaeology Practicum
Field and laboratory training for graduate students in archaeology. Students will design and implement archaeological fieldwork or analyze data collected in the field.
Prerequisites: Permission of the instructor.

ANGR 290 – Primate Soc Behvr/Neural Correlates
Explores the interplay between the primate brain and primate social behavior from the perspectives of neuropsychology, cognitive ethology, and primate field studies. Issues in social cognition will include attention and gaze, working memory, emotions, awareness, and theory of mind.
Prerequisites: Graduate standing or consent of instructor.

BENG 225 – BioBusiness: Starting, Growing and Harvesting a Biotech Company
Biotech is a special breed of business, especially in the start-up and early phases. Whether you are considering joining a biotech start-up or want to be successful in a life science organization, it pays to understand this unique business model. In this course, you will study and anayze (1) start-up proposals, (2) the genesis of the biotech industry, (3) biotech categories and growth strategies, (4) the process of spinning out viable product concepts from academia, (5) financing techniques, (6) business development, (7) acquisition/IPO valuation methods, and (8) potentially disruptive technologies. The format is highly interactive and learning is enhanced by means of exercises, team presentations and case studies.
Prerequisites: For Bioengineering MEng Degree students or consent of instructor.

BIBC 103 – Biochemical Techniques
Introductory laboratory course in current principles and techniques applicable to research problems in biochemistry and molecular biology. Techniques include protein and nucleic acid purification; identification methods such as centrifugation, chromatography, and electrophoresis; and immunological, spectrophotometric, enzymatic, and radioisotope methods.
Prerequisites: None. Students may not receive credit for both BIBC 103 and CHEM 112A.

BILD 18 – Human Impact on the Environment
The human population has caused documented global warming, depleted the oceans, destroyed 90% of the world's forests, and caused extensive species extinction. These facts are far more important than terrorism or the economy. We will consider these issues and rational solutions.
Prerequisites: Open to non-biology majors only.

BIPN 108 – Integrative Biology of Exercise
The goal of this course is to bring together the student's biological knowledge and develop a whole unit of understanding about the human body's response to exercise.
Prerequisites: BIPN 100 and BIPN 102.

CHEM 99 – Reading and Research
Independent literature or laboratory research by arrangement with and under the direction of a member of the Department of Chemistry and Biochemistry faculty. Students must register on a P/NP basis.
Prerequisites: Lower-division standing, 3.0 minimum GPA, consent of instructor and department.

CHIN 165C – Business Chinese
Continuation from CHIN 165A. Basic training in oral and written communication skills for business, including introduction to modern business terminology and social conventions.
Prerequisites: CHIN 165A or equivalent.

CLAS 196A-B – Directed Honors Thesis in Classical Studies
B.A. honors thesis under the direction of a member of the Classical Studies Program faculty. CLAS 196A offered Fall and Winter quarters and CLAS 196B offered Winter and Spring quarters.
Prerequisites: For CLAS 196A is acceptance into the Classical Studies Honors program and consent of the Professor. The prerequisite for 196B is 196A.

COGS 143 – Animal Cognition
Review of historical perspectives: introspectionist, behaviorist, and cognitivist models. Examination of how perceptual and motor constraints and ecological demands yield species-specific differences in cognitive repertoire. Contemporary issues in the comparative study of the evolution of human cognition.
Prerequisites: Upper-division standing.

COGS 243 – Statistical Inference and Data Analysis
This course provides a rigorous treatment of hypothesis testing, statistical inference, model fitting, and exploratory data analysis techniques used in the cognitive and neural sciences. Students will acquire an understanding of mathematical foundations and hands-on experience in applying these methods using Matlab.
Prerequisites: None.

COMT 121 – Sound Production and Manipulation
Advanced seminar in sound production, design, editing. Students create projects by recording original sounds, editing on a Pro-Tools system. We consider the potential of sound in film, radio, TV and the web by reviewing work and reading sound theory.
Prerequisites: Communication majors only and COGN 21.

CSE 125 – Software System Design and Implementation
Design and implementation of large, complex software systems involving multiple aspects of CSE curriculum. Emphasis is on software system design applied to a single, large group project with close interaction with instructor.
Prerequisites: Senior standing with substantial programming experience, and consent of instructor. Majors only.

CSE 152 -- Introduction to Computer Vision
The goal of computer vision is to compute scene and object properties from images and video. This introductory course includes feature detection, image segmentation, motion estimation, object recognition, and 3D shape reconstruction through stereo, phtometric stereo, and structure from motion.
Prerequisites: MATH 20F, CSE 100 or MATH 176, CSE 101 or MATH 188. Knowledge of C, C++ or Matlab programming. Majors only.

CSE 168 – Computer Graphics II: Rendering
This course will have weekly programming assignments that will cover graphics rendering algorithms. During the course the students will learn about ray tracing, geometry, tessellation, acceleration structures, sampling, filtering, shading models, and advanced topics such as global illumination and programmable graphics hardware.
Prerequisites: CSE 167 or concurrent enrollment. Majors only.

CSE 223B – Distributed Computing and Systems
Efficient primitives for distributed operating systems and high-performance network servers, including concurrent and event-driven server architectures, remote procedure calls, and load shedding. Distributed naming, directory, and storage services, replication for fault tolerance, and security in distributed systems.
Prerequisites: CSE 221, CSE 222A, or consent of instructor.

ECE 247C – BioNanotechnology
Topics include: nanosensors and nanodevices for both clinical diagnostics and bio-warfare (bioterror) agent detection; nanostructures for drug delivery; nanoarrays and nanodevices; use of nanoanalytical devices and systems; methods and techniques for modification or functionalization of nanoparticles and nanostructures with biological molecules; nanostructural aspects of fuel cells and bio-fuel cells; potential use of DNA and other biomolecules for computing and ultra high-density data storage.
Prerequisites: Graduate standing.

ECE 291 – Industry Sponsored Engineering Design Project
One or two students as a group design, build and demonstrate and engineering project which is sponsored by local industry. All students give a weekly progress report on their tasks and write a final report. The projects originate from the actual needs of industry in the general area of electrical and computer engineering and this course will count towards the fulfillment of the M.Eng. degree. Individual final exam and final presentation.
Prerequisites: ECE 230 or 240 or 251 or 253 or 258 or equivalent.

ECON 231 – Public Economics: National Government Expenditures
Examination of possible normative justification of government expenditures (public goods, externalities, and market failures). Exploration of positive government behavior models. Analysis of behavioral responses to key existing government expenditure programs (Social Security, Medicare, and Unemployment Insurance). Overview of cost-benefit analysis.
Prerequisites: ECON 200A-B-C and 220A-B-C

ECON 247 – Empirical Topics in International Economics
This course examines empirical work in international trade or international macroeconomics. International trade topics include empirical tests of theories of international trade and international capital movements. International macroeconomic topics include empirical studies of exchange rate and relative price adjustments.
Prerequisites: Consent of instructor.

ECON 266 – Economics of Natural Resources
Theoretical and empirical issues in natural resource economics. Previously numbered ECON 242.
Prerequisites: Consent of instructor.

ECON 272 – Finance: Theory and Testing of Intertemporal Asset Pricing Models
Theoretical and empirical issues in finance. Previously numbered ECON 214C.
Prerequisites: None.

ERTH 35 – Water
This course will examine the properties of water that make it unique and vital to living things. Origin of water on Earth and neighboring planets will be explored. Socially relevant issues concerning water use and contamination will be covered.
Prerequisites: None.

ERTH 135 – Satellite Remote Sensing
Satellite remote sensing provides global observations of Earth to monitor changes in the environment of land, oceans, and ice. This course is an overview of the physical principles of remote sensing including: orbits, electromagnetic radiation, diffraction, electro-optical, and microwave systems.
Prerequisites: Physics 2A, 2B, or Physics 4A, 4B, 4C

ERTH 180 – Geophysics of Natural Resources
Introduction to seismic, gravity, magnetic and electrical methods used in exploration of geophysics on various scales, to discover energy and mineral resources, oil, gas, and ore deposits. Emphasis is on the underlying physical principles of methods, instrumentation and data interpretation.
Prerequisites: Math 20A, B, C, D, Physics 2 sequence.

ESYS 103 – The Human Earth: An Introduction to Environmental Engineering and Policy
This course explores the impacts of human social, economic, and industrial activity on the environment. It highlights the central roles in ensuring sustainable development played by market forces, technological innovation and governmental regulation on local, national and global scales.
Prerequisites: Grade of C- or better in Math 20B or Math 10A-C; Physics 2B or Physics 1A-C; and Chemistry 6B or by consent of instructor.

ESYS 150 – Environmental Perils
An advanced field-oriented course for engineering and science students stressing the geologic basis for environmental perils such as earthquakes, erosion, flooding and waste disposal. Two one-hour lectures and two-hour lab/field trip each week.
Prerequisites: MATH 10A, B, C sequence and Physics 1A, B, C sequence or equivalent.

ETHN 97 – Field Studies in Racial and Ethnic Communities
Supervised community field work on topics of importance to racial and ethnic communities in the San Diego County region. Regular individual meetings with faculty sponsor and final project and /or written report is required.
Prerequisites: Completion of at least 30 units of undergraduate study, minimum 3.0 GPA at UCSD, and consent of instructor.

ETHN 98 – Directed Group Studies
Directed group study on a topic or in a field not included in the regular department curriculum by special arrangement with a faculty member.
Prerequisites: Completion of at least 30 units of undergraduate study, minimum 3.0 GPA at UCSD, and consent of instructor.

ETHN 99 – Independent Study
Directed group study on a topic or in a field not included in the regular department curriculum by special arrangement with a faculty member.
Prerequisites: Completion of at least 30 units of undergraduate study, minimum 3.0 GPA at UCSD, and consent of instructor.

ETHN 112A/HIUS 108A – History of Native Americans in the United States I
This course examines the history of the Native Americans in the United States with emphasis on the lifeways, mores, warfare, cultural adaptation, and relations with the European colonial powers and the emerging United States until 1870.
Prerequisites: Upper-division standing or consent of instructor.

ETHN 193 – Honors Research in Ethic Studies

This course is a continuation of Ethic Studies 192 – Honors Research in Ethic Studies. Students who have completed ETHN 192 and are continuing to work with a faculty research advisor may enroll in this course. During the quarter the written drafts and final Honors paper will be completed under the faculty advisor's supervision. The student will meet weekly with the faculty advisor in order to prepare drafts and the final version of the Honors Paper.
Prerequisites: Instructor approval.

HIGR 271 – New Research Directions in U.S. History

Students will develop skills in presenting and assessing new research and offering feedback to work in progress by senior students and faculty. Course is required for third year students and highly recommended for all students in U.S. History.
Prerequisites: Graduate standing.

HISC 111 – The Atomic Bomb and the Atomic Age

The atomic bomb changed the world. This course examines the origins and development of nuclear science and the American nuclear weapons program, from the 1930s to the present, including the discovery of radioactivity and nuclear fission; the Manhattan project, World War II, and the bombings of Hiroshima and Nagasaki; the H-bomb, nuclear fall-out, and the rise of the modern environmental movement; and the lasting legacy of nuclear proliferation, environmental damage, and radioactive waste.
Prerequisites: Upper-division standing or consent of the instructor..

HUM 501 – Apprentice Teaching in Humanities

Consideration of pedagogical methods appropriate to undergraduate teaching in Humanities sequences under the supervision of instructor of course.
Prerequisites: Graduate standing.

INTL 196H – International Studies Honors Program

Open only to seniors who have completed INTL 190H. Completion of an honors thesis under the supervision of a member of the International Studies faculty.
Prerequisites: International Studies major with 3.5 major GPA; department stamp; senior-standing; INTL 190H; consent of instructor.

JAPN 100C – Japanese for Bilingual Speakers

This is a course intended for students who have already obtained the ability to speak and understand Japanese but have never been taught how to read or write. This course is conducted entirely in Japanese.
Prerequisites: Consent of the instructor/department stamp.

JAPN 150C – Advanced Japanese

This course is designed for students who wish to continue practicing their skills in reading, writing, speaking, and listening in Japanese language on an advanced level.
Prerequisites: JAPN 140C or JAPN 100 C or department stamp.

JUDA 120 – Israelis and Palestinians: Two Cultures in Conflict

This course examines Israeli culture, Palestinian culture, and the conflict between them. We will discuss what is distinct about each culture, how they are different, how they are similar, their histories and what influences the relationship/conflict between them.
Prerequisites: None.

LIHL 114 – Heritage Languages: Vietnamese

Designed for students with a background in Vietnamese seeking to improve their oral and written expression. Emphasis is on language functions needed for successful oral communication, basic grammatical structures, reading, writing, and culture. The readings will include current newspapers and fiction. Students need to learn different aspects of grammar, variation in the vocabulary, speech etiquette and use of different language styles.
Prerequisites: Some speaking ability in Vietnamese or consent of instructor.

LIHL 115 – Korean for Korean Speakers

Designed for students who grew up speaking Korean and English seeking to improve their skills in Korean. Emphasis on language functions needed for successful oral communication, grammatical structures, reading, writing, politics, culture. Instruction in aspects of grammar, variation in the vocabulary, speech etiquette, use of different language styles.
Prerequisites: Some speaking ability in Korean or consent of instructor.

LIHL 117 – Persian for Persian Speakers

Designed for students who grew up speaking Persian and English seeking to improve their skills in Persian. Emphasis on language functions needed for successful oral communication, grammatical structures, reading, writing, politics, culture. Instruction in aspects of grammar, variation in the vocabulary, speech etiquette, use of different language styles.
Prerequisites: Some speaking ability in Persian or consent of instructor.

LTEN 134 – Twentieth-Century British Poetry

Survey of many poets of the United Kingdom including Scotland and Ireland. Included: War poems (1914-18, 1940-45), '30s poems of social commitment, the Movement (1950s), recent postmodern figures (Hughes, Prynne).
Prerequisites: Upper-division standing.

LTWL 129 – Wisdom: The Literature of Authority

What is wisdom? Does wisdom refer to a specific type of discourse; a literary genre; a specific content that holds true trans-culturally and trans-temporally? This class will consider these questions by reading literature from diverse times and places.
Prerequisites: Upper-division standing.

LTWR 148 – Theory for Writers/Writing for Theory

A hybrid workshop that offers writing students a working knowledge of literary theory while exposing literature students to practical techniques from poetry, fiction, and non-fiction to refresh their writing of theoretical texts. We will discuss student work as well as published work.
Prerequisites: Department approval.

MATH 111A-B – Mathematical Modeling

An introduction to mathematical modeling in the physical and social sciences, concentrating on one or more topics that vary from year to year. Students work on independent or group projects. May be repeated for credit when topics change.
Prerequisites: Math 20D and Math 20F, or consent of instructor.

MUS 95E – Chamber Orchestra

Rehearsal of works for chamber orchestra for intermediate and advanced students. Rehearsal culminates in a class concert at the end of the quarter.
Prerequisites: By audition only; department stamp required.

MUS 95JC – Jazz Chamber Ensembles

Small jazz ensembles will be arranged by audition and organized according to instrumentation and student interest, and ability. Each ensemble will meet on a weekly basis under faculty guidance and will have the opportunity for both on- and off-campus performances.
Prerequisites: By audition only; department stamp required.

MUS 104 – Jazz Transcription and Analysis

An introduction to the practice of transcribing and analyzing improvised music. Discussion of music technique, style, aesthetics, and the ideology of transcription.
Prerequisites: Music 101A and 101B.

MUS 131 – Advanced Improvisation Performance

Master class instruction in advanced improvisation performance for declared majors and minors only or consent of instructor. Audition required at first class meeting. May be repeated six times for credit.
Prerequisites: Consent of instructor through audition. Department stamp required.

MUS 137C – Jazz Theory and Improvisation

Study of jazz theory and improvisation, focused on fundamental rhythmic, harmonic, melodic, and formal aspects of modern jazz style. Application of theoretical knowledge to instruments and concepts will be reinforced through listening, transcription work, and composition and improvisation exercises.
Prerequisites: Music 2A-B-C, proficiency exam, or consent of instructor.

MUS 150 – Jazz and the Music of the African Diaspora: Special Topics Seminar

An in-depth writing and listening intensive investigation into a jazz or diaspora-related music history topic. Topics vary from year to year. May be repeated once for credit.
Prerequisites: Music 126, 127A or 127B, or consent of instructor.

MUS 501 – Apprentice Teaching – Nondepartmental

Consideration and development of pedagogical methods appropriate to undergraduate teaching.
Prerequisites: Graduate student and consent of instructor.

PHIL 245 – Philosophy of Science

This seminar will cover current books and theoretical issues in the philosophy of science.
Prerequisites: Graduate standing or consent of instructor.

PHIL 267 – Political Philosophy

Topics may include the nature and limits of state authority, liberty and equality, distributive justice, liberalism and its critics (e.g. feminists, libertarians, and others), or issues in jurisprudence. The focus may be on classic texts or contemporary authors.
Prerequisites: Graduate standing or consent of instructor.

PHIL 276 – German Translation Workshop

This course meets weekly to provide training in reading and translating philosophical German. Students prepare in advance written translations of assigned passages. The course helps train graduate students preparing to take the Departmental German Exam. (S/U grades only.)
Prerequisites: Graduate standing or consent of instructor.

PHIL 277 – Phenomenology Reading Group

This course meets bi-weekly with students reading and presenting material from the phenomenological literature. The course is designed both for students doing active research in phenomenology and for those seeking to gain some familiarity with that tradition. (S/U grades).
Prerequisites: Graduate standing or consent of instructor.

PHIL 278 – Topics and Methods in Contemporary Philosophy

Investigation of central issues in contemporary philosophy. Content varies, but typically will center on a recent and important philosophical book. (S/U grades only)
Prerequisites: Graduate standing or consent of instructor.

PHIL 279 – Experimental Philosophy Laboratory

A weekly forum of presentations. EPL provides a wider range of content than a traditional seminar. Content varies, but the focus is on philosopical problems of mind, representation, language and conciousness through empirical and philosophical methods. (S/U grades only.)
Prerequisites: Graduate standing or consent of instructor.

PHIL 280 – Philosophy of Science Topics and Methods

This course meets weekly to discuss recent books or articles in philosophy of science. The reading is designed both for students doing active research in the field and for those seeking to gain some familiarity with it. (S/U grades only.)
Prerequisites: Graduate standing or consent of instructor.

PHIL 281 – History of Philosophy Research and Methods

This course meets to discuss work in progress in the history of philosophy. Its aim is to introduce understanding of the methods and standards of research in the field through constructive criticism of each other's work. (S/U grades only.)
Prerequisites: Graduate standing or consent of instructor.

PHIL 282 – Topics and Methods in Ethics

Weekly or bi-weekly meetings to discuss recent literature in political philosophy and historical tradition of this field. The course is suitable for those specializing in ethics and for those seeking some familiarity with the field. (S/U grades only.)
Prerequisites: Graduate standing or consent of instructor.

PHIL 283 – Topics and Methods in Political Philosophy

Weekly or bi-weekly meetings to discuss recent literature in ethics, broadly construed so as to include ethical theory, normative ethics, jurisprudence, and historical traditions in these fields. The course is suitable for those specializing in ethics and for those seeking some familiarity with the field. (S/U grades only.)
Prerequisites: Graduate standing or consent of instructor.

PHYS 202A-B-C – Problem Solving for Graduate Physics

Strategies and methods for problem solving in graduate level physics. Subject matter includes mathematical methods (202A), classical mechanics (202A-B), classical electromagnetism (202B-C), quantum mechanics (202A-C), and statistical mechanics (202C).
Prerequisites: Graduate standing or consent of instructor.

POLI 133DD – Comparative Analysis of East Asian Institutions

This seminar course is designed to be an advanced follow-up to PS 133D Political Institutions of East Asian Countries. The course examines present-day East Asian government institutions in much greater depth.
Prerequisites: Political Science 133D.

POLI 200C – States and Markets

An overview of the normative and positive issues associated with decentralized (market) versus centralized (political) mechanisms of allocation. The appropriate role of government in the economy will be explored.
Prerequisites: Graduate student standing.

POLI 204B – Quantitative Methods I

The use of quantitative methods (particularly multiple regression and its extensions) in political science. Emphasis on understanding the methods and using them in political science applications.
Prerequisites: Graduate student standing.

POLI 204C – Game Theory I

This course introduces students to the rudiments of decision theory and game theory. Emphasis will be placed on modeling and solving games.
Prerequisites: Graduate student standing.

POLI 210C – Systems of Political Thought: Kant to Nietzsche

This course is a preparation for the field examination in political theory. It will provide an intensive and critical introduction to European political thought from Kant to Nietzsche. Some of the secondary literature on this period will also be explored.
Prerequisites: Graduate standing or consent of instructor.

PSYC 99 – Independent Study

Independent Study or research under direction of a member of the faculty.
Prerequisites: Completion of at least 30 units of undergraduate study with a minimum GPA of 3.0.

PSYC 185 – Applied Developmental Psychology
This seminar course deals with how developmental psychologists conduct scientific studies that have direct practical implications for children's well-being. Major issues to be discussed are: child witnesses, literacy, school violence, impact of media on child development, and developmental psychopathology.
Prerequisites: Upper-division standing.

SE 223 – Advanced Seismic Design of Structures
Fundamental concepts in seismic design. Innovative earthquake resistant system. Passive energy dissipation systems. Metallic, friction, viscoelastic dampers. Self-centering devices. Tuned-mass dampers. Theory of seismic isolation. Metallic bearings. Lead-extrusion bearings. Sliding bearings. Laminated rubber bearings. Lead-rubber bearings.
Prerequisites: None.

SIO 221C – Data Analysis Laboratory
This course is to give students practical experience with analysis techniques. Students complete three projects. Topics include empirical orthogonal functions, objective mapping, complex demodulation, inference of geostrophic flow, minimization of CTD salinity spiking, isolation of wind-driven currents, wavelets.
Prerequisites: SIO 221A, B or equivalent.

SIO 252C – Advanced Isotope Geochemistry II
An advanced treatment of radiogenic and cosmogenic isotope geochemistry. Offered in alternate years with SIO 252B.
Prerequisites: SIO 252A.

SIO 264 – Special Topics in Marine Natural Products Chemistry
This course provides the foundation for advanced study in the field of marine natural products chemistry. Topics vary from the history of natural products to the organic chemistry of terpenes, alkaloids, acetogenins and other natural product classes. Varying by topic quarterly, this class is given each quarter and may be repeated.
Prerequisites: One year general organic chemistry.

SOCB 111B – HUMAN RIGHTS: Practices and Cases
An investigation into human rights practices in contemporary society, focusing on abuses and understanding both their causes and responses to them. We will look at several key cases, probably including the Islamic world and East Asia.
Prerequisites: Upper-division standing.

THGR 251 – Playwriting Tutorial
Creative writing project developing original scripts from outline to the final play. Plays may vary depending on the quarter, but will include writing of a realistic one-act, a non-realistic one-act, a one-act documentary or dramatization of fiction, full-length play.
Prerequisites: Graduate standing.

http://academicaffairs.ucsd.edu/freshmanseminars.html

Freshman Seminars offer an ideal opportunity to learn in the way that most regular UCSD faculty find teaching to be at its very best: a small group of students who have elected to enroll in a special topics course because of an excitement for the material being covered and absent the pressures of a letter grade. The seminars are taught on a voluntary basis by faculty members who have selected topics because they are of particular interest to them, and their hope is that you will want to participate in a small class experience on a topic of mutual interest.

Freshman Seminars:

- are designed with first-year students in mind
- have Pass/No Pass grading option
- are taught exclusively by regular UCSD faculty
- are small, informal classes (limited to 20 students)
- offer 1-unit of credit
- meet for only 8 - 10 hours during the quarter
- are offered by EVERY department

Feedback from both students and faculty who participated in the Freshman Seminars last year was overwhelmingly positive. We heard that the Freshman Seminars were exciting, interesting, and stimulated a great deal of interaction between students and faculty members.

Fifty-three Freshman Seminars will be offered during Winter Quarter 2004. Freshman Seminars information will be available on the Freshman Seminar website, and on StudentLink. Please check the Freshman Seminar website or the StudentLink Schedule of Classes for updates and changes to the Freshman Seminar offerings.

Freshman Seminars are open first to freshmen, beginning with freshman registration appointments for Winter Quarter. There are special instructions for enrollment that apply to advanced-standing freshmen that are available on the Freshman Seminar website. After the initial freshman registration period ends, sophomores may register for any remaining spaces. Please check the Freshman Seminar Program website where these dates will be posted after they are determined.

Any student who enrolls in a Freshman Seminar who does not have undergraduate student standing will be administratively dropped.

A maximum of four units of undergraduate seminars (of varying topics) may be applied toward graduation.

Peoples of the Ancient Southwest

ANLD 90, Section A00   Section ID: 504881
David K. Jordan   Location: SSB 105
Fridays, 3:00 - 3:50 PM   April 2,9,16,23,30; May 7,14,21
This course examines the archaeological record of the Anasazi and related peoples of the American Southwest from about 500 to 1300. Students are encouraged to follow up with visits to major sites in Arizona, Utah, Colorado, Chihuahua, and New Mexico.

Science in the Movies and the Theatre

BILD 90, Section A00   Section ID: 504882
Mel Green   Location: MUIR 1103
Thursdays, 4:00 - 5:30 PM   April 1,8,15,22,29; May 6
Overview of science as portrayed in movies and the theatre.

Natural History of San Diego County

CHEM 90, Section A00   Section ID: 504883
Doug Magde   Location: LIT 3237
Friday, 3:00 - 3:50 PM   April 2; four Saturday nature walks
Flowers, rocks, birds, animals, and the indigenous people of the land we live in. One organizational meeting followed by four Saturday nature walks. We may start as early as 6 AM and continue to 4 pm on some days. Walk and observe what surrounds us, with the aid of expert guides.

Business in the 21st Century

REV 90, Section A00   Section ID: 504884
Dan Wulbert   Location: RVCOM A
Tuesdays, 4:00 - 5:00 PM   March 30; April 6,13,20,27;
           May 4,11,18,25
This "business" seminar will provide a critical look at business fundamentals and what causes businesses to succeed and fail in the real world. Possible career paths will be discussed. Students will be required to submit a detailed business plan.

Conflicts of Religion with Science

REV 90, Section B00   Section ID: 504885
Dan Wulbert   Location: RVPRO Conference
Mondays, 4:00 - 5:00 PM   March 29; April 5,12,19,26;
           May 3,10,17,24
Past and present conflicts of religion with science will be reviewed. Potential scientific advances that may lead to further conflicts will be discussed. Avenues for conflict understanding and for cooperation on critical societal problems will be explored.

The International Language Problem: Can Esperanto Help?

WARR 90, Section A00   Section ID: 504886
Ralph Lewin   Location: LIT 3237
Tuesdays, 3:00 - 4:30 PM   Mar.30; April 6,13,20,27; May 4
Informal discussions of Esperanto in: world relations, commerce and trade, human rights, travel, science, literature/poetry, Third World, computer translations; Esperanto vs. national language for international communication. Develop knowledge to read, understand spoken Esperanto, and, maybe, speaking.

History of Formation and Evolution of the Solar System

WARR 90, Section B00   Section ID: 504887
Devendra Lal   Location: LIT 3237
Wednesdays, 3:00 - 4:00 PM   April 7,14,21,28;
           May 5,12,19,26; June 2
We live on the planet Earth, a satellite of the star we call the SUN. Observations of the Sun and the major and minor objects (planets, asteroids and comets), atmospheres of planets, the composition of solar wind as deduced from meteorites and lunar samples, and collisional histories of minor objects in the solar system provide valuable clues about the plausible history of the Sun and the Solar System. The course would attempt to present an account of how this exciting task is accomplished for events going back to 4.5 billion years in the past.

Designing, Building, & Flying Remote Controlled Sailplanes

WARR 90, Section C00   Section ID: 504888
John Kosmatka   Location: UCTR 409-L
Fridays, 2:00 - 3:00 PM   April 2,9,16,23,30; May 7,14,21
Introduction to designing, building, and flying remote controlled sailplanes. Aircraft design topics include: aerodynamics, flight stability, aircraft sizing, and structures. Building tips and flight instruction at the Black's Beach Cliffs provided by students from the UCSD RC Sailplane Club.

STUDENT SCHEDULE WORKSHEET - SPRING QUARTER 2004

There is a ten minute interval between classes.
It is important that you check the start and end times for all your class meetings for any overlap of times.
The following worksheet should help you map out your schedule.

	Mon	Tue	Wed	Thu	Fri
8:00 ⋯ 8:50		8:00		8:00	
9:00 ⋯ 9:50		9:20 / 9:30		9:20 / 9:30	
10:00 ⋯ 10:50		10:50		10:50	
11:00 ⋯ 11:50		11:00		11:00	
12:00 ⋯ 12:50		12:20 / 12:30		12:20 / 12:30	
1:00 ⋯ 1:50		1:50		1:50	
2:00 ⋯ 2:50		2:00		2:00	
3:00 ⋯ 3:50		3:20 / 3:30		3:20 / 3:30	
4:00 ⋯ 4:50		4:50		4:50	
5:00 ⋯ 5:50		5:00		5:00	
6:00 ⋯ 6:50		6:20 / 6:30		6:20 / 6:30	
7:00 ⋯ 7:50		7:50		7:50	
8:00 ⋯ 8:50		8:00		8:00	

General Information

Ways to Enroll or Add, Change or Drop Sections

- WebReg
  The fastest, most convenient way to enroll in classes or to add, change, or drop sections is to use WebReg, which is accessible through StudentLink at **studentlink.ucsd.edu**. Click on the yellow WebReg button.
- In Person
  If you are unable to use WebReg, you may enroll, add, change, or drop classes in person at the Registrar's Office by submitting an Enrollment Request form or Add/Change/Drop cards. Enrollment Request Forms are available at the Registrar's Office. Add/Change/Drop cards are available at the Registrar's Office, college Academic Advising Offices, and academic departments.

  Location: Bldg. 301 University Center
  Hours: 8:00 a.m. – 4:30 p.m.
                   Monday through Friday (except Holidays)

WebReg Hours
  7:00 a.m. - Midnight, Daily
  (T*ransactions must be completed by midnight to be valid)*
  Access on weekends and holidays is subject to computer maintenance schedules and cannot be guaranteed.

Personal Identification Number (PID)
- You must use your system-assigned Personal Identification (PID) number to access WebReg and other secured functions in StudentLink.

Personal Access Code (PAC)
- StudentLink will also require you to enter your Personal Access Code, a 4 digit computer assigned number, to access WebReg and other secured functions.
- Your PAC is comparable to the access code for an automatic teller machine. It assures that only you can gain access to your record. Be sure to keep it **confidential**.
- You will *use the same Personal Access Code* each quarter.
- If you suspect that the confidentiality of your PAC has been breached, you may request a new PAC at the Registrar's Office. Requests must be made in person and identification will be required.

If You Need Help
- If you have questions or need assistance, call the Registrar's Office during business hours. We want to help make your enrollment a success.
- Phone number: (858) 534-3150
- Hours: 8:00 a.m. - 4:30 p.m.
  Monday - Friday (except holidays)

Information for All Students

Enrollment and Add/Change/Drop Dates and Requirements
  See the chart near the end of this Guide.

Enrollment Appointments
- Graduate students may enroll online at ***any time*** during the enrollment period.
- Some Graduate students (see list A on page 56) need advisor approval and an enrollment hold released before they can enroll in classes.
- Undergraduate students will be assigned an enrollment appointment based on the number of units passed, including, transferable units from another college or university.
- You may view your enrollment appointment on StudentLink starting Monday of the fifth week of classes. Select Enrollment Appointment Times from the *"For Students"* page of StudentLink.

Enrollment and Fee Payment Holds
- You should view your holds in StudentLink. Click on the yellow Holds button. Contact the office indicated to clear each hold.
- *WebReg will **not** allow you to enroll or Add/Change/ Drop unless all **enrollment** holds have been cleared.*
- The Cashier cannot process fee payments until all fee payment holds have been cleared.
- If you requested a waiver of the Undergraduate Health Insurance premium, the waiver cannot be applied to your account until all fee payment holds have been cleared.

Class Confirmation
- After you enroll, add, change or drop, you should check your schedule, the grading options, and units by viewing your information listed in WebReg.
- You may also view your current schedule by clicking on the Classes and Wait Lists button on StudentLink.
- If you wait list a course, check WebReg or list your classes and wait lists after the beginning of final exams. If a wait listed course was added to your schedule, it will be included in the list of enrolled sections.

Information for Graduates

- Graduate students may enroll at any time. No appointment is needed.
- Enrollment restrictions and prerequisites are not applicable to graduate students, except for students in IRPS. (See below.)
- Some departments require advisor approval for **all** Adds, Changes in grade option or units, and Drops after initial enrollment. ([See List B on page 56](#).) You must present an approved Add/Change/Drop card at the Registrar's Office.
- After the end of the second week of classes all Adds, Changes, and Drops require the approval of the Office of Graduate Studies and Research. You must present an approved Add/Change/Drop card at the Registrar's Office.

IRPS Students
- Enrollment limits will be enforced. If a class is full, the system will offer you the option to place yourself on a wait list.
- For more information please see the following sections below, under Enrollment Information for Undergraduates:
    Department Approval Procedure
    List Open Sections and Wait Listing

Information for Undergraduates

Enrollment Limitations
- Undergraduate students are limited to **19.5 units** until the first day of classes (no exceptions).
- Some undergraduate courses cannot be added or dropped using WebReg during the first two weeks of classes. ([See List C on page 56](#).)

Restrictions on Enrollment
- WebReg will check for Class Restrictions such as: prerequisites, major, college, and/or class level.
- Refer to the far left column in Schedule of Classes for codes indicating the types of enrollment restrictions that apply to each course.
- If the system blocks your enrollment in a course for which you believe you are eligible, contact the academic department for approval. See below under Department Approval Procedure.

Prerequisite Requirements
- Current enrollment in a prerequisite course will satisfy a prerequisite.
- If you **satisfied a prerequisite by taking a course at another college or university** and the system blocks your enrollment, contact the academic department offering the course to be authorized to enroll. (Some transfer credit equivalencies have not been entered in ISIS, the Student Information System.) See below under Department Approval Procedure.
- Some courses require academic department approval. To enroll in these courses, contact the department. See below.

Department Approval Procedure
See the Schedule of Classes on StudentLink for department locations or check StudentLink (For Students/Academic Matters/College and Major Information/Contact an Academic Department or Program).
- If the department has online access to ISIS, they can authorize you to enroll in a course or a specific section. You can then enroll in the course using WebReg.
- If the department does not have online access to ISIS, you must complete an Add/Change/Drop card for each course, have the department stamp and check the appropriate boxes on the cards, then take them to the Registrar's Office for processing. *You do not need to wait until the end of Enrollment to process Add/Change/Drop cards. However, cards will not be processed until after your appointment begins.*

List Open Sections and Wait Listing
- If the section you want is full, the system will offer you the option to enroll in an open section or to wait list the section.
- You may not wait list for more than one section of a course.
- You may not be simutaneously enrolled and wait listed in different sections of a course.
- If you change your mind and want to add or wait list a different section of a course, you must first drop the section in which you are already enrolled or wait listed. Click on the Drop button for the section or wait list you want to drop. You may then add or wait list a different section.
- Before doing this, it is advisable to check the Schedule of Classes listings to be sure there is space available in both sections. Otherwise, you may find that both sections are full and you won't be able to add back into your former section.
- To find out if you were placed into a section from the wait list, check WebReg or list your classes and wait lists after the start of final exam week. If a wait listed course was added to your schedule, it will be included in the list of enrolled sections.
- Courses can be wait listed until the deadline to enroll. Check the [Calendar on page 3](#) of this document or select Enrollment & Registration Calendar from the *Where Do You Want to Go?* list in StudentLink.
- **Some departments maintain their own wait lists.** ([See List D on page 56](#).) If a course is full, you should go to the department and ask to be placed on the **department wait list**.

Tips for Successful Enrollment

- Select at least one alternate, preferably several, for each course **before** you access WebReg.
- Get your holds cleared well in advance of your appointment.
- Obtain your advisor's approval well in advance of your appointment.
- Know your appointment time, and have your Personal Access Code and Enrollment Worksheet, close at hand.
- If you have questions or need help, call (858) 534-3150 or stop by the Registrar's Office. We want to help make your enrollment a success!

Summary and Checklist

- ☐ 1. You should check your **appointment time** during fifth week on StudentLink.
- ☐ 2. Get your **holds** cleared.
- ☐ 3. **Select courses** and alternates and enter them on the Enrollment Worksheet.

If advisor or department approval is <u>not</u> required, go to step 7.

- ☐ 4. Obtain your **advisor's approval** on your Enrollment Worksheet.
- ☐ 5. Take your approved Enrollment Worksheet to the department office to have the enrollment hold released.
- ☐ 6. Obtain department approval for courses with Department Approval restrictions.
- ☐ 7. When your appointment time arrives, access WebReg.
- ☐ 8. When you have finished your last transaction, check the list of enrolled and wait listed sections. Be sure that all information is correct, including grading option and units.
- ☐ 9. Since you will **_not_** receive a Student Class Schedule (class confirmation) in the mail, check WebReg or Classes and Wait Lists after the beginning of final exam week to see the results of placement in classes from the wait lists.

LIST A	LIST B	LIST C	LIST D
Graduate Departments Which Require Advisor Approval Prior to Initial Enrollment:	**Graduate Departments Which Require Students to Obtain Advisor Approval for All Adds, Changes, and Drops:**	**Undergraduate Courses Which Cannot Be Added or Dropped Using WebReg During the First Two Weeks of Classes:**	**Departments Which Do Not Use Registrar Wait Lists:**
Comparative Studies in Language, Society and Culture International Relations and Pacific Studies Literature Mathematics (first and second year students only)	None	Academic Internship Program Communication - **all subjects** Dimensions of Culture Making of the Modern World Mathematics Muir Special Projects Special Studies Courses (197, 198, 199) - **all students** Thurgood Marshall College Warren College Writing Program	Dimensions of Culture Literature - **for classes with restrictions** Physics Psychology SDCC - Subject A Sixth College Core Curriculum CAT 1, 2 & 3
☐ Obtain your advisor's approval on your Enrollment Worksheet. ☐ Take your signed worksheet to to the department office to have the hold released. (Procedures vary by department.)	☐ Present approved Add/Change/Drop cards at the Registrar's Office. Transactions cannot be processed by WebReg. ☐ After the end of the second week of classes approval of the OGSR is also required.	☐ Present approved Add/Change/cards at the Registrar's Office. Transactions cannot be processed by WebReg.	☐ Go to the department and ask to be placed on the department wait list. (Does not apply to Cat 1, 2 & 3). ☐ For SDCC Subject A courses go to the the Subject A Office.

UCSD ENROLLMENT WORKSHEET

1. Go to StudentLink at *studentlink.ucsd.edu* and click on the yellow WebReg button.

2. When prompted, login with your Personal ID Number and your Personal Access Code.

3. Select a term and student level and click on the Submit button.

4. When prompted, enter your first Section ID or use one of the other selection options, and wait for a response. If the course has multiple grading options or variable units, WebReg will prompt you to enter your choice at the appropriate time.

5. Confirm the class by clicking the ADD button. You will be returned to the WebReg screen. Then enter information for your next class.

Section ID#	Grading Option (L,P,S)	Subject	Course Number	Section Number	Day(s)	Time	Units
SAMPLE:							
1 4 3 2 7 8	L	Chemistry	6A	B02	Tu	3-3:50	4.0

First Choice:

Alternatives:

First Choice:

Alternatives:

First Choice:

Alternatives:

First Choice:

Alternatives:

First Choice:

Alternatives:

This form is for your use only - keep for your own records

StudentLink
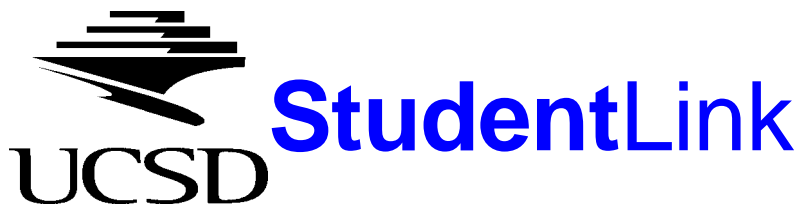
http://studentlink.ucsd.edu
Enroll in your classes via WebReg!

By using your Student ID number and PAC (Personal Access Code) you can add, drop, change, and wait list sections on-line.

Other features available to students on StudentLink:

♦ **View an updated version of the Schedule of Classes.**
The schedule information is updated Monday-Friday. In addition to showing new classes, cancelled classes, and changes, StudentLink shows additional meetings (review sessions, make-ups, films, and exams) as they are scheduled throughout the quarter.

♦ **View your enrollment appointment time.**
Select Enrollment Appointment Times from the "For Students" page.

♦ **View your billing statement and make payments.**
By choosing the yellow button labeled Billing & Payment, you can determine how much you owe the University and see your account transactions for the last thirty days and prior periods. You can also see your Billing Statement and make an electronic payment.

♦ **View your financial aid information.**
You can view detailed information about your application for financial aid, including: academic progress for financial aid, preliminary aid eligibility, application status, documents needed, award letter status, award amounts, scheduled disbursements, and loan statuses and amounts.

♦ **Verify your residency status for tuition purposes.**
Use the Where do you want to go? pull-down menu, and select Residency Information. This page also provides links for Residency information for new students and instructions for change of classification for continuing students.

♦ **Update your Addresses (mailing and e-mail), Emergency Contacts, and Directory Publishing Restrictions.**
All of this information can be reached by using the yellow button labeled Addresses.

♦ **View your academic history, classes and wait lists, weekly planner, majors, and holds.**

♦ **View your textbooks.**
Log onto Classes & Wait Lists for your course's textbook titles, pricing (used and new), and availability (in stock/on order for new and used).

StudentLink Availability

Schedule of Classes, Student Directory, and general information are available 24 hours a day. Personal data is pulled from the real-time data base (Academic History, Addresses, Billing and Payment, WebReg, etc.) and is available 7 a.m. – midnight daily. (Access on weekends and holidays is subject to computer maintenance schedules and cannot be guaranteed.) Read the Help page for more information on availability.

On occasion, you may experience delays in StudentLink response. Certain periods during the quarter place heavy demands on the servers, such as Registration, Add/Drop, and end-of-term. We are continually optimizing and enhancing the servers to meet the increasing Web-access needs of the campus.

Why isn't StudentLink available 24 hours per day?

The overnight hours are required to handle backups and batch processing on this database, and the system does not currently allow real-time access for StudentLink to occur simultaneously. When backup and batch activities are completed, access to StudentLink is restored.

You can access StudentLink from anywhere you have a connection to the Internet: via on-campus labs, network connections located in on-campus housing, dialing in through the UCSD modem pool, or through an off-campus Internet service provider (ISP). We recommend using Netscape Navigator or Internet Explorer.