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How to use this document

1. Read the quarter deadlines on pages 2-5 and highlight all deadlines that pertain to you.
2. On or after January 27, 2010, check your appointments using GOLD (see page 6).
3. Plan your course schedule using GOLD (my.ucsb.edu), the GE tables on pages 30-31, and the registration worksheet on page 8. Consult the UCSB General Catalog, your adviser, or individual instructors as appropriate.
4. Use GOLD to search for open courses by instructor, day and time, GE requirements satisfied, etc. (see page 6 for more information).
5. Register during your appointment times on the web using GOLD (see page 6).
6. Pay the “amount due” on your current BARC statement. Use mybarc.ucsb.edu to check your BARC balance.
7. Order a registration sticker on GOLD, if you need one for the bus.
8. Attend the first day of instruction for all of your courses.
9. Refer to specific sections of this booklet for guidelines that may apply to you (e.g., Financial Aid, Graduation, etc.).

Where to go for help

**Academic Departments and Colleges**
See page 32 for locations, phone numbers, and website URLs

**Office of the Registrar**
Student Affairs and Administrative Services Building (SAASB) 1105
(805) 893-3592 | www.registrar.ucsb.edu
Office Hours: M-F, 10 a.m.-12 noon and 1-4 p.m.

**Billing Office**
Student Affairs and Administrative Services Building (SAASB) 1212
(805) 893-2376 | www.barc.ucsb.edu
Office Hours: M-F, 9 a.m. to 4 p.m.

**Cashiers Office**
Student Affairs and Administrative Services Building (SAASB) 1212
(805) 893-2177
Office Hours: M-F, 9 a.m. to 4 p.m.

**Financial Aid Office**
Student Affairs and Administrative Services Building (SAASB) 2103
(805) 893-2432 | www.finaid.ucsb.edu
Office Hours: M-F, 10-noon and 1-4 p.m.

**Office of Admissions**
Cheadle Hall 1210
(805) 893-2881 | www.admissions.ucsb.edu
Office Hours: M-F, 10 a.m.-12 noon and 1-4 p.m.

**Office of Early Academic Outreach**
Student Affairs and Administrative Services Building (SAASB) 1201
(805) 893-7260
Office Hours: M-F, 9 a.m.-12 noon and 1-5 p.m.

**Graduate Division**
Cheadle Hall 3117
(805) 893-2277 | www.graddiv.ucsb.edu
Office Hours: M-F, 9 a.m.-12 noon and 1-4 p.m.

**Campus Operator: (805) 893-8000**

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**Equal Opportunity and Nondiscrimination Notice**
The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related or genetic characteristics), ancestry, marital status, citizenship, sexual orientation, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries regarding the University’s student-related nondiscrimination policies may be directed to: Ricardo Alcaino, Director, Office of Equal Opportunity and Sexual Harassment/Title IX Compliance, Telephone: (805) 893-4954.

* Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
** As defined by the Uniform Services Employment and Reemployment Rights Act of 1994
Spring 2010 Quarter Calendar and Deadlines

The following calendar specifies the enrollment processes and deadlines for the academic quarter. When calendar events infringe upon religious obligations, you should contact appropriate academic or administrative offices to make alternate arrangements in advance.

Payments received after 4:00 p.m. will be credited on the following day and may be subject to a late fee. The Cashiers Office is open Monday through Friday, from 9:00 a.m. to 4:00 p.m.

Transactions requiring office assistance must be completed during office hours for the Office of the Registrar (available online at www.registrar.ucsb.edu/holidays-closures.htm). Transactions using GOLD may be completed anytime on the deadline listed.

WEDNESDAY, JANUARY 27, 2010
- On or after this date, continuing students use GOLD to view their spring 2010 registration appointment times.

FEBRUARY 3-13
- Registration for continuing undergraduate and graduate students. Register using GOLD at the designated appointment time to obtain best possible priority for class level.
- No spring financial aid, loans, or scholarships will be credited to your BARC account until you are registered in sufficient units. Undergraduates must be registered in a minimum of 6 units. Graduate students must be registered in a minimum of 4 units.

SATURDAY, FEBRUARY 13
- Continuing undergraduate students who register after this date will be assessed a $50 late registration fee. (Students in the College of Creative Studies registering only for Creative Studies classes will be charged the $50 late registration fee if registration is completed later than Monday, March 29.)

MONDAY, FEBRUARY 15
- Presidents’ Day holiday.

WEDNESDAY, FEBRUARY 17
- Last day for graduate students to file intercampus exchange applications for spring quarter with the Graduate Division.

LATE FEBRUARY
- Registration begins for new and returning students.
- No spring financial aid, loans, or scholarships will be credited to your BARC account until you are registered in sufficient units. Undergraduates must be registered for a minimum of 6 units. Graduate students must be registered for a minimum of 4 units.

FEBRUARY 22-APRIL 12
- First day for undergraduates to use GOLD to declare candidacy for a spring 2010 degree and make commencement reservations.
- Seniors with at least 164 units completed or in progress during the winter 2010 quarter are eligible to make a reservation for a spring 2010 commencement ceremony using GOLD. During pass 1, seniors can only make a reservation for the ceremony to which their major is assigned.

TUESDAY, MARCH 2
- Deadline for continuing, new, and returning students to apply for 2010-2011 UCSB financial aid (UC Grant, Cal Grant A or B, Supplemental Grant, Perkins Loan, and Work-Study). Students should be sure to get a Certificate of Mailing if the FAFSA is mailed.

Looking for other events or deadlines?
Search the online Campus Calendar of Events at:
www.events.sa.ucsb.edu/calendar
MONDAY, MARCH 29
• Spring quarter begins.
• Pre-instructional activities: counseling, testing, academic advising. See pages 15-16.
• Instruction begins.
• Registration deadline for new and returning students. After this date new and returning students will be assessed a $50 late registration fee.
• Fee payment deadline for graduate students. Graduate students who still have a balance due must pay or defer this balance by 4 p.m. to avoid a $50 late payment fee. Graduate students who are not paid will not be allowed to continue with registration until fee payment is made.
• Office of the Registrar begins processing schedule adjustment petitions. Photo ID required. All other schedule adjustment transactions, including adding classes using approval codes, should be completed via GOLD. See pages 6-11.
• Last day for College of Creative Studies students taking only CCS courses to register for spring 2010.
• Confirmation/updates of your addresses should be processed through use of GOLD. If you are employed by the university you must also update your address separately with your employing department.

FRIDAY, APRIL 2
• Last day for all students to drop courses without a $3 fee per drop transaction.
• Last day for all students to add courses without a course approval code.
• Last day for undergraduate students to drop Writing 1, 1E, 1LK, 2, 2E, 2LK, 50, 50E without petition.
• Late registration ends for all students. Lapse in status as a student in the university will occur unless fees and all other financial obligations have been paid, registration has been completed, and blocks on registration (if any) have been cleared. Enrollment will not be accepted after this date.

FRIDAY, APRIL 9
• Last day for all students to add courses without paying $3 fee.
• Last day for all students to change grading option without paying $3 fee.

MONDAY, APRIL 12
• Last day to declare candidacy for a spring 2010 undergraduate degree using GOLD.

APRIL 19-MAY 21
• Seniors with at least 164 units completed or in progress during the spring 2010 quarter are eligible to make a reservation for a spring 2010 Commencement ceremony using GOLD. During Pass 2, seniors can make a reservation for any open ceremony or switch a previous reservation to any other open ceremony. Reservations must be made by April 29 in order to have your name included in the Commencement book.

FRIDAY, APRIL 23
• Last day for undergraduates in the Colleges of Letters and Science and Engineering to drop classes at the Office of the Registrar by 4 p.m.
• Reclassification Statement of Legal Residency (SLR) accepted from students seeking in-state fees for the upcoming fall term.

FRIDAY, APRIL 30
• End of first half of quarter. The Fall 2010 Schedule of Classes will be available online in early May.

FRIDAY, MAY 14
• Last day for undergraduates in the Colleges of Letters and Science and Engineering to change grading option in courses from passed/not passed to letter-grade or vice versa at the Office of the Registrar by 4 p.m.

FRIDAY, MAY 21
• Last day for undergraduates to make commencement reservations. Reservations are made using GOLD.

MONDAY, MAY 31
• Memorial Day holiday

JUNE 1-4
• Examinations are strongly discouraged and mandatory non-instructional activities require advance approval from the Office of Student Life.

FRIDAY, JUNE 4
• Last day of instruction.
• Last day for graduate students and students in the College of Creative Studies to drop courses or change grading options at the Office of the Registrar.

WEEKEND OF JUNE 11-13
• Spring quarter ends
• Degree candidates must have all transfer work and coursework completed no later than this date for current quarter graduation.

JUNE 5-11
• Final exams. (See page 29 for details.)

SUNDAY, JUNE 6
• College of Creative Studies Commencement.

FRIDAY, JUNE 11
• Degree candidates must have all transfer work and coursework completed no later than this date for current quarter graduation.

SUNDAY, JUNE 20
• Spring 2010 grades available on GOLD.
Looking Ahead: Tentative Deadlines

**Summer 2010**

**MONDAY, APRIL 5**
- Registration for summer session begins. See Summer Session Catalog for registration and fee payment procedures.

**MONDAY, JUNE 21**
- Instruction begins for first 6-week session.

**MONDAY, JULY 5**
- Independence Day Holiday.

**TUESDAY, JULY 6**
- Last day to declare candidacy for the summer 2010 undergraduate degree.

**FRIDAY, JULY 30**
- Instruction ends for first 6-week session.

**MONDAY, AUGUST 2**
- Instruction begins for second 6-week session.

**MONDAY, SEPTEMBER 6**
- Labor Day Holiday.

**FRIDAY, SEPTEMBER 10**
- Deadline for graduate students to present theses and dissertations to Graduate Division to receive a summer 2010 degree.
- Instruction ends for all Summer Session Programs.
- Official last day of Summer Session 2010.
- Degree candidates must have all transfer work and coursework completed no later than this date for current quarter graduation.

**Fall 2010**

**NOVEMBER 1-28, 2009**
- Open filing period for undergraduates to apply for intercampus transfer for fall 2010 quarter.

**NOVEMBER 1-AUGUST 9, 2009**
- Open filing period to apply for readmission or reinstatement for the above quarter. Readmission and reinstatement applications for students who have been absent for one or more quarters or who withdrew within the last quarter or attendance are accepted during this period. More information, including the application, is available at: www.registrar.ucsb.edu.

**FRIDAY, JANUARY 1, 2010**
- Free Application for Federal Student Aid (FAFSA) for 2010-2011 is available online at www.fafsa.ed.gov.

**WEDNESDAY, MARCH 3**
- Deadline for continuing, new, and returning students to apply for 2011-2012 UCSB financial aid (UC Grant, Cal Grant A or B, Supplemental Grant, Perkins Loan, and Work-Study). It is recommended that the FAFSA be submitted electronically. Students should be sure to get a Certificate of Mailing if the FAFSA is mailed.

**SATURDAY, MAY 1**
- Fall 2010 registration appointments available on GOLD.

**WEDNESDAY, SEPTEMBER 15**
- Payment deadline for “Amount Due Charges” for fall 2010 Registration Fees.

**SATURDAY, SEPTEMBER 18**
- Fall quarter begins.

**SEPTEMBER 20-22**
- Pre-instructional activities: orientation, counseling, testing, academic advising.

**THURSDAY, SEPTEMBER 23**
- Instruction begins.
- Graduate Student payment deadline for “Amount Due” charges for fall 2010 Registration Fees.

**MONDAY, OCTOBER 11**
- Last day to declare candidacy for the fall 2010 undergraduate degree.

**THURSDAY, NOVEMBER 11**
- Veteran’s Day Holiday.

**NOVEMBER 25-26**
- Thanksgiving Holidays.

**FRIDAY, DECEMBER 3**
- Instruction ends.

**DECEMBER 6-11**
- Final examinations.

**FRIDAY, DECEMBER 10**
- Deadline for graduate students to present theses and dissertations to Graduate Division to receive a fall 2010 degree.

**SATURDAY, DECEMBER 11**
- Fall quarter ends.
- Degree candidates must have all transfer work and coursework completed no later than this date for current quarter graduation.

**Winter 2011**

**JULY 1-31, 2010**
- Open filing period for undergraduates to apply for intercampus transfer for winter quarter.
- Open filing period to apply for readmission or reinstatement for the above quarter. Readmission and reinstatement applications for students who have been absent for one or more quarters or who withdrew within the last quarter or attendance are accepted during this period. More information, including the application, is available at: www.registrar.ucsb.edu.

**FRIDAY, AUGUST 27**
- First day for undergraduates to use GOLD to declare candidacy for the winter 2011 degree.

**SATURDAY, OCTOBER 16**
- Winter 2011 registration appointment times available on GOLD.

**MID-DECEMBER**
- Free Application for Federal Student Aid (FAFSA) for 2011-2012 is available online at www.fafsa.ed.gov.

**WEDNESDAY, DECEMBER 15**
- Undergraduate fee payment deadline for “Amount Due” charges for winter 2011 Registration Fees.

**MONDAY, JANUARY 3, 2011**
- Winter quarter begins.
- Pre-instructional activities: orientation, counseling, testing, academic advising.
- Graduate fee payment deadline for winter 2011 registration fees.

**MONDAY, JANUARY 17**
- Martin Luther King Jr. Day (holiday).

**TUESDAY, JANUARY 18**
- Last day to declare candidacy for the winter 2011 undergraduate degree.

**MONDAY, FEBRUARY 21**
- President’s Day (holiday).

**WEDNESDAY, MARCH 2**
- Deadline for all students to apply for 2011-2012 Free Application for Financial Aid (FAFSA)(UC Grant, Supplemental Grant, Perkins Loan, and Work-Study) and for a new Cal Grant A or B from the California Student Aid Commission (CSAC). It is recommended that the FAFSA be submitted electronically. Students should be sure to get a Certificate of Mailing if the FAFSA is mailed.
- Deadline for undergraduates to submit a Cal Grant GPA Verification Form to CSAC for a new Cal Grant A or B. Students that already have a Cal Grant are not required to submit this form again.

**FRIDAY, MARCH 12**
- Instruction ends.

**MARCH 14-19**
- Final examinations.

**FRIDAY, MARCH 19**
- Graduate students must present theses and dissertations to the Graduate Division in order to receive a winter 2011 degree.

**SATURDAY, MARCH 20**
- Winter quarter ends.
- Degree candidates must have all transfer work and coursework completed no later than this date for current quarter graduation.
Financial Aid Recipients. Financial aid is applied to BARC accounts on a weekly basis. Financial aid disbursement detail can be viewed under “My Aid Status” on my.ucsb.edu. Additionally, you can access your BARC account from my.ucsb.edu and view your account activity. If you still have a balance due on your account on March 1, it must be paid by the deadline to avoid a $50 late payment fee and protect your class space. If you cannot pay the balance in full, please go to www.barc.ucsb.edu for payment plan options. Payment plans must be received by the Cashiers Office prior to the payment deadline.

Students without Financial Aid. Two-thirds of the registration and quarterly housing charges are eligible for payment plan installments. All other BARC charges must be paid at the time of deferral. For more information, please go to www.barc.ucsb.edu.

Note: BARC payment agreement forms with payment due and $25 must be received in the Cashiers Office before the deadline, so don’t delay. Please mail early – postmarks not accepted. If you do not have access to the web, please contact the Billing Office at (805) 893-3756 for assistance.
Your Class Schedule
GOLD allows students to view a list of their classes as well as a weekly schedule for any quarter. Students will begin their registration process here and may also make schedule adjustments (Add/Drop courses) if the deadline has not passed.

Schedule of Classes
Search and Registration
Students can use GOLD to search for course availability and status by instructor, day and time, requirements satisfied, etc. They can register and add courses to their schedule directly from the search results.

Registration Information
GOLD allows students to check their major, special programs, registration appointment times, add/drop deadlines, fee deadlines, and other information.

Registrar Calendar
Students can use GOLD to view important registration deadlines.

Important Messages
Important messages from the Office of the Registrar and other offices will be displayed here. Students are notified during login that there are important messages waiting to be read.

Grades/Academic History
GOLD will provide students with a quarter-by-quarter breakout of all courses completed, grades, units completed at UCSB, and quarterly and cumulative GPA. Links within this page also allow students to view a Unit Summary of all courses completed as well as information about the Latest Quarter enrolled. Users can view or print a New Student Profile, Credit Memo, Progress Check, or Degree audit.

MCP Compliance
Undergraduate students may view Minimum Cumulative Progress compliance and petition information.

Transcripts (Official & Unofficial)
Currently enrolled students may order official transcripts using the GOLD system and have the fee billed to their BARC account. Non-current and current students may order official transcripts using the third party vendor service, Credential Solutions, and charge the cost to a credit card. Students may also order unofficial transcripts at no cost.

Verifications
Current students (that is, students with an “active” BARC account) may order official verifications which provide specific statements verifying a student’s enrollment, degree status, overall GPA, etc.

Contact Information
Address and phone number information may be recorded or changed through GOLD. Students can update local, permanent, parents, billing, and emergency contact information. Foreign addresses can also be updated using GOLD.

Personal Information Updates
GOLD lets students update personal demographic data.

Major/Degree Status
Displays objective, major, degree completion quarter (if declared), and current status of your degree.

Undergraduate Declarations of Candidacy
Seniors can declare degree candidacy for the quarter in which they intend to complete their degree requirements. Students can also change the address to which their diploma will be mailed.

Commencement Reservations
Allows users who are qualified to reserve a seat in a commencement ceremony according to the following criteria.

Commencement Pass 1
Only students with 164 units, either completed or in progress during the spring quarter, will be eligible to make a commencement reservation during PASS 1. Seniors can only make a reservation for the ceremony to which their major is assigned for this pass.

Commencement Pass 2
Only students with 164 units, either completed or in progress during the spring quarter, will be eligible to make a commencement reservation during PASS 2. Eligible undergraduate students can reserve any open and available ceremony regardless of major.
Important Information Regarding Residency for Fee Purposes

Are you a new Undergraduate or Graduate Student at UCSB?

or

Are you returning to UCSB after an absence?

or

Are you a continuing UCSB student who would like to be considered for a change of classification from nonresident to California resident for tuition purposes?

You are required to complete the online Statement of Legal Residence (SLR)!
Go to: www.registrar.ucsb.edu/residenc.htm

Students who do not fill out the required Statement of Legal Residence (SLR) will be assessed Non-Resident fees.

Refer to page 13 for additional information.

Make Sure We Can Get In Touch With You
Activate your U-Mail Account today by selecting U-Mail from:
my.ucsb.edu

Want to see your student records?
Your current schedule, class level, grades, BARC and Financial Aid information, and more can be viewed on GOLD at:
my.ucsb.edu

Looking for a website?
UCSB’s A-Z Index lists all UCSB-related websites in an alphabetical directory at:
www.ucsb.edu/az
Registration Worksheet

Appointment Times: Spring 2010 appointments available on GOLD on or after: Wednesday, January 27, 2010.

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Potential Schedule:

Pass 1: Begins _________ at _______ am/pm Ends _________ at _______ am/pm

Pass 2: Begins _________ at _______ am/pm Ends _________ at _______ am/pm

Pass 3: Begins _________ at _______ am/pm Ends _________ at _______ am/pm
Time Conflicts
GOLD will highlight conflicts but will allow you to schedule a conflict. It is your responsibility to look for course changes and resolve any resultant time conflicts.

Prerequisites
Instructors have final authority in determining enrollment for their courses. Verification of the student’s qualifications is made at the beginning of the quarter. Undergraduates can enroll in graduate courses only if they have an approved departmental petition on file in the Office of the Registrar prior to registration.

Approval Codes
Under some circumstances, departments or instructors may issue course approval codes to individual students to override various enrollment restrictions and enable registration into a specific class. Course approval codes may be used to add the class until the published add deadline.

Adding After the 5th Day of Class
Instructor approval is required to add a class after the 5th day of instruction. If permission is granted, students will be given course approval codes which can be used to add the class until the published add deadline.

Approval Codes
Any student who is found to have abused this process by using a code for class registration that was not designated for their personal use by the instructor or department may be disenrolled and face disciplinary action from the University. This would include such things as passing a valid code on for use by another student or "guessing" a valid approval code.

Writing Course Restrictions
• Writing 1, 1E, 2, 2E, 50, and 50E
Writing 1, 2, and 50 (or their LINKS equivalents) must be taken in sequence. You may not enroll in these courses without having met the prerequisites, and you may not enroll in them if you have already satisfied Area A General Education Requirements.

• LINKS Courses
LINKS are writing classes whose reading and writing assignments are directly related to the lectures, readings and writings of certain other courses. LINKS courses are designated with an LK, e.g., Writing 1LK or 2LK. Students must enroll in the companion course before enrolling in the LINKS class. Materials for both courses are related, but testing and grading are independent. In addition, papers for one course may not be submitted for the other course. LINKS writing courses carry the same number of units and fulfill the same General Education requirements as any other Writing 1 or 2 class.

Dropping Writing Courses
The deadline to drop Writing 1, 1E, 2, 2E, 50 or 50E (or their LINKS equivalents) is the fifth day of university instruction. The drop deadline is Friday, April 2, 2010, for these courses.

Students with Disabilities
If you are unable to use GOLD please call the Registration Helpline at (805) 893-3592 or contact the Disabled Students Program at (805) 893-2668 V/TTY.

Repeating a Course
Certain courses may be repeated for credit and are identified in the course descriptions in the UCSB General Catalog. Repetition of any other course completed at the University of California, is subject to regulations that appear in the UCSB General Catalog. Graduate students should consult Graduate Division and their academic departments before repeating a course.

If you are an undergraduate repeating a course to improve your grade-point average because you previously received a C- or below, or a NP, you need to specify this repeat to GOLD. First, you need to add the course you intend to repeat.

Note: Undergraduates who wish to repeat a course more than once must obtain the prior approval of their college dean before registering for their third attempt or they will be dropped from the course.

Looking for other events or deadlines?
Search the online Campus Calendar of Events at: my.ucsb.edu
3. Petitions
Special approval prior to registration is required for each of the following:

Enrollment in a 98/99 or 198/199/199AA-ZZ Independent Studies course
Petition source: Sponsoring department.
Approvals required: See instructor and chair of department sponsoring the 98, 99, 198, 199, 199AA-ZZ for details. 198/199/199AA-ZZ courses are open only to upper-division students who have at least a 3.0 grade-point average for the preceding three quarters and who can demonstrate their qualifications for independent study in the chosen field (normally completion of at least two upper-division courses in the same field). Lower-division CCS students may also take 198/199 courses offered by the College of Creative Studies. Letters & Science and College of Engineering students are limited to 5 units per quarter, 15 units per year, and 30 units total in all 98/99/198/199/199AA-ZZ courses combined, subject to the restrictions, if any, of each department involved. Creative Studies students should check with the college office for different 198/199 unit limits. Graduate students should not enroll in courses numbered 98/99 or 198/199/199AA-ZZ. They should enroll in independent study courses numbered 596 through 599 instead.

Taking graduate courses while you are an undergraduate
Petition source: Office of the Registrar.
Approvals required: Instructor, chair of sponsoring department, dean/provost of the college for students in Engineering and Creative Studies. Normally, this option is open only to seniors with exceptional qualifications and superior grade-point averages. To enroll in graduate coursework, undergraduates must have a cumulative grade-point average of 3.0 and have completed 12 units of upper-division coursework in the relevant major with a grade of B or better. Eligible undergraduates are confined to taking courses numbered 200-299 and only those 500-level courses described as Group Studies or Special Topics. Undergraduates are not permitted to enroll in any other 500-level courses.

Taking a University Extension course
Petition source: College office.
Approvals required: Dean of the college and, if the course is to be used as part of your major, department chair. (See the UCSB General Catalog for credit limitations and details.) Graduate students may not take coursework through University Extension that can otherwise be completed through normal registration. Consult the chapter “Graduate Education at UCSB” in the UCSB General Catalog.

If you do not have student status, you can enroll in many undergraduate and graduate courses through University Extension in the Open University Program. Students who are on reinstatement-probation or are subject to disqualification and those who have been disqualified (dismissed) from UCSB are not eligible to participate in the Open University Program. Admission into courses is on a space-available basis with consent of the instructor and does not constitute admission into the university. Courses can be taken for credit or non-credit. UCSB courses completed by open enrollment through UC Extension in fall 2000 or thereafter will be included in the UC GPA if they are accepted toward the degree. For further information on eligibility, prerequisites, and fee structure, contact UCSB Extension at (805) 893-4200 or www.extension.ucsb.edu.

Simultaneous registration at another college-level institution (also called concurrent enrollment)
Petition source: College office.
Approval required: Dean of the college prior to registration. (See the UCSB General Catalog for details.)

Students should be aware that approval is granted only in very limited circumstances.

Intersegmental Cross-Enrollment
Approval required: Dean of the college or Dean of Graduate Division, if you wish to transfer credit to UCSB for coursework taken elsewhere. Students should be aware that approval is granted only in very limited circumstances. Students from campuses of the University of California, the California State University and the California Community Colleges are permitted to enroll in a maximum of one course per academic term at a campus of either of the other systems on a space-available basis. The requirements for participation include: the student has completed at least one quarter at the home campus, has paid fees at the home campus and is enrolled in at least six units for the cross-enrollment term, has a grade-point average of at least 2.0 for work completed, is a California resident and has the appropriate academic preparation for the course. If you are interested in cross-enrollment at a California State University or California Community College campus, you need to contact those institutions directly to start the process. Coursework completed through this plan will apply to your UCSB degree only if approved by the dean of your college. Approval is granted only in very limited circumstances. Students from California State University or Community College campuses interested in cross-enrollment at UCSB should contact the Office of the Registrar at UCSB for more information at (805) 893-8905 or email Reg-Undergrad-Visiting-Programs@sa.ucsb.edu.

Undergraduate enrollment in an excess or deficit program, according to the limits established by your college (as noted in Section 4 below)
Petition source: Office of the Registrar or college office.
Approval required: Dean of the college.

• DEFICIT PROGRAMS
If you need to take fewer than 12 units due to outside commitments or personal considerations, you must petition for a deficit program prior to the first day of instruction. Students in the College of Letters and Science and the College of Creative Studies with on-going outside responsibilities may petition for permanent deficit approval.

Deficit loads may impact your financial loan status as well as personal insurance coverage. It is strongly recommended to check with Financial Aid and/or your insurance company before carrying a deficit load.

NOTICE: to be classified as a full-time student, undergraduates must enroll in a minimum of 12 units each quarter. Course enrollment limits for graduate students are given in the UCSB General Catalog.

Full-time status is required for such things as eligibility for residence in family/student housing, certain types of financial aid, and intercollegiate athletics.

• EXCESS PROGRAMS
If you plan to take more units than the maximum specified by your college, you must petition for an excess program during the registration period. The maximum number of units which you may attempt each quarter depends on your academic status and the regulations of your college. Generally, new students (transfers and freshmen alike) are discouraged from attempting more than the allowable maximum for their first quarter at UCSB. Approval of excess programs usually is reserved for continuing students with strong academic records.
4. Enrollment Limits

Graduate Students
The normal course load for graduate students is 12 units per quarter. Only registered students carrying a minimum load of 8 units are eligible to be appointed as graduate student researchers or as teaching assistants; to receive fellowships and most forms of financial aid; and to be eligible for campus and extramural benefits and services (University Housing, Student Health Service, etc.).

Graduate students should consult with departmental advisors about recommended course work and unit load prior to each quarter. Generally speaking, there is no part-time status for graduate students at UCSB, nor are there reduced fees for a reduced course load. Most lending agencies demand repayment of loans if a student is not registered or is carrying less than a normal course load. The Bureau of Immigration and Customs Enforcement requires international students to be engaged in a full course of study while at UCSB.

Undergraduate Students
The Minimum Cumulative Progress (MCP) policy was designed and approved by the faculty to provide important guideposts for academic progress. Undergraduate students in the College of Letters and Science and College of Engineering are required to meet MCP guidelines. For more information, refer to the appropriate College advising website.

College of Creative Studies
Students in the College of Creative Studies normally take four courses totaling at least 15 units each quarter and are not required to file petitions for excess programs.

College of Engineering
Students in the College of Engineering are subject to the following course enrollment limits:
- 12 units—Minimum load for full-time standing.
- 16 units—Maximum without petition to the dean of the college for students on academic probation.
- 21 units—Maximum without petition to the dean of the college for all other students.

Undergraduate students in the College of Engineering must average at least 15 quarter units each quarter, a threshold that will be strictly monitored and one that is conducive to graduation in four years. At least three-fourths of the units passed must include courses prescribed for the major. Complete details for this requirement are contained in the UCSB General Catalog.

College of Letters and Science
Students in the College of Letters and Science are subject to the following course enrollment limits:
- 12 units—Minimum load for full-time standing.
- 17 units—Maximum without petition to the dean of the college for students on academic probation.
- 21 units—Maximum without petition to the dean of the college for all other students.

The average course load for students in the College of Letters and Science is 15–17 units per quarter.

5. Attendance
You must attend the classes you register for beginning with the first day of instruction. If you cannot attend due to reasons beyond your control (such as serious illness), notify your instructors. The Office of Student Life can assist you if you are too ill to contact your instructors. Although some instructors will drop students who are absent from their classes, it is normally your responsibility to drop any class that you do not wish to complete. If you do not attend a class and do not drop it officially by the published deadline, you will receive a failing grade.

6. Contact Information
All students MUST update or confirm their address information as new students and every fall quarter thereafter. Additionally, you are encouraged to update your address information as necessary throughout the year. UCSB mail is not forwarded by the U.S. Postal Service. A block may be placed against your registration if you do not update or confirm your address information by using GOLD (at my.ucsb.edu).

Contact information maintained in GOLD is used to update Directory Information. Refer to the section “Privacy of Student Records” on page 19 for information regarding your rights pertaining to Directory Information as well as academic records.

7. University E-mail

U-Mail (University e-mail) is now being used for student notification by course instructors and administrative departments including the Office of the Registrar. All UCSB students should obtain a U-Mail account and keep it active.

1. If you have not already done so, activate your U-Mail account today at my.ucsb.edu.
2. Forward your U-Mail to another e-mail service, if you prefer. Your U-Mail account must be active for this to work.
3. Check your e-mail frequently to be sure that you do not miss any critical notices.
4. Contact the U-Mail help desk at (805) 893-5542 with any problems you are having activating your account.
5. When communicating with university personnel, you should use your U-Mail account, rather than any other, to authenticate your identity.

Graduating Seniors in the College of Engineering

Be sure to complete your Senior Survey at: www.engr.ucsb.edu/senior_survey
Fees

1. Payment Procedure
The university operates an accounts receivable billing system, known as BARC (Billing, Accounts Receivable, Collections). It consolidates any debts owed to the university such as registration fees, housing, and library charges. Students receive an email notice to their UCSB-issued U-Mail account when their Electronic Billing Statement (Gaucho E-Bill) is available to view online. The notice includes a link to a secure website where students can view billing details and make payments online.

Students may access their BARC account at my.ucsb.edu and selecting MyBARC for current balance information and their Gaucho E-Bill.

Fees and/or other bills may be paid in person at the Cashiers Office, located in room 1212 in the Student Affairs and Administrative Services Building (SAASB).

If you are mailing your payment, please use this remit address:
University of California, Santa Barbara
File 30561; P.O. Box 60000
San Francisco, CA 94160

Any overnight mail, payment plan agreement forms, or correspondence to this office should continue to be sent to their physical location:
Cashier’s Office
University of California, Santa Barbara
1212 SAASB
Santa Barbara, CA 93106-2003

Reminders:
• Include your statement coupon with your check
• Include your Billing Account Number found on the statement (not your perm #) on your check, especially if you are using online banking.
• Checks should be made payable to: Regents of the University of California.
• Address changes must be completed using GOLD; do not send change of address with payment or on the statement coupon.

The university charges a return check fee for any check returned unpaid by the bank.

2. Payment Deadlines
The Schedule of Classes “Quarter Deadlines” and your Gaucho E-Bill statement list fee payment deadlines. All students will receive a Gaucho E-Bill notification to their U-Mail account. Failure to view your Gaucho E-Bill statement is not a valid excuse for not paying fees on time. Fee information, loan, and scholarship recipients: see special section which follows. Note in the “Quarter Deadlines” that:

a) Two schedules operate to ensure proper enrollment in classes; one for registration and the other for fee payment.
b) Fees need not be paid before registering in classes.
c) Fees and all other financial obligations must be paid by the specified deadline in order to protect your student status and to avoid being dropped from your courses.
d) A late payment fee of $50 is assessed if all financial obligations are not cleared by the published deadlines. The Office of the Registrar may waive a late fee if payment was late because of:
• erroneous action or inaction on the part of the university.
• illness or accident which prevented you from making payment by the deadline and which is substantiated by an attending physician or police/accident report.

Request for Fee Waiver petitions are available from the Office of the Registrar. (This is distinct from the $50 late registration fee, see page 9)
e) If you do not pay your fees and clear other financial obligations by the deadline, it will be presumed that you are not attending the university and your status will be lapsed. If you wish to enroll in a subsequent quarter, you will be required to pay for readmission. (See “Leaving and Returning to UCSB”). If you are not able to meet payment deadlines due to financial difficulty (see page 5), or do not receive a Gaucho E-Bill notification, contact the Billing Office in advance of the deadlines to discuss your situation.

If you mail your payment, allow a minimum of 10 days for delivery prior to the deadline.

3. Special Instructions for Financial Aid, Loan, and Scholarship Students

Census Date Units
Some aid programs’ eligibility is partially based on census date units. This measurement is taken at census date which is the 15th class date of each quarter.

• Pell Grant: This grant’s unit requirement is based on whether an eligible student is enrolled full-time (12 or more units), 3/4-time (9-11.5 units), 1/2-time (6-8.5 units), or less than 1/2-time (below 6 units) at census date. Students who are enrolled less than fulltime on census date will have their Pell Grants for that quarter reduced to an amount that reflects their enrollment level. For example, a student enrolled in 10 units will have that quarter’s Pell Grant reduced to a 3/4-time award. This reduction may include billing the student’s BARC account for the amount of the reduction.

• Cal Grant B Access Grant (also called Cal Grant B Stipend): This grant’s unit requirement is based on whether an eligible student is enrolled full-time (12 or more units), 3/4-time (9-11.5 units), or 1/2-time (6-8.5 units) at census date. Students enrolled less than 1/2-time (below 6 units) are not eligible for that quarter’s award. Students who are enrolled less than fulltime on census date will have their Cal Grant B Access Grants for that quarter reduced to an amount that reflects their enrollment level. This reduction may include billing the student’s BARC account for the amount of the reduction.

• Academic Competitive Grant (ACG) and SMART Grant: Students who are enrolled less than fulltime at census date will have that quarter’s award reduced. This reduction may include billing the student’s BARC account for the amount of the reduction.

Unit Requirement for Disbursement
No financial aid, loans, or scholarships will be credited to students’ BARC accounts until

Summary of Quarterly Fees and Expenses, Spring 2010

The following chart represents fees as currently approved for the Spring 2010 quarter and are subject to change. For a full breakout of these fees, refer to the Registrar website at www.registrar.ucsb.edu/feechart.htm. Every effort will be made to keep fees at this level. Given continuing budget uncertainties, circumstances may require an adjustment in this amount during the year.

<table>
<thead>
<tr>
<th></th>
<th>Resident Undergraduates</th>
<th>Resident Graduates</th>
<th>Nonresident Undergraduates</th>
<th>Nonresident Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee</td>
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<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
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<td>Educational fee</td>
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<tr>
<td>Associated Students fees</td>
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<tr>
<td>Graduate Students Association fees</td>
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<tr>
<td>Student Lock-in fees</td>
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<td>166.38</td>
<td>271.34</td>
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<tr>
<td>Tuition for nonresidents**</td>
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<td>Total for California residents</td>
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<tr>
<td>Total for nonresidents</td>
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<td></td>
<td>327.45</td>
<td>721.25</td>
</tr>
</tbody>
</table>

* Health insurance is mandatory (see #8. Health Insurance Fees on pages 14-15.) Students can opt out of the program with proof of comparable insurance from another carrier.
** Note that at the time of this publication, 2010-2011 insurance fees have not yet been determined
** Graduate doctoral students see “7. Fee Reductions” section on page 14.
they are registered in the minimum number of units. Students are encouraged to register for classes at their registration appointment times to facilitate this process. Undergraduates must be registered in a minimum of 6 units. Graduate students must be registered in a minimum of 4 units.

Class Protection and Payment of Fees and Other Institutional Charges

Students who had financial aid, loans, or scholarships credited to their BARC accounts and who have a zero balance or credit balance on their BARC accounts by 4 p.m. on March 15 automatically receive a “fees paid” status and will have their classes protected.

All undergraduate students are subject to the March 15 fee payment deadline. Undergraduate students who still have a “balance due” on this deadline must pay or defer this balance by 4 p.m., March 15. Students who pay the “amount due” or enroll in a BARC payment plan by the fee payment deadline will have their classes protected.

Undergraduate students who miss the fee payment deadline and who get dropped from their classes must pay or defer their fees before they can re-register for classes. Financial aid cannot be credited to BARC accounts until students are registered in sufficient units.

The fee payment deadline for Graduate students is the first day of instruction on Monday, March 29, 2010.

Graduate students who have not paid fees by the first day of instruction are subject to a $50 late payment fee and will not be allowed to continue with registration until fee payment is made.

Direct Deposit Refunds

All refunds will be direct-deposited by the Billing Office. Students who have a credit balance due to financial aid or graduate credits on March 12 will have their direct deposits released on March 19. Students with credit balances created after March 12 due to financial aid, loans, or graduate credits being applied to their accounts will have their direct deposits released to their designated checking accounts on a weekly basis starting on March 23, 2010.

4. Residency for Fee Purposes

A Statement of Legal Residence (SLR) must be filed by all new undergraduate and graduate students, as well as any student returning to the Santa Barbara campus following a break in enrollment (readmission/reinstatement). For new students, the deadline for submitting an SLR is the same as the deadline for submitting the Student Intent to Register (SIR), two weeks from the date of admission or readmission.

Notice: An SLR must be filed by all new students prior to their first term of enrollment, regardless of whether a student qualifies as a California resident for tuition purposes. Failure to submit an SLR will result in the assessment of out-of-state fees, and may prevent disbursement of financial aid, and course enrollment.

Continuing UCSB students seeking a change in classification from nonresident to California resident for tuition purposes may file a new SLR beginning the fourth week of instruction of the term immediately prior to the term for which classification as a resident is requested. The deadline for students seeking reclassification is the end of the quarter for which classification as a California resident requested.

For a complete summary of University residency regulations, and access to UCSB’s online SLR, please refer to our website at www.registrar.ucsb.edu (under Residency). The Residence Deput can be reached at (805) 893-3033 or by email at: Reg-Residency@sa.ucsb.edu.

AB 540

Students enrolled or in the process of enrolling at a University of California campus after January 1, 2002, who attended a high school in California for three or more years, and who graduated from a California high school (or attained the equivalent), may qualify for an exemption from the nonresident tuition. Undergraduate, graduate, and professional students are eligible to apply for this exemption.

Students who qualify will be exempt from payment of the nonresident fee and the Educational Fee differential charged to nonresidents. Eligibility for this exemption will continue until the student fulfills University requirements for classification as a California resident, or until this exemption is no longer available.

5. Course Fees

Certain courses (such as some in chemistry, film studies, physical activities, courses requiring field trips, or certain laboratory science courses) require additional fees. These are identified in GOLD. Normally course fees are assessed through the campus billing system and will appear on the student’s BARC statement. Questions concerning fee payment procedures should be addressed to the appropriate department office.
6. Fee Refunds

When you pay your fees, receive enough financial aid credit to put you in paid status, or sign a BARC payment agreement, you have committed yourself to the completion of the enrollment process. If you subsequently decide not to fulfill this commitment, you must petition for a complete withdrawal. (See "Leaving and Returning to UCSB" on pages 16-19). Simply stopping payment on a check or money order will not relieve you of this commitment. A charge of $25 will be billed for any payment returned for NSF or stopped payment.

If you withdraw from the university, you are required to pay a prorated portion of all assessed fees up to the date of withdrawal. See the fee refund schedules on page 13.

7. Fee Reductions

Deficit programs

Undergraduate students who have submitted their petitions to the appropriate dean for a deficit program of 10 or fewer units prior to the first day of instruction (see "Petitions"), and who have received approval for verifiable reasons of employment, health, or family responsibility, will receive a 50% reduction of the educational fee and nonresident tuition subject to approval of the Office of Student Life.

Please note: Approval of a deficit load will not automatically entitle a student to a fee reduction.

Refunds will be processed at the end of the quarter in which students are eligible. Therefore, students must pay the full fees in order to complete enrollment by the deadlines.

No refund will be made if a student petitions to drop to 10 or fewer units, or increases his/her unit load to exceed 10 units after the first day of instruction.

Students who have approval prior to fee assessment for a permanent deficit program through the College of Letters and Science will be automatically assessed 50% of the educational fee and nonresident tuition. Students on a permanent deficit program fee reduction who enroll in more than 10 units at any time will be billed for the full amount of fees and will need to re-apply for permanent deficit through the College of Letters and Science.

Financial Aid Warning: Financial aid students who receive an Academic Competitive Grant (ACG) or SMART Grant will have that quarter’s grant reduced if they enroll in fewer than 12 units. Additionally, students who receive a Pell Grant, Cal Grant A, and/or a Cal Grant B will have these grants reduced as a result of their deficit load program (see "Special Instructions for Financial Aid, Loan, and Scholarship Students" on page 12-13 for more detailed information). In most cases, the financial aid reduction will exceed the deficit load fee reduction for which a student may qualify; thus, it is highly recommended that financial aid students consult with the Financial Aid Office prior to applying for a deficit load.

University Center Fee

An undergraduate who has petitioned for reduced fees and is enrolled in 5.5 or fewer units is eligible for a full refund of the University Center fee. The refund procedure and determination date for eligibility are the same as for the educational fee above. Students who exceed the maximum limit allowed will be assessed the full fee.

In Absentia Fee Reduction for Graduate Students

Graduate students who must remain registered and whose research or study requires them to remain outside of California for the duration of a quarter may be eligible for In Absentia registration. Students on In Absentia registration will pay 15% of the registration, educational, and campus fees combined. Other fees, notably nonresident tuition and graduate student health insurance remain unchanged. Students apply by completing an In Absentia petition (without charge) and securing faculty verification that the student will be outside California for the duration of one or more quarters. Students are responsible for taking care of their registration. Consult the Graduate Division for details.

Employee Assistance Program

Full-time university employees (nonacademic and academic) may be eligible for fee reductions for themselves and are encouraged to contact Human Resources (nonacademic employees) or the Academic Personnel Office (academic employees) regarding details of eligibility and procedures.

Filing fee

Doctoral students or terminal master's degree students completing the last requirements for a degree may be eligible to pay the filing fee in lieu of full quarterly fees. The filing fee is one-half of the current quarter's registration fee. Students are required to be registered the quarter prior to the filing fee quarter. Contact the Graduate Division regarding eligibility and procedures.

New undergraduate students

If you have paid $100.00 with the Statement of Intent to Register (SIR), that amount is deducted from fees due.

Graduate Doctoral Students: Nonresident Fee

The annual nonresident fee is reduced by 100% percent for graduate doctoral students who have advanced to candidacy, subject to the understanding that (a) a graduate doctoral student may receive the reduced nonresident tuition rate for a maximum of three years, and (b) any such student who continues to be enrolled or who re-enrolls after receiving the reduced fee for three calendar years will be charged the full nonresident tuition fee rate that is in effect at the time.

8. Mandatory Health Insurance

Student Health Insurance Plan (SHIP-Undergraduate)

The UC Regents require all registered students to be covered by major medical health insurance while attending school. Students are automatically enrolled in the University’s Student Health Insurance Plan (SHIP) unless they complete a waiver form that provides proof of comparable coverage. The waiver form must be submitted each year by the specified deadline. Unless a waiver is granted, students are charged a SHIP fee as part of their registration.

This provides a complete health care package when combined with the services available through on-campus Student Health. SHIP is portable, meaning students receive excellent coverage whether they are on campus, at home, or travelling (on-campus Student Health provides health care to registered students whether they are enrolled in SHIP or have been granted a waiver). Insurance premiums are non-refundable to students who withdraw from the university; coverage continues through the end of the quarter. Students may appeal to have an insurance payment refunded by contacting Student Health directly.

For further information, call Student Health at 893-2592 to speak with an insurance advisor. Website: www.sa.ucsb.edu/studenthealth/

Student Health Insurance Plan (SHIP-Graduate)

All graduate students are assessed a quarterly fee for mandatory Student Health Insurance (SHIP).

The fee is paid by the appointing department or unit for Teaching Assistants, Teaching Associates, Readers, Tutors/Remedial Tutors, and Graduate Student Researchers, who are appointed 25% time (10 hours per week) or more. All other graduate students must either pay the fee or waive out of the plan by showing proof of comparable coverage under another insurance policy.

Looking for Specific Fee Information?

A detailed breakout of fees and expenses can be found at: www.registrar.ucsb.edu/feechart.htm
The university graduate student health insurance policy provides year-round and world-wide coverage. Insurance premiums are non-refundable to students who withdraw from the university; coverage continues through the end of the quarter. Students may appeal to have an insurance payment refunded by contacting Student Health directly. Contact the Student Health Service Insurance Office for details regarding coverage. Telephone: (805) 893-2592.

Insurance requirement for international students
The purchase of health insurance is mandatory (i.e., a condition of enrollment) for all international students.

All international students (both undergraduate and graduate) are assessed a fee each quarter for enrollment in the Student Health Insurance Plan. The insurance fee is due at the time of enrollment. The fee is paid by the appointing department or unit for teaching and research assistants who are appointed 25% time or more. All other international students must either pay the fee or waive out of the plan by showing proof of comparable coverage under another insurance policy.

In addition, international students must purchase insurance for any family member who accompanies them to Santa Barbara. This coverage is also available.

Information about this plan is sent to new international students with their visa documents. Further information, rates, and coverage dates are available from Student Health Service. Telephone: (805) 893-2592.

9. Parking Fees
For complete information on parking permits, regulations, services, free parking incentives available through the Transportation Alternatives Program, etc., see “Transportation and Parking Services” on page 23 in the Campus Services section in this publication. For rate information, please refer to the website at www.tps.ucsb.edu.

10. Bicycle Registration and Impound
To assist in the recovery of stolen bicycles, comply with state law, and document proof of ownership, the university requires and offers bicycle licensing.

A California bicycle license can be obtained from the Community Service Organization (CSO) for a $6.00 fee. The license is good for three years and is valid throughout California.

Any bicycle not parked in a rack or designated bicycle parking lot is subject to impound. There is an impound fee of $24.00. (Impound rate subject to change.)

For information on bicycle registration and regulations contact the CSO. Telephone: (805) 893-2433 or 893-5293.

Pre-Instructional Activities
1. ACCESS Card
The ACCESS Card is the primary UCSB student ID card as well as a campus One Card which can be used for a variety of services on campus. Students may obtain their card during the first quarter in which they enroll. ACCESS Cards can be obtained at the ACCESS Photo Center located in the UCen, main level above the Hub, Monday through Friday from 10 a.m. to 4 p.m. Telephone: (805) 893-2464. Please bring proof of registration, a photo ID, and $20 for the one-time processing charge. An alternative I.D. card which has limited uses is available at no charge. If you lose either card, you must pay a replacement fee at the UCen Cashiers Office or the ACCESS Photo Center.

2. Placement Exams and Auditions
Preliminary Examinations for Foreign Languages
For: All entering new students in the College of Letters and Science who will continue study of a language begun in high school.

Students who have already earned college credit in a foreign language should note that regardless of the results of the Foreign Language Placement Examination, credit cannot be granted for any UCSB courses at the same level or a lower level than that already earned at another institution or through Advanced Placement Examination. Students are advised to enroll in language courses immediately since any delay may decrease their proficiency.

• FRENCH
Placement into French 2 and 3:
Contact the French and Italian Department at (805) 893-3111.
Placement into French 4-6, and 26:
Contact Professor J. Schultz (jmschultz@frit.ucsb.edu) for individual placement.

• ITALIAN
Placement into Italian 2-6, and 26:

Make Sure We Can Get In Touch With You
Activate your U-Mail Account today at:
www.umail.ucsb.edu

Contact Professor Angela Ellis (aellis@frit.ucsb.edu) for individual placement.

• SPANISH
Times: Wednesdays, April 7, May 12, and June 2 from 9:00-10:00 a.m.
Location: TBA.

• FOR ALL OTHER LANGUAGES
Prior to the first day of the quarter, contact the appropriate language department to learn the date and location of the examination. Results of the Foreign Language Placement Examination will determine proper placement into language courses at UCSB.

English Examinations
• ANALYTICAL WRITING PLACEMENT EXAMINATION (AWPE)
For: Students who have not satisfied the Entry Level Writing requirement prior to enrollment including: students admitted too late to take the May 2009 Systemwide AWPE, out-of-state students, and transfer students.
Times: Friday, April 16th, 8:00-10:00 a.m.
Location: TBA.

There is a $65 fee for this examination. The exam may be taken only once. Preregistration is not required. Please bring photo identification and a pen.

Exempt are students who scored 680 or above on the writing section of the SAT Reasoning Test (or on the SAT II: Subject Test in Writing taken before June 2004) or who received a score of 3 or above on the Advanced Placement Test in English (literature or composition). Students in these categories should not take this test. Also exempt (from AWPE) are transfer students who have earned a grade of C or higher in an equivalent English (literature or composition). Students in these categories should not take this test. Also exempt (from AWPE) are transfer students who have earned a grade of C or higher in an equivalent English (literature or composition). Students in these categories should not take this test.

• ENGLISH LANGUAGE PLACEMENT EXAMINATION (ELPE)
For: All incoming graduate and undergraduate international students for whom English is not their first language.

Written Section: Monday, March 30, 9:00 to 11:00 a.m.
Location: South Hall, Room 3504.
Oral Section: For graduate students only. Appointments are made at the end of the written section. The oral section of the exam is approximately ten minutes.

Contact the English as a Second Language Program, mlee@linguistics.ucsb.edu or call (805) 893-7258, for additional information.

2. Placement Exams and Auditions
Preliminary Examinations for Foreign Languages
For: All entering new students in the College of Letters and Science who will continue study of a language begun in high school.

Students who have already earned college credit in a foreign language should note that regardless of the results of the Foreign Language Placement Examination, credit cannot be granted for any UCSB courses at the same level or a lower level than that already earned at another institution or through Advanced Placement Examination. Students are advised to enroll in language courses immediately since any delay may decrease their proficiency.

• FRENCH
Placement into French 2 and 3:
Contact the French and Italian Department at (805) 893-3111.
Placement into French 4-6, and 26:
Contact Professor J. Schultz (jmschultz@frit.ucsb.edu) for individual placement.

• ITALIAN
Placement into Italian 2-6, and 26:

Make Sure We Can Get In Touch With You
Activate your U-Mail Account today at:
www.umail.ucsb.edu

Contact Professor Angela Ellis (aellis@frit.ucsb.edu) for individual placement.

• SPANISH
Times: Wednesdays, April 7, May 12, and June 2 from 9:00-10:00 a.m.
Location: TBA.

• FOR ALL OTHER LANGUAGES
Prior to the first day of the quarter, contact the appropriate language department to learn the date and location of the examination. Results of the Foreign Language Placement Examination will determine proper placement into language courses at UCSB.

English Examinations
• ANALYTICAL WRITING PLACEMENT EXAMINATION (AWPE)
For: Students who have not satisfied the Entry Level Writing requirement prior to enrollment including: students admitted too late to take the May 2009 Systemwide AWPE, out-of-state students, and transfer students.
Times: Friday, April 16th, 8:00-10:00 a.m.
Location: TBA.

There is a $65 fee for this examination. The exam may be taken only once. Preregistration is not required. Please bring photo identification and a pen.

Exempt are students who scored 680 or above on the writing section of the SAT Reasoning Test (or on the SAT II: Subject Test in Writing taken before June 2004) or who received a score of 3 or above on the Advanced Placement Test in English (literature or composition). Students in these categories should not take this test. Also exempt (from AWPE) are transfer students who have earned a grade of C or higher in an equivalent English (literature or composition). Students in these categories should not take this test. Also exempt (from AWPE) are transfer students who have earned a grade of C or higher in an equivalent English (literature or composition). Students in these categories should not take this test. Also exempt (from AWPE) are transfer students who have earned a grade of C or higher in an equivalent English (literature or composition).

• ENGLISH LANGUAGE PLACEMENT EXAMINATION (ELPE)
For: All incoming graduate and undergraduate international students for whom English is not their first language.

Written Section: Monday, March 30, 9:00 to 11:00 a.m.
Location: South Hall, Room 3504.
Oral Section: For graduate students only. Appointments are made at the end of the written section. The oral section of the exam is approximately ten minutes.

Contact the English as a Second Language Program, mlee@linguistics.ucsb.edu or call (805) 893-7258, for additional information.
3. Pre-professional Meetings

Teaching Credential Information Meetings

All students interested in credential programs at UCSB should attend one of the information meetings which provides specific information regarding prerequisites, requirements for admission, application procedures, and structure of the credential programs.

Students who are interested in teaching as a profession should attend a preprofessional experience orientation meeting, which usually follows the informational meetings. Classroom experience is a requirement before entering the Teacher Education Program and can be documented through the Preprofessional Education Program.

Contact the Credentials Services Office for a meeting schedule. The office is in Education 4102. Telephone: (805) 893-2036.

4. Information, Orientation, and Advising Meetings

Academic Advising and Orientation for all New Undergraduate Students

There is no formal Orientation Program scheduled for spring quarter 2010. New students admitted for winter quarter are welcome to stop by the Orientation Programs Office (SRB 2145) to pick up a copy of the new student handbook and other resource materials; (805) 893-3443. Academic advising can be obtained directly from the college offices and each major department. See "Department Directory" on page 32 for locations and phone numbers.

Major Department and College Meetings

Academic advising is available to new and returning students from each major department. New students are especially encouraged to visit their department for information on major requirements, departmental procedures and advising systems, and assistance with assessing progress toward completion of the major. New students must also consult the department to determine their status in fulfilling prerequisites. They should bring copies of their records from previous schools to this consultation. Contact each department individually for an appointment or for the date, time, and location of a scheduled advising meeting. Department addresses, phone numbers, and web site URLs are listed on page 32.

Leaving and Returning to UCSB

1. Withdrawal from the University

If you determine that you cannot complete a quarter for which you have paid fees, or signed a payment agreement with the Billing Office, you must petition for withdrawal at the Office of the Registrar. If the petition and deadline requirements are met and the approval of your college dean is secured, you will be withdrawn officially.

If your petition is filed prior to the first day of instruction, your registration is cancelled and your fees are unassessed. If your petition is filed during the early weeks of the quarter, you may be entitled to a partial refund of the quarterly fees you have paid, or promised to pay, as listed by the fee refund schedule on page 13. If the Colleges of Engineering and Letters & Science, the deadline for submission of the completed petition is the last day of instruction for the quarter.

Further, if your withdrawal occurs during your first quarter as a newly admitted undergraduate student and it occurs prior to or during the third week of instruction, you will not qualify for readmission (see section 4, Readmission and Reinstatement). Under this condition you will be required to reapply through the Office of Admissions. For additional information on the readmit or reinstatement process, go to: www.registrar.ucsb.edu and select “Leaving and Returning”.

Note: Federal and state regulations require that students who have received financial aid return a portion of that aid if they withdraw before completing 60% of the quarter. If your registration is cancelled, 100% of your aid will be cancelled. Please advise the Financial Aid Office if you will return in a subsequent quarter.

When undergraduate students are enrolled in courses and the completed petition is submitted after the final drop deadline, the Office of the Registrar will enter a grade of W for each course in which the student was enrolled.

If you have completed the enrollment process and then discontinue work for the quarter without filing a petition for withdrawal, failing grades will be recorded in all the courses in which you have enrolled, you will be ineligible for any refund of fees, and your future registration privileges may be blocked.

Upon request, the Office of Student Life will process a withdrawal petition if, due to illness or another emergency, you cannot complete the process personally. Telephone: (805) 893-4569. If the dean of your college approves, you will be withdrawn officially.

After withdrawal and before future registration, you must apply for and receive permission to be readmitted/reinstated, explained in section 4 below.

You are advised to consult with faculty, departmental or college advisers, and/or Counselling Services before withdrawing so as to consider the full implications of this action.
Graduate students: Continuous registration is required of graduate students. Leaves of Absence may be granted under extraordinary circumstances. Consult the Graduate Division for information on eligibility.

2. Lapse of Status
Lapse of status is the automatically enforced withdrawal of a student from the university. A student’s status may be lapsed for the following reasons: 1) for failure to comply with the conditions for admission, 2) for failure to register and enroll in courses by the deadline stated in the Schedule of Classes, 3) for failure to settle financial obligations when due or to make satisfactory arrangements with the Billing, Accounts Receivable, Collections Office (BARC) if payment cannot be made, 4) for failure to respond to official university notices (including failure to remove blocks).

Students who have had their status lapsed are required to pay a prorated portion of all assessed fees up to the date of such lapse in accordance with the fee refund schedule. Financial aid students who have had their status lapsed will have their aid cancelled for the quarter.

3. Leaves of Absence
Undergraduates: You may be absent from UCSB for one or more quarters at the conclusion of any quarter without petition, provided you have not paid fees for the following quarter. Remember to apply for readmission well in advance of the quarter you plan to return to UCSB. (See “Deadlines” on pages 2-5). Petitioning for withdrawal is required only if you 1) withdraw during a quarter, 2) are requesting a refund of fees for the coming quarter, or 3) have signed a deferred payment agreement with the Billing Office.

Non-UC Sponsored Study Abroad Leave: Undergraduates wanting to study abroad through non-UC sponsored programs, but who want to retain their enrollment priority and not be required to submit a readmission application, may do so by submitting a formal leave request to the Office of the Registrar. Leave forms and information can be located on the Registrar’s website at www.registrar.ucsb.edu/read_rein.htm. The deadline to submit is eight weeks prior to the quarter of departure. A non-refundable leave fee is $60.00 and payable to the UC Regents through the BARC Office.

Graduate students: Continuous registration is required of all graduate students. There are five circumstances under which students may be granted a leave: 1) medical emergencies, 2) pregnancy/parenting needs during the first 12 months after the child’s birth or placement in the home, 3) emergencies in the immediate family, 4) required military service, 5) a Filing Fee Quarter of Leave for students who intend to file the thesis or dissertation. All leave requests require appropriate documentation such as a doctor’s note or a letter from the student’s research advisor verifying the student’s declaration with regard to degree completion plans. Off-campus employment, lack of funds, or taking time off from school for personal reasons are not considered extraordinary circumstances. Students who lapse status must later seek reinstatement if they wish to return to graduate standing.

Graduate students who are granted leave are not eligible for either teaching assistant or graduate student researcher positions or for campus fellowships or financial aid. A leave of absence is no substitute for registered status in the eyes of lending agencies. For additional information, consult the Graduate Division. Website: www.graddiv.ucsb.edu/

4. Readmission and Reinstatement
Readmission for Undergraduates: Undergraduate students who wish to register at UCSB after an absence, a complete withdrawal, cancellation, or lapse of their registration, must file an application for readmission with the Office of the Registrar. Applications are available on the Registrar’s website at www.registrar.ucsb.edu/read_rein.htm.

Readmission opens November 1 (of the preceding year) for fall quarter; July 1 (of the preceding year) for winter quarter; October 1 (of the preceding year) for spring quarter. Readmission deadlines are the second Monday in August for fall quarter, the second Monday in November for winter quarter, and the second Monday in February for spring quarter. All deadlines are strictly adhered to. No applications will be accepted after the published deadline has expired. Additionally, these deadlines may be closed without notice pending enrollment restrictions. The non-refundable application fee is $60.

Note: Students who withdraw during their first quarter of attendance before completing the third week of instruction will not qualify for readmission and will be required to reapply to the University through the Office of Admissions.

Readmission is generally approved for students who were on regular academic status when they left UCSB provided that any college-level work completed in the interim is satisfactory and space is available. Transcripts of any course work undertaken elsewhere must be submitted to the Office of the Registrar to complete the readmission process. For more information, go to www.registrar.ucsb.edu/read_rein.htm.

Reinstatement for Undergraduates: Students who were on reinstatement-probation, or were subject to academic disqualification, or dismissed by dean’s action when they left the university, will not be considered for readmission unless first reinstated by the dean of their college. The dean will establish the conditions of such reinstatement, if approved.

Students who are seeking readmission to the College of Letters and Science after having already completed 155 or more units need the approval of the dean. In some cases, they will be required to submit a “Proposed Schedule for Graduation” before readmission will be considered. In general, readmission will be approved only for those students whose proposed schedule leads to graduation within 200 total units. As the proposal must be endorsed by the student’s major department (and minor department if a minor is planned), students should begin this process several months prior to their intended return.

Students in the College of Letters and Science should note the following application deadlines if they are seeking readmission after completion of 155 units or reinstatement after poor academic performance: the second Monday in August for fall quarter; the second Monday in November for winter quarter; the second Monday in February for spring quarter. Those who miss the deadline to apply for their desired quarter will have to apply for readmission (and/or reinstatement) to a later quarter.

Any student returning to UCSB following an absence (excluding summer) must file a new Statement of Legal Residence (SLR) available online at www.registrar.ucsb.edu/residence.htm. The deadline for submission of an SLR is two weeks from admission or readmission.

Additional information about Orientation's programs and services can be found at:
www.sa.ucsb.edu/orientation/services.htm

Orientation Programs and Services

Graduate Students!
The Graduate Division website contains a wealth of information on graduate study at UCSB. Check it out:
www.graddiv.ucsb.edu
Graduate students: Graduate students who wish to register after a break in enrollment must petition for reinstatement through Graduate Division. Reinstatement is not automatic and requires the approval of the student’s academic department; the student’s record will be evaluated in terms of past academic performance and timely completion of the degree. Students seeking to reinstate who have exceeded the time limit for completion of the master’s and/or doctoral degrees must also submit a plan and timetable for degree completion to their department and Graduate Division for review and approval.

5. Intercampus Transfer
Undergraduates may apply for transfer to another University of California campus. The application is available on-line at UC’s PATHWAYS website at: www.universityofcalifornia.edu/apply. Students may apply on-line November 1-30 for fall quarter, or July 1-31 for winter quarter. If you are or have been enrolled in a regular UCSB quarter, you may apply for an intercampus transfer to another UC campus provided you have not been registered subsequently in a regular term at another collegiate institution. A $60.00 nonrefundable fee is required at the time you submit your application. Application filing periods are listed in the “Deadlines” section.

6. Intercampus Visitor Program (ICV)
The ICV Program allows qualified undergraduate students at UCSB to take advantage of educational opportunities at other UC campuses. Students may take courses that are not available at their home campus, participate in special programs, or study with a distinguished faculty member at another campus for one quarter. Students must meet the following qualifications:
• Current student in good standing,
• Completed a year at UCSB,
• Maintained a GPA of at least 2.0,
• College approval.

For more information about the ICV Program, call (805) 893-8905, or send email to: Reg-Undergrad-Visiting-Programs@sa.ucsb.edu

Note: The host campus manages the student’s financial aid. If you are a financial aid recipient, you must have a copy of your Free Application for Federal Student Aid (FAFSA) sent to the host campus. Use your Student Aid Report (SAR) to make this change, or you can call the Federal Student Aid Information Center at (800) 433-3243 to request the change. If you filed your FAFSA electronically, you may make this change on the FAFSA website at www.fafsa.ed.gov/.

7. Intersegmental Cross Enrollment Program (ICE)
Undergraduate students enrolled in a California Community College or a California State University campus may enroll in a University of California campus without formal admission for a maximum of one course per quarter.

Qualifications for this program include:
• Completion of one term at the home campus,
• 6 unit minimum enrollment at home campus,
• 2.0 GPA at home campus,
• Registered/paid at home campus,
• Prerequisite requirements met,
• California resident.

ICE applications are available on the Registrar’s website at www.registrar.ucsb.edu/intercampus.htm. For more information about the ICE Program, call (805) 893-8905, or send email to: Reg-Undergrad-Visiting-Programs@sa.ucsb.edu

8. Simultaneous Enrollment Program
UC undergraduate students may enroll, without formal admission and without payment of additional University fees, in courses at another UC campus on a space available basis at the discretion of the appropriate campus authorities on both campuses.

Students must have completed a minimum of 12 units as a matriculated student at the home campus; be enrolled at both campuses in the current term for a minimum of 12 units as a matriculated student; be in good standing; and have the appropriate academic preparation as determined by the host campus.

For more information about the Simultaneous Enrollment Program, call (805) 893-8905, or send email to: Reg-Undergrad-Visiting-Programs@sa.ucsb.edu

9. Intercampus Exchange Program for Graduate Students (IEPGS)
If approved for IEPGS, enrolled UCSB graduate students may take classes and use many of the facilities at other UC campuses. Using the IEPGS application process, students seek approval from their home department and the host department at the campus they wish to visit.

Students are limited to taking courses at another UC that are not available at UCSB and are essential to their degree work. Students must have a cumulative grade-point average of at least 3.0 and be in good academic standing.

Approval is granted for one quarter (or semester) at a time but may be renewed. If approved for IEPGS, students must register in a minimum of eight units and pay fees at UCSB to be eligible to register and study at the host campus without additional charge. For further information and IEPGS application, consult the Graduate Division website at: www.graddiv.ucsb.edu/academic/petitions/.

10. Non-UC Sponsored Study Abroad
Undergraduate students wanting to study abroad through non-UC sponsored programs, but who want to retain enrollment priority by submitting a formal leave request. More information is available at: www.registrar.ucsb.edu/stu_abr/.

11. Veteran Benefit Programs
The Office of the Registrar certifies enrollment for Veterans Chapter benefit recipients to the Veterans Administration (VA) Regional Office in Muskogee, Oklahoma as well as applying the California Fee Waiver for eligible students.

College Fee Waiver Program
The State of California offers a College Fee Waiver Program to resident children and dependents of service-connected disabled or service-related deceased veterans. This program is administered by the California Department of Veterans Affairs (CDVA).

Benefits are awarded on an academic year basis and students are required to reapply each year for continued benefits. If you may be eligible to receive these benefits, contact your local County Veterans Service Office (CVSO). This listing is in the government pages section of your telephone book, under “county government.” You may also call CDVA at (800) 952-5626, or visit their website available at: www.cacvso.org to learn more about this program as well as other programs offered by the California Department of Veterans Affairs.

California Fee Waiver letters of eligibility should be submitted to the Office of the Registrar before the fee payment deadline to avoid late fee penalties.

VA Chapter Benefit Programs
VA Chapter benefit recipients apply for benefits through the Office of the Registrar and the Western Regional VA Office. All students who apply must complete the Veterans Benefit Request form available at: www.registrar.ucsb.edu/vet-form.htm

Those seeking initial verification of eligibility for Chapter benefits should contact the VA Regional Office, P.O. Box 8888, Muskogee, OK 74402, (888) 442-4551 or online at: www.GIBILL.va.gov/

For further information regarding any of these programs, contact the UCSB VA Benefit Program Coordinator at Reg-Veterans-Benefit-Programs@sa.ucsb.edu, call (805) 893-8905 or refer to the national VA website at www.va.gov.

Looking for career advice? Career Services can help. Check out their website at: my.ucsb.edu
Examinations, Records, Grades, and Graduation

1. Examinations

Final examinations
Final examinations are required in all under-graduate courses. The official dates and times for final exams this quarter are stated on page 29. No instructor is authorized to change these times without prior approval of the Undergraduate Council. A student may seek the permission of the instructor of any course in which he or she is enrolled in order to change your program so that your final examinations will not conflict or fall in rapid succession. Normally, examinations will be written, and a maximum time period for their completion will be announced in advance. You will not be permitted to exceed this maximum. The maximum time for a final in a non-laboratory course is three hours. Individual exceptions from finals are not permitted.

Credit by examination
If you are enrolled and on regular academic status, you may petition to earn credit by examination during that quarter in an established course or in a subject appropriate for inclusion in the university curriculum. Petitions are available from the Office of the Registrar and must be signed by the dean of your college, the enminating instructor, and the department chair, three weeks in advance of the examination date. Examination grades are recorded on your official transcript. Consult the UCSB General Catalog and your college announcement for the full details concerning credit by examination.

2. Records

Privacy of Student Records
The Federal Family Educational Rights and Privacy Act (FERPA), and the University of California Policies Applying to the Disclosure of Information from Student Records afford students certain rights with respect to their educational records. Students have the right:
1. To inspect and review records pertaining to themselves in their capacity as students;
2. To seek correction of their student records through a request to amend the records or a request for a hearing;
3. To file complaints with the Department of Education regarding alleged violations of the rights accorded them by the Federal Act; and
4. To request that personally identifiable information from their student records be withheld from disclosure except to the extent that FERPA authorizes disclosure without consent.

The following information is designated as directory information and normally will be released by the campus without the consent of the student: name, current local and permanent address and telephone number, electronic mail address, date of birth (MM/DD), major, number of units currently enrolled in, class level, dates of attendance, degree/honors awarded, most recent school attended, athletic information including height and weight, and participation in officially recognized organizations. Students have the right to restrict the disclosure of this information. A form to restrict disclosure of any or all of this information is available at the Office of the Registrar. A student requesting such restrictions should be aware, however, of the implications of such a request.

One exception, which permits disclosure without consent, is disclosure to campus officials with legitimate educational interests. A campus official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, UCSB may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Questions regarding various privacy regulations can be addressed to the Office of the Registrar.

3. Grades

At the end of each quarter, the Office of the Registrar will process grades submitted by instructors. Grades are made available to students approximately six days after the last day of finals.

Use the GOLD system at my.ucsb.edu to review your grade information. Appointments are not necessary.

Quarterly Grade Reports
Use GOLD to print a copy of your quarterly grade report. The UCSB grade report includes the courses attempted and grades earned for that term, a cumulative unit summary of your academic record, and quarterly probation and honors status. Any non-UC transferable credit which you have completed is listed separately and is not a part of your UC grade-point average.

Want to see your grades?
You can view your grades using GOLD, on the Web at:

my.ucsb.edu

Incomplete grades
• PETITIONING PROCESS

The grade Incomplete (I) may be assigned when a student’s work is of passing quality but is incomplete. A completed Petition for an Incomplete Grade must be returned to the Office of the Registrar by the last day of the quarter for an I grade to be placed on a student’s record. Petitions must be signed by the instructor, and are available in the Office of the Registrar. A $5 processing fee will be billed to the student’s BARC account.

Notification of the receipt of the approved Petition for Incomplete Grade will be sent to the dean of the student’s college and the instructor. In the absence of the petition or another specific grade, the Office of the Registrar will record a grade of F, NP, or U, as appropriate.

• ONE-QUARTER COMPLETION DEADLINE

The grade of Incomplete may be replaced by a grade as determined by the instructor. You will receive unit credit and appropriate grade points if you earn a passing grade and the coursework is completed by the end of the term following the term in which the I grade was reported. You need not be enrolled for that quarter nor must the course be offered to receive the final grade.

Unless the work is completed and a grade is reported to the Office of the Registrar by the deadline, the I will be changed automatically to F, NP, or U, as appropriate. The deadline for completion of coursework for Incomplete grades is the end of the quarter following the quarter the I grade was received. If the instructor is unavailable, the chair of the department in which the course was offered is authorized to supervise completion of the work and to make the appropriate grade change.

The instructor or chair has authority to extend the deadline for completion in the event of unusual circumstances that would clearly impose an unfair hardship on the student if the original deadline were maintained.

An I grade on the student’s record at the time of graduation in a course necessary for the fulfillment of degree requirements will disqualify the student for graduation.

An I grade on the student’s record at the time of graduation in a course not necessary for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the date of graduation. If not removed, it will not be changed to an F or NP but will remain an I grade permanently. At the time of graduation, an I grade in a course taken for a letter grade must be utilized in the computation of the grade-point average. Its effect in that computation is identical to that of an F.

• GRADE CHANGES TO INCOMPLETE

A grade may be changed to an I grade only with the approval of the dean of the student’s college or the dean of the Graduate Division, as appropriate, and successful completion of the above petitioning process.

Withdrawal grade
For undergraduate students, the W grade will be assigned when a student withdraws from the University (or receives approval to drop a course by exception) after the deadline for dropping
courses established by the Executive Committee of the college or school in which the student is enrolled. The W grade will be assigned for each course affected. Courses in which a W has been entered on the student’s transcript will be disregarded in determining a student’s grade-point-average and will not be considered as courses attempted in assessing the student’s GPA for graduation.

Grade changes
If a student believes an incorrect grade has been reported, the instructor should be consulted.

All grades except I and IP are final when submitted to the Office of the Registrar by the instructor subject to the provisions given in the current UCSB General Catalog. Thereafter, an instructor may report a correction of a grade only in the case of clerical or procedural error. An instructor also may change a grade in the quarter following that in which the original grade was received if the basis for the change is found in work previously accomplished in the course as a part of the student’s regular participation in class activity. However, such changes must not create inequities to others whose grades remain unaltered. No final grade (except I) may be revised by re-examination, and no letter grade may be changed to or from P/NP or S/U.

Unofficial transcripts
Unofficial transcripts may be ordered on GOLD. Unofficial transcripts ordered prior to 11 p.m. may be revised by re-examination, and no letter grade may be changed to or from P/NP or S/U.

Official transcripts
Official transcripts are printed on security paper and display the entire academic history of a student at UCSB. Transcripts are sent first class U.S. mail. Current prices for both transcripts and verifications are available on the Registrar’s website at www.registrar.ucsb.edu.

If you wish to expedite the delivery of your transcript, go to www.registrar.ucsb.edu for pricing and additional information.

4. Graduation
Degree evaluations
Undergraduates: It is your responsibility to review your academic record regularly to determine that you are making satisfactory progress toward graduation.

Students in either the College of Creative Studies, College of Letters and Science, or the College of Engineering should run a Progress Check audit to assess their progress toward degree. Progress Check audits can be run from the Academic History option available in GOLD (my.ucsb.edu). College of Letters and Science, or College of Engineering students with questions concerning academic requirements or questions related to the audit should contact their college office. College of Letters and Science students who have completed 135 units or more can also direct questions related to the audit to Office of the Registrar.

Students in the College of Creative Studies with questions concerning major requirements should contact their college office.

The Office of the Registrar prepares an official graduation evaluation. It is designed as a final clearance and will not be completed until the end, or after the close, of the quarter in which you declare your candidacy for graduation. It is not intended to advise you of requirements yet to be fulfilled. Therefore, you are encouraged to review your own records as carefully as possible prior to the beginning of your final quarter and request the progress checks mentioned above. All work used toward completion of degree requirements must be completed in a term ending on or before the last day of the UCSB quarter in which you plan to graduate.

Petitions for exceptions to and substitutions for degree requirements are available from your college office.

Declaration of Candidacy
All undergraduate candidates for a degree must declare their candidacy for graduation by using GOLD no later than the second week of classes in the quarter in which the degree is anticipated. (See “Deadlines” for specific dates.)

Please note: declaring candidacy for graduation is a separate process from participating in commencement ceremonies. (See “Commencement” below.)

Students who discover that they are not eligible to graduate must withdraw their candidacy by using GOLD so that registration material for the following quarter will be prepared. Students must declare candidacy for the new date of graduation, whether withdrawal from candidacy is made by the student or as a result of action by the Office of the Registrar due to deficiencies in meeting graduation requirements.

Commencement
Commencement is held in June for students who received degrees in the preceding December and March, and for those students who are candidates for degrees in June or summer. Seniors who have at least 164 units completed or in progress are eligible to participate in a commencement ceremony. The Office of the Registrar must make a reservation using GOLD, adhering to the deadlines under “Quarter Deadlines.”
More information on participation in Commencement Ceremonies is available at the Public Events Commencement website at www.instadv.ucsb.edu/commencement/.

Please note: participating in commencement ceremonies is a separate process from declaring candidacy for graduation and requires two separate actions in GOLD. (See “Declaration of Candidacy” above.)

Attention Graduating Seniors: Due to limited seating availability, students participating in commencement ceremonies are respectfully requested to restrict their guests to six.

Diplomas
Diplomas are mailed several months subsequent to graduation. If you need official verification that you did graduate after you have completed your final quarter, you may order an official transcript from the Office of the Registrar. Indicate the date and degree earned on the request. (See “Transcripts, Official.”)

If you have a financial block on your BARC account at the end of the quarter for which you have declared candidacy to graduate, your diploma and transcript will be held until your BARC account is cleared. In the event your diploma is held, you must contact the BARC Office by phone at (805) 893-3756, or by email to barc.info@barc.ucsb.edu regarding your BARC account. To receive your diploma, you must also contact the Office of the Registrar by calling (805) 893-2633 or by email to reggraduationmatters@sa.ucsb.edu once your BARC account is clear.

If you complete your degree requirements but will not graduate until the next official graduation date, and need immediate proof that you have finished your undergraduate education, you may request a verification from the Office of the Registrar. (See “Verification of Student Status.”) This verification will be issued only if 1) your records are complete in the Office of the Registrar, and 2) the degree evaluation has been performed and you have fulfilled all of your graduation requirements.

Campus Services

Arts & Lectures
Arts & Lectures enriches your education by presenting more than 200 events during the school year, including performances by world-class professional artists, screenings of acclaimed films, and public lectures by influential figures of international stature. 2009-2010 marks A&L’s 50th Anniversary Season and features performances by such acclaimed artists as cellist Yo-Yo Ma, television newsman Charlie Rose, and Broadway legend Patti LuPone, among others.

Students save up to 60% on tickets and free programs are offered as well. Additionally, A&L employs 50 students with workstudy eligibility as ushers, ticket office and administrative assistants. The A&L ticket office is located in Building 402 adjacent to Campbell Hall and is open Monday through Friday from 10 a.m. to 5 p.m. For more information, please phone (805) 893-3535 or visit online at www.artsandlectures.ucsb.edu.

Career Services
Career Services helps both undergraduate and graduate students to make choices and decisions about their educational and career options. We provide drop-ins, appointments, workshops, and classes for all stages of the career process, and are sensitive to special issues.

Career Services helps you turn your ideas and plans into reality by helping you find employment or graduate study opportunities that meet your career objectives. Offerings of workshops, courses, and resources help you gain the skills and information you need to be successful in your careers.

Specific services available include career counseling, interest testing, career and graduate school information and advising, part-time jobs and internships, job fairs, and campus interviews with employers.

For further information about any program or service call Career Services at (805) 893-4412 or visit our website at career.ucsb.edu or from my.ucsb.edu.

Counseling Services
University life can be stressful and difficult. When you need help sorting out a personal issue, feel overly stressed, anxious or depressed, Counseling Services can provide an objective person to talk with. Our psychologists can help you clarify your values, goals, and identify options particularly if these issues are interfering with your academic life and/or causing difficulty in other areas. Counseling can also help you in your relationships with others and build self-confidence. Meetings are confidential and no information is released about your counseling without your written consent. Counseling Services also provides group therapy on a number of topics as well as phone counseling evenings, weekends, and holidays at (805) 893-4411.

Counseling Services has peer advisors trained in stress management techniques who can help you learn to cope with the stresses of university life. Come visit the egg and massage chairs for relaxation and stress management. Relaxation and Massage workshops are offered throughout the year.

We look forward to helping you as you navigate your way through UCSB. Our services are supported by your registration fees. Please stop by or look us up at www.counseling.ucsb.edu, or call (805) 893-4411 for more information.
Disabled Students Program

Disabled Students Program (DSP) assists UCSB in complying with State and Federal disability laws. DSP is the central location for coordinating appropriate academic accommodations for eligible students. DSP provides and assures equal educational opportunity to increase the retention and graduation rates of students with disabilities. The DSP staff is committed to disability awareness for all students with visible and hidden disabilities.

Disabled Student Program is located at 2120 Student Resource Building (SRB). Please stop by, call (805) 893-2668 or visit the website http://dsp.sa.ucsb.edu.

Early Childhood Care and Education Services

Orfalea Family Children’s Center (OFCC) University Children’s Center (UCC)

The Children’s Centers serve the child care needs of students, faculty, and staff by providing a high-quality early-care program for children three months to five years of age in full and half-day placements. OFCC, located on West Campus, cares for children three months to five years of age and UCC cares for children three months to three years of age. Tuition varies depending on the age of the child and the number of days and hours of attendance. The centers are open daily from 7:30 a.m. to 5:30 p.m., Monday through Friday. All students pay a reduced tuition rate. Low-income student parents may also be eligible for a State Department of Education Grant for tuition subsidy. In addition, the Centers participate in the Federal Food Program, which provides nutritious meals to children whose families are income eligible. For information and to place your child’s name on the waiting list, please call the Enrollment Coordinator at (805) 893-3665.

LGBT–Resource Center for Sexual & Gender Diversity (RCSGD)

The Resource Center for Sexual & Gender Diversity at UCSB is designed to be a safe and supportive environment for all students, staff, and faculty, emphasizing resources for the lesbian, gay, bisexual, transgender, queer, intersex, and ally (LGBTQIA) community, as well as those who are questioning their sexual orientation and/or gender identity. The RCSGD welcomes a diversity of racial, ethnic, religious, political, and cultural values while advocating for the welfare of those who have historically been marginalized because of their sexual and/or gender identity. The staff of the Resource Center for Sexual & Gender Diversity is committed to serving the campus and larger community with professionalism and respect. The RCSGD provides educational programming, social activities, advocacy, and consultation with the goal of enhancing safety, tolerance, and quality of life in the UCSB community.

The Resource Center for Sexual & Gender Diversity is located in the Student Resource Building (SRB), Room 3112. Phone: (805) 893-5847. Web site: www.sa.ucsb.edu/sgd/

Lost and Found

The campus Lost and Found is located behind the Public Safety Building in Lot 32. Open hours are Monday and Friday, 1:00 p.m.-4:30 p.m., and Wednesday, 9:00 a.m.-noon. Messages can be left at (805) 893-3843. An online listing of found property can be accessed at the Police Department website: http://police.ucsb.edu.

The ACCESS Office in the UCen has a lost and found service for lost ACCESS cards.

Office of the Ombuds

The Office of the Ombuds is a place where all members of the UCSB community can go for assistance in resolving conflicts or disputes on an informal basis. It is a confidential, impartial, informal, and independent resource that assists students, staff, and faculty who seek guidance with the informal resolution of any University-related complaint or conflict.

The Office is a safe, confidential, and impartial place to discuss concerns. The Office helps individuals identify serious issues, develop resolution options, get information, manage conflict, and learn more productive ways of communicating. Discussing an issue with the Office is not notice to the University about the existence of a problem; all conversations are “off-the-record” and are not a step in any formal grievance process.

The Office is located in Girvetz Hall 1205-K and can be reached at 893-3285. Visit the website at www.ombuds.ucsb.edu.

The Office of Student Life

The Office of Student Life houses the Office of the Dean of Students which includes Wellness Services and Community Activities and the Office of Judicial Affairs to provide a centralized location for students to access multiple services. We provide a staff trained to support student success and address a wide variety of needs and concerns that students articulate while enrolled at UCSB.

Services include advice and support to all class levels through student mentor teams, freshmen services, general assistance with problem solving and referrals, personal emergencies, mental health crisis assistance, processing letters of recommendation, and administrative withdrawals. We also plan and schedule many co-curricular activities and educational programs. The staff assists students and organizations with leadership training and development, program planning, fund raising, trustee accounts, publicity and promotion, and special projects. The Office of Student Life provides an organization directory on their Web site which lists the statement of purpose and contact information for approximately 300 campus organizations. If you don’t find an organization that interests you, we can help you start one. Telephone: (805) 893-4550 or (805) 893-4569. Web site: www.sa.ucsb.edu/osl/.

Student Computing Services

- STUDENT E-MAIL

Free e-mail accounts are provided to all students by Instructional Computing. U-Mail, the student e-mail service, is required by both instructors and university administration. Once you open your account you can have your U-Mail forwarded to your Yahoo, Gmail, or any other account of your choosing. For further information see www.umail.ucsb.edu or contact the U-Mail Help Desk at (805) 893-5542.

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**Graduating?**

Be aware that participating in Commencement ceremonies and filing for Degree Candidacy are two separate processes for graduation. Refer to the Registrar website for more information:

www.registrar.ucsb.edu/gradinfo.htm

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**University Library Hours**

<table>
<thead>
<tr>
<th>Main Library</th>
<th>Regular Schedule</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m.-midnight</td>
<td>8:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-9:00 p.m.</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m.-9:00 p.m.</td>
<td>9:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 a.m.-midnight</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The library is open for extended hours each quarter during Finals Week.

These hours are subject to change quarterly. Hours vary on holidays. For more information about the hours for various areas of the library, please call (805) 893-2477 or visit: www.library.ucsb.edu.

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• COMPUTER LABS
Drop-in computing is provided by Instructional Computing’s Open Access Lab at Phelps Hall 1513. Other Instructional Computing labs in Phelps Hall and Kerr Hall are available for drop-in usage when not in use for instruction. Current schedules are available at: http://computeralabs.ic.ucsb.edu or by phone at (805) 893-8403.

• SOFTWARE WORKSHOPS
Instructional Computing provides free software workshops throughout the quarter for a variety of popular software programs. Visit: http://training.ic.ucsb.edu or call (805) 893-3002 for details.

• STUDENT WEB PUBLISHING
The U-Web service, a subsidiary of U-Mail, provides web publishing space for all students. Details are available at www.uweb.ucsb.edu and at the U-Mail Help Desk.

• STUDENT FILE STORAGE
The U-Storage service, also a subsidiary of U-Mail, provides safe and reliable storage space for your important files. Details are available at www.ustorage.ucsb.edu and at the U-Mail Help Desk.

Student Health (SHS)

• MEDICAL SERVICES FOR ENROLLED STUDENTS
Student Health Service hours are Monday, Tuesday and Friday, 8:00 a.m. to 4:30 p.m.; Wednesday, 9:00 a.m. to 4:30 p.m.; and Thursday, 8:00 a.m. to 7:00 p.m.; limited services are available from 12:00-1:00 p.m., Monday-Friday). They are located across from the Event Center between the residence halls and I.V. making it easy to access health care on campus. They have their own parking lot with plenty of student parking (C sticker required) as well as metered parking available.

SHS offers full service primary care as well as limited specialty care. The following are some of the services available: urgent care, same day appointments, women’s health (including annual exams), internal medicine, psychiatry, dermatology, rheumatology, orthopedics, pharmacy, laboratory, x-ray, physical therapy, allergy shots, immunizations, travel medicine, wart removal, HIV testing, minor surgery, acupuncture therapy, health counseling (alcohol & drugs, nutrition, stress management, and eating disorders), and physicals. To make an appointment, please call (805) 893-3271.

Eye and/or Dental care are provided on a fee-for-service basis. Please call these two clinics directly for fee information and appointments:
Dental - (805) 893-2891; Eye - (805) 893-3170.

Student registration/health fees support some services, but there are still additional charges for some services. Please call (805) 893-8141 for specific information regarding fees. If you have health questions and would like information or need help scheduling an appointment please call the Advice Nurse at (805) 893-7129.

In the event of an emergency, students should go directly to one of the local community hospitals. Students should expect to use their medical insurance to cover expenses. If you need emergency transportation, call the Campus Rescue Squad at 9-911. There is a charge for this service.

Important Note: SHS is not equipped to handle life-threatening emergencies and does not provide complete 24-hour coverage. It also does not provide specialty care in many areas. Therefore, any accidents or illnesses which cannot be handled by SHS will be referred to local hospitals, facilities, or physicians. All costs incurred will be at the student’s expense. Be sure that you have adequate health insurance coverage. For information on university sponsored health insurance, call the Student Insurance Office at (805) 893-2592.

• HEPATITIS B
State law requires the Hepatitis B series be complete by the time of enrollment if you are 18 years of age or younger by the first day of classes. This information was sent to you with your Student Intent to Register (SIR) packet and should be completed as soon as possible so registration for classes is not impacted. Information can also be found at: www.sa.ucsb.edu/studenthealth/risks/hepatitis.

• MEDICAL REQUIREMENTS
All intercollegiate athletes are required to have a physical examination at the SHS prior to participation. International students and students born outside of the United States must provide TB clearance. This can be obtained at SHS during the first two weeks of the quarter. If you have withdrawn for medical reasons and are returning after an absence of less than one year, request that your personal physician send a letter to the Student Health Service indicating that your health is improved enough to continue your studies. This letter should include any recommendations regarding limitations of physical activities, etc.

Transportation and Parking Services

• PARKING REGULATIONS & PERMITS
UCSB parking permits are required on all vehicles parked on campus at all times except administrative holidays. Please check the Transportation & Parking website at www.tps.ucsb.edu for complete, updated parking information.

Parking at UCSB is not assigned; it is provided on a “first-come, first-served” basis. Faculty, staff, and students may park in “Faculty”, “Staff”, or “Visitor/Student” lots with the appropriate permit.

Short-term permits (such as 3 hour, daily, evening, and weekend) are sold at the campus parking office (across from Harder Stadium in Lot 30), and from permit dispensers located throughout campus.

Annual permits are sold online at www.tps.ucsb.edu and monthly Night & Weekend permits are available at the Parking Services sales counter in Building 381, located in parking lot 30.

• RESIDENTIAL VERIFICATION REQUIREMENT
Verification of student status and a local residential address, such as a current housing lease agreement, is required in order to purchase a residential student parking permit. At the time of sale, the student will be asked to provide proof of local living address, such as a current housing lease agreement, utility bill, or BARC statement.

• PARKING METERS
Parking permits are valid in metered spaces. Depending on the lot, the maximum time varies from 20 minutes to 4 hours. Meters accept only quarters.

• CAMPUS LIABILITY
Individuals park on campus at their own risk. Please lock your vehicle. The University of California shall not be liable for any risk or loss of, or damage to, property of individuals, including vehicles or the contents therein, which may result from the use of campus parking services or facilities. Additional information on UCSB parking rules and regulation is available from our website at www.tps.ucsb.edu or, by calling (805) 893-2346.

UCSB Campus Organizations

An alphabetical listing of all active UCSB campus organizations can be found at: www.sa.ucsb.edu/campusorgs/
• TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Save money on your commute between home and UCSB! Commute to campus by foot, bike, skate, bus, train, carpool, or vanpool. TAP will provide graduate and undergraduate students living at least two miles from UCSB with six complimentary days of parking per quarter as an incentive for doing their share to clear the air. Graduate students employed by UCSB at least 45%, as well as UCSB faculty, postdocs, and staff receive up to 57 hours of complimentary parking per quarter when they join TAP, as an incentive for doing their share to clear the air. TAP is only available to students, staff, and faculty who qualify for and do not currently own a UCSB parking permit. Night and Weekend permits and University Housing permits are ok. (Carpools may share one parking permit.)

TAP can help you optimize your commute in other ways like:
• Discounted hourly or daily rental of Zipcar CarShare vehicles stationed on campus for those 18 and older. See www.zipcar.com/ucsb
• Free Santa Barbara County Bike Maps
• Bicycle locker rental to protect your bicycle from theft and the elements (conditions apply)
• Free showers for bicycle commuters
• Free Bus Schedules
• Free student bus rides on any local MTD bus with a current UCSB student registration sticker on ACCESS card available by presenting your student ACCESS card at the Office of the Registrar or the A.S. Ticket Office.
• Up to $21 subsidy on faculty and staff 30-day MTD unlimited-use bus passes
• Free carpool matchlists for those interested in forming or expanding a carpool, please visit the website: www.trafficsolutionsonline.info
• Free rideboard for occasional trips at www.santabarbara.craigslist.org/rid
• Zipride is a ridesharing service for the UCSB community. www.zipride.com/ucsb
• Half-priced carpool parking permits for faculty/staff carpools (two or more faculty/staff sharing one parking permit) Graduate students who are UCSB employed at least 45% time also qualify for this discount
• Vanpools serving Santa Maria, Lompoc, Santa Ynez, Solvang, Buellton, Carpinteria, Ventura, Oxnard, Camarillo, and Thousand Oaks. Call (805) 893-2917 for information on becoming a vanpool subscriber (The TAP office also sells standby rider vanpool vouchers for $5, each direction.)
• Long distance commuter discounts and information for the Coastal Express buses with WiFi (from Oxnard, Ventura and Carpinteria), and the Clean Air Express buses from Santa Maria and Lompoc.
• Free information and discounted Faculty/Staff 30-day pass on the MTD Valley Express bus serving UCSB from Solvang and Buellton.
• Free information on Amtrak commuter trains to the Goleta depot from the north and south. 20% discount available using code V243 with 3 day advanced purchase and UCSB student ID.
• Free commuter taxi shuttle between UCSB and the Goleta Amtrak station for those who live at least twenty miles from campus. UCSB does not guarantee shuttle service (excludes residents of university housing, Isla Vista, Goleta and Santa Barbara). Pre-registration is required.
• Free Emergency Ride Home Program aims to get UCSB faculty/staff TAP members home in case of a personal emergency or unscheduled UCSB supervisor-approved overtime.

To learn more, please visit our website at www.tap.ucsb.edu or call (805) 893-2917 for a free commuter consultation on your money saving options. Be advised that ridematching and carpooling are done at your own risk. When using any ridematching service, please use your best judgement when deciding who to travel with. Please refer to the TAP website for updated information or visit the TAP office adjacent to Parking Services in Building 388. Please note, TAP benefits subject to change.

UCSB Bookstore

The campus bookstore is owned by the University and located in the University Center. It is open Monday-Friday, 8:00 a.m. to 5:30 p.m., Saturdays from 11:00 a.m. to 4:00 p.m., and the Sunday prior to the beginning of a new quarter. There are extended hours the first week of each quarter. Check the website for store hours.

Students may look up textbook information or purchase books online through the bookstore website before the quarter begins. The bookstore encourages students to purchase all of their books during the first four weeks of the quarter as unsold books are returned to the publisher after the fourth week of the quarter. Textbook refunds are available for the first week of each quarter. Check the website for exact dates and times. Website: www.bookstore.ucsb.edu.

University Police

The University of California Santa Barbara Police is committed to fulfilling its mission to provide a safe, peaceful, and secure environment for persons and facilities on the campus. A community oriented Police Department accomplishes these goals through education and enforcement. This pro-active department employs 33 sworn full-time officers. The UC Police Officers, who have statewide jurisdiction, maintain 24 hour uniformed patrol on foot, bicycle, and motor vehicles. Officers engage in crime prevention, handling calls for service, investigating crimes, and taking appropriate action. Paramedics and emergency medical technicians provide life-support services 24 hours a day. Both the police and paramedics are dispatched through the Communications Unit (also referred to as the Dispatch Center) located in the Public Safety Building. Additionally, the Communications Unit handles all campus 911 calls.

Assisting the Police Department is the Community Service Organization which employs 80 students. The students act as the eyes and ears for the Police Department. They also register bikes, collect lost and found, and provide escorts for students.

The Police Department works with the Women's Center Rape Prevention Education Program.

Visitor Center

The Visitor Center is located on the ground floor of the Student Affairs Administrative Services Building (SAASB), Room 1102. A component of the Office of Admissions, the Visitor Center offers one-hour Freshman Admissions presentations on weekdays at 11 a.m., and 75-90 minute walking tours at 12 noon and 2 p.m., excluding holidays. Transfer Advising sessions are held each weekday at 1 p.m., excluding holidays. Please visit the website to make a reservation. Website: www.admissions.ucsb.edu

Women's Center

The Women's Center works to foster an equitable, inclusive, and safe educational environment for all members of the UCSB community. We strive to increase awareness of how gender roles and gender inequalities impact all areas of our lives. The Center provides advocacy, education, resources, and support for students, staff, faculty, and community members. We value and respect all genders, bodies, sexual orientations, and racial and ethnic identities.

The Center provides many diverse services to meet the needs of the UCSB community. Our Rape Prevention Education Program (RPEP) offers individualized crisis counseling and advocacy for anyone affected by sexual assault, stalking, or domestic violence; educational programs for student groups on gender roles, sexual harassment and sexual assault; and other resources for reducing violence in our community.

In conjunction with the Resource Center for Sexual and Gender Diversity, we provide services and advocacy for lesbian, gay, bisexual, transgender students. The Center's programming unit offers an array of invited speakers, films, workshops and support groups. The physical space of the Women's Center includes meeting space for re-entry/non-traditional students and their children; a research library open to all students, faculty, and staff; and an art gallery that features gender and social justice themes.

The Women's Center is located on the first floor of the Student Resource Building (SRB) on the first floor. Hours are Monday through Thursday, 9 a.m. to 9 p.m., and Fridays from 9 a.m. to 5 p.m. Call (805) 893-3778 for further information or visit www.sa.ucsb.edu/women.
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The University of California, Santa Barbara, is committed to assisting all members of the UCSB community—students, faculty, staff and visitors—in providing for their own safety and security. The complete UCSB campus safety report, Dedicated to the Safety of Our Community: The Clery Act Campus Security Report (including campus crime statistics, campus policies and substance abuse, sexual harassment, and sexual assault complaint procedures), is available online at http://www.sa.ucsb.edu/policies/CleryAct/, or you can request a copy by calling the Office of Student Life at (805) 893-7884.

This information is made available in accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” formerly the “Student Right to Know and Campus Security Act.” The website contains information regarding campus security and personal safety, including topics such as crime prevention, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security on campus. The website contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by UCSB; and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law, provided by the Office of Student Life and the campus Police Department, and upholds the campus belief that a well-informed community is better served and safer. UC Santa Barbara makes continual efforts to reduce crime on campus and supports a reporting philosophy that encourages victims or witnesses to report all incidents immediately to either the UCSB Police or anonymously to a Campus Security Authority. However, in cases of sexual assault, the University recognizes that reporting to law enforcement is a personal decision and respects the right of the survivor to make that decision.

Student Grievance Procedures

UCSB is in compliance with all legislation which seeks to eliminate discrimination toward students. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, national origin, and religion. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability. Policy action by the Regents of the University of California prohibits discrimination on the basis of age and sexual orientation.

Members of the UCSB campus staff are available to answer students’ questions about non-discrimination policies and procedures. Information and copies of the grievance procedure are available from these campus offices:

- **Office of Vice Chancellor—Student Affairs**
  Michael D. Young, Vice Chancellor
  Allyn Fleming, Director, Student Affairs
  Planning and Administration
  Cheadle Hall 5203, (805) 893-3651

- **Sexual Harassment Officer**
  Ariana Alvarez
  Phelps Hall 3217 (805) 893-2546

- **Office of Student Life**
  Yonie Harris, Dean of Students
  Student Resource Building (SRB) - 2nd floor, (805) 893-4569

- **Administrative Services**
  Vacant
  ADA Compliance Officer
  North Hall 1135, (805) 893-2184

- **Women’s Center**
  Alka Arora, Director
  Student Resource Building (SRB) - 1st floor, (805) 893-3778

- **Disabled Students Program**
  Gary White, Director
  Student Resource Building (SRB) - 2nd floor, (805) 893-2668 V/TDD

- **Office of the Ombuds**
  Priscilla Mori, Campus Ombuds
  Girvetz Hall, Room 1205-K, (805) 893-3285

- **Office of Equal Opportunity & Sexual Harassment/Title IX Compliance**
  Ricardo Alcaino, Director and Title IX Coord.
  Phelps Hall 3217A, (805) 893-4504

- **Associated Students**
  Main Office
  UCen, Room 1523, (805) 893-2566

- **Graduate Division**
  Christian Villaseñor, Assistant Dean
  Cheadle Hall 3117, (805) 893-7109

Any student who wishes to file a grievance arising from alleged discrimination (other than a contested grade) must do so at the Office of the Vice Chancellor—Student Affairs, (805) 893-3651, Cheadle Hall 5203.

Sexual Harassment

One form of sex discrimination is sexual harassment. UCSB has a policy prohibiting sexual harassment and providing a grievance procedure specifically for this form of discrimina-

Looking for Someone?
Try the Directory Services website at: www.ucsb.edu/people

Make Sure We Can Get In Touch With You
Activate your U-Mail Account today by selecting U-Mail from: my.ucsb.edu
Register to Vote

The 1998 reauthorization of the federal Higher Education Act includes a requirement that higher education institutions make a “good faith effort” to make mail voter registration forms available to all enrolled students. This federal legislation supports the campus’s long-standing goals of engendering leadership and citizenship among the student body. UCSB provides students with several options for registering to vote. Voter registration forms are available at numerous campus locations including the Office of Student Life (Student Resource Building—second floor), the U.S. Post Office (UCen), or may be requested on-line at: www.sos.ca.gov/elections/elections_vr.htm or by calling 1-800-345-VOTE. Students must re-register to vote if they have moved, changed names, or wish to change party affiliation. For further information on registration and voting, contact the Office of Student Life at (805) 893-7884, or access the UCSB Voter Registration website at: www.sa.ucsb.edu/voterreg.

Equity in Athletics Disclosure Act

In compliance with the Equity in Athletics Disclosure Act, an annual report containing data concerning gender equity in our Intercollegiate Athletics Program is available upon request. Please call (805) 893-4169 to obtain a free copy.

Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 includes a number of educational tax benefits that may have an impact on students and their families. The act includes the following sections that require the University to report information on students to the Internal Revenue Service:

• Hope Scholarship Tax Credit: a nonrefundable credit equal (at the time of publication) to a maximum of $2,500 in out-of-pocket qualified tuition and fee expenses paid by or on behalf of a student for two tax years during which the student is enrolled at least half time in the first or second year of postsecondary education leading to a recognized degree or certificate.

• Lifetime Learning Credit: a nonrefundable credit equal to 20% of the $10,000 of qualified out-of-pocket tuition and fee expenses paid by or on behalf of a student enrolled in postsecondary coursework at the undergraduate or graduate level leading to a recognized degree or certificate or to improved job skills.

For more information about the Taxpayer Relief Act (TRA), refer to this website which services students at the University of California campuses: www.1098-T.com.

Looking for a website?

UCSB’s A-Z Index lists all UCSB-related websites in an alphabetical directory at: www.ucsb.edu/az
A Statement of Campus Standards

“Being a student at a world-class institution confers privilege, prestige, and unique opportunity, but it also obligates you to meet a set of standards and to fulfill certain expectations. I ask only three things from you as a student in our academic community: scholarship, leadership, and citizenship. If you deliver these and hold to the values articulated below, your time at UCSB will be more meaningful and what you take away at graduation will be infinitely more valuable.”

— Michael D. Young, Vice Chancellor for Student Affairs

➢ Integrity in Academic Pursuits

“In an institution where the search for knowledge and truth is the primary goal, integrity in teaching, learning, research, and scholarship is paramount. Dishonesty undermines our common missions. This translates into the obvious: write your own papers, take your own tests, do your own work.”

➢ Free, Open and Respectful Exchange of Ideas

“Our community requires the respectful exchange of ideas. People should be passionate about what they believe and how they express that belief, but they must also be civil in both word and deed. This principle is particularly important when a community encompasses people who have different backgrounds, worldviews, etc. I am not talking about political correctness, I am talking about basic respect — about how people treat one another, not about what people think or believe.”

➢ Respect and Consideration in Interactions with Others

“The real test of this value comes when we encounter people whose backgrounds, beliefs, and worldviews differ from our own. If your educational experience is all that it should be, you will graduate prepared to navigate a society that comprises many different kinds of people. You will also graduate having seen and understood different worldviews, and will perhaps expand your own. These are the key skills of the new century, and your education will be incomplete if you graduate without these abilities.”

“Mutual respect is a non-negotiable. What this means is that there are some boundaries that should not be crossed. Intolerant and disrespectful behavior, especially regarding race, sexual orientation, gender, ethnicity, and religion, compromises our sense of community and our ability to live and learn together.”

➢ Contributions to and Participation in the Community

“We should all serve the campus and community while we are here. Contributing to the community can take the form of simply being a good citizen, being considerate of neighbors, cleaning up the campus and community, volunteering at a school or social service in town, or helping to raise money for charity.”

The Division of Student Affairs continues to assist the campus in forging a greater sense of community. Some examples of our efforts include intensified safety programming and a greater campus presence in Isla Vista, renewed efforts in leadership training, promotion of civic responsibility, expanded and enhanced alcohol and other drug educational programming, and a formal ceremonial induction of new students into our community of scholars.

If you are interested in being involved in these and other related initiatives, please contact the Office of Student Life at 893-4569 or send e-mail to debbie.fleming@sa.ucsb.edu.
U-Mail is the official student e-mail service used by instructors and University administration. All students are required to activate and maintain their U-Mail accounts for the duration of their academic career at UCSB. If you choose to forward your U-Mail to another e-mail provider you are required to check and maintain that account.

Activating Your Account
To be eligible for a U-Mail account you must be registered through the UCSB Office of the Registrar or the UCSB Extension Open Enrollment program.

Activate Your Account from any Web Browser
1) have your perm number and social security number handy
2) point your web browser at identity.umail.ucsb.edu
3) follow the simple on-screen instructions

Accessing Your U-Mail
If you have your own computer, we recommend any of the following mail programs:

- Microsoft Outlook & Outlook Express
- Mac Mail
- Mozilla Thunderbird
- Windows Mail for Vista

We also support using your iPhone or Blackberry with your U-Mail account.

Visit www.umail.ucsb.edu/usage for details on how to configure these programs for use with U-Mail.

Webmail and Account Management
If you don't have your own computer or you're on-the go, we recommend the WebAccess
webmail service:

webaccess.umail.ucsb.edu

In addition to providing webmail, our WebAccess system allows you to configure a number of features not available on commercial e-mail services, such as mail forwarding, vacation auto-reply, and sophisticated spam handling options.

Web Page Publishing
Your U-Mail account includes access to the U-Web student web publishing service. U-Web is great for posting your resume, publishing coursework, or for creative expression.

Visit our U-Web site for details:

www.uweb.ucsb.edu

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Still keeping your important files on a diskette? Worried about losing that tiny USB drive? Instead store your files on U-Storage, your internet filing cabinet. You can store and retrieve files anytime from a web browser. And because its stored here at U-Mail you can trust that it'll never get lost.

Check out U-Storage at:

www.ustorage.ucsb.edu

Got Questions? Come by the U-Mail Help Desk in 1517 Phelps Hall, call us at 893-5542, or send us a note at www.umail.ucsb.edu/help/request
Spring 2010 Final Examinations

The following schedule indicates when final examinations are to be held this quarter. It is your responsibility to plan your class schedule appropriately so that your finals do not conflict and so that you do not have too many finals on one day. Final examinations are required for all undergraduate courses. Instructors are not authorized to change the published time of final examinations.

To determine the time of the final for a course, look up the class time which coincides with the day and hour of the course. Read the left column for the date of your final and the entry at the top of the chart for the time of your final.

Examinations are grouped by the beginning hour and the first day that the class meets in a regular week.

Examples
- Finals for M-W-F courses beginning anytime between 9:00 and 9:50 are grouped with the 9:00 courses.
- Finals for T-R courses beginning at 12:00 (non-standard times), are grouped with the 12:30 courses. (Standard start times for T-R courses are: 8:00, 9:30, 11:00, 12:30, 2:00, 3:30, 5:00, 6:30, and 8:00)
- Finals for courses that meet M-T-W-R or M-T-W-R-F from 3:00-3:50 are grouped with the M-W-F 3:00-3:50 courses.
- Finals for courses that meet W from 2:00-4:50 are grouped with the M-W-F 2:00-2:50 courses.
- Finals for courses that meet T-W-R from 11:45-12:30 are grouped with the T-R 11:00-12:15 courses.
- Finals for courses that meet M-W from 3:30-4:45 are grouped with the M-W-F 3:00-3:50 courses.

Spring Common Final Examinations
If you are enrolled in courses which have conflicting common finals, please inform your instructor at the start of the quarter.

Language Common Finals
- French 1-6: Saturday, June 5, 4 p.m.
- Portuguese 1-6: Saturday, June 5, 8 a.m.
- Spanish 1-6: Saturday, June 5, 8 a.m.
- All other foreign language courses numbered 1-6: Saturday, June 5, 12 noon.

All Other Common Finals
- Chemistry 1AL, 1BL, 2CC: Saturday, June 5, 4 p.m.
- Physics 6C: Saturday, June 5, 7:30 p.m.
- Writing 1, 1E, 1LK, Linguistics 12: Saturday, June 5, 8 a.m.

Note: Common finals for Theater courses are held on Saturday, June 5. Contact the department for specific times and locations.

Please be sure to check carefully for any potential final schedule conflicts.

<table>
<thead>
<tr>
<th>DAY OF EXAM</th>
<th>TIME OF EXAM</th>
<th>DATES</th>
<th>EXAM TIMES</th>
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<tr>
<td>Saturday</td>
<td>8–11 am</td>
<td>June 5</td>
<td>Writing 1, 1E, 1LK, Linguistics 12, and Spanish and Portuguese language common finals</td>
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<tr>
<td>Monday</td>
<td>12 noon–3 p.m.</td>
<td>June 7</td>
<td>T-R 12:30–1:45</td>
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<td>Tuesday</td>
<td>4–7 p.m.</td>
<td>June 8</td>
<td>M-W-F 2:00–2:50</td>
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<td>Wednesday</td>
<td>7:30–10:30 p.m.</td>
<td>June 9</td>
<td>T-R 8:00–9:15 p.m.</td>
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<td>M-W-F 10:00–10:50</td>
<td>June 10</td>
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<td>Friday</td>
<td>M-W-F 9:00–9:50</td>
<td>June 11</td>
<td>M-W-F 5:00–5:50</td>
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<td>M-W-F 9:00–9:50</td>
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*Courses on these days and times have potential final exam schedule conflicts. Please be sure to review your finals schedule carefully.
The following list includes courses scheduled for Spring 2010 which meet or partially meet University, General Education, General Subject, and Special Subject Requirements effective as of the date of this publication. Students following patterns prior to fall 1994 should consult their college. Not all courses listed meet requirements for all undergraduates; students are responsible for knowing the specific requirements which pertain to them. College of Engineering students are directed to the College of Engineering Program Requirements brochure, and College of Letters and Science students are directed to the Letters and Science Academic Requirements publication for a definitive summary of requirements and courses.

**University Requirements**

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**SUB - Subject A**

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**General Education Program**

**General Subject Requirements**

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◊◊ Satisfies College of Letters and Science requirements only.

◊◊ Satisfies College of Engineering requirements only.

‡ Satisfies 12 of American History and Institutions requirement.
Search for General Education courses

Use the GOLD system to search for Spring 2009 classes that will meet University, Special Subject, and General Education Requirements

my.ucsb.edu
Academic Department Directory

College of Creative Studies,
Building 494
(805) 893-4146, www.ccs.ucsb.edu

College of Engineering,
Undergraduate Studies Office, Harold Frank Hall, 1006
(805) 893-2809, www.eng.ucsb.edu

Chemical Engineering, Engineering II, 3357
(805) 893-3412, www.chemeng.ucsb.edu

Computer Engineering, Harold Frank Hall, 4157
(805) 893-5615, www.ce.ucsb.edu

Computer Science, Harold Frank Hall, 2104
(805) 893-4321, www.cs.ucsb.edu

Electrical and Computer Engineering,
Trailer 380, Room 101
(805) 893-2269, www.ecce.ucsb.edu

Materials, Engineering II, 1355
(805) 893-4362, www.materials.ucsb.edu

Mechanical Engineering,
Engineering II, 2355
(805) 893-2430, www.me.ucsb.edu

College of Letters and Science,
Office of Student Academic Affairs, Cheadle 1117
(805) 893-2038, www.advising.tsc.ucsb.edu

Anthropology, HSSB 2001
(805) 893-2257, www.anth.ucsb.edu

Art, Arts 1316
(805) 893-3138, www.arts.ucsb.edu

Asian American Studies, HSSB 5044
(805) 893-8039, www.asamst.ucsb.edu

Biomedical Science and Engineering, Interdepartmental
Graduate Program in, Life Science & Technology Bldg, Rm. 3324
(805) 893-2290, www.bmse.ucsb.edu

Black Studies, South Hall 3631
(805) 893-3800, www.blackstudies.ucsb.edu

Chemistry and Biochemistry, Trailer 232
(805) 893-5675, www.chem.ucsb.edu

Chicana and Chicano Studies, South Hall 1713
(805) 893-3012, www.chicst.ucsb.edu

Classics, HSSB 4080
(805) 893-3556, www.classics.ucsb.edu

Communication, SMS 4005
(805) 893-2493, www.comm.ucsb.edu

Comparative Literature, Phelps 6206
(805) 893-2131, www.complit.ucsb.edu

Computer Science, Harold Frank Hall, 2104
(805) 893-4321, www.cs.ucsb.edu

Earth Science, Webb Hall 1006
(805) 893-3471, www.geol.ucsb.edu

East Asian Languages and Cultural Studies, HSSB 2214
(805) 893-4549, www.eastasian.ucsb.edu

Ecology, Evolution, and Marine Biology, Life Science & Technology Bldg, Rm. 3320
(805) 893-3052, lifesci.ucsb.edu/EEMB/

Economics, North Hall 2121

English, South Hall 2607,
(805) 893-3441, www/english.ucsb.edu

Environmental Studies, Bren Hall 4312
(805) 893-2968, www.es.ucsb.edu

Exercise & Sport Studies, Recreation Center 2102
(805) 893-2181, www.par.ucsb.edu

Feminist Studies, South Hall 4631
(805) 893-4330, www.femst.ucsb.edu

Film and Media Studies, SMS 2433
(805) 893-2347, www.filmandmedia.ucsb.edu

French and Italian, Phelps 5206
(805) 893-3111, www.french-ital.ucsb.edu

Geography, Ellison 1832
(805) 893-3663, www.geog.ucsb.edu

Germanic, Slavic, and Semitic Studies, Phelps 6206
(805) 893-2131, www.gss.ucsb.edu

Global and International Studies, SMS 2006
(805) 893-7860, www.global.ucsb.edu

Global Peace and Security, SMS 2006
(805) 893-7860, www.global.ucsb.edu/programs/gps

History, HSSB 4001
(805) 893-2991, www.history.ucsb.edu

History of Art and Architecture, Arts 1234
(805) 893-8710, www.arthistory.ucsb.edu

Interdisciplinary Humanities Center, HSSB 6046
(805) 893-3907, www.ihc.ucsb.edu

Interdisciplinary Studies, Cheadle 1117
(805) 893-3109

Jewish Studies, HSSB 3044
(805) 893-7860, www.global.ucsb.edu/programs/jewishstudies/

Latin American and Iberian Studies, Phelps 4206
(805) 893-3161, www.lais.ucsb.edu

Law and Society, Girvetz Hall 2326
(805) 893-2318, www.lawso.ucsb.edu

Linguistics, South Hall 3607
(805) 893-3776, www.linguistics.ucsb.edu

Marine Science, Interdepartmental Graduate Program in,
Life Science & Technology Bldg, Rm. 4314
(805) 893-8162, marinebio.ucsb.edu

Mathematics, South Hall 6607
(805) 893-2171, www.math.ucsb.edu

Media Arts and Technology, South Hall 3431
(805) 893-5244, www.mat.ucsb.edu

Medieval Studies, HSSB 4001
(805) 893-2991, www.medievalstudies.ucsb.edu

Middle East Studies, SMS 2006
(805) 893-7860, www.global.ucsb.edu/programs/ines/

Military Science, Bldg. 451, Room 119
(805) 893-3042, www.milsci.ucsb.edu

Molecular, Cellular, and Developmental Biology, Life Science & Technology Bldg, Rm. 3320
(805) 893-5281, lifesci.ucsb.edu/MCDB/

Music, Music 1314
(805) 893-3122, www.music.ucsb.edu

Philosophy, South Hall 5631
(805) 893-3122, www.philosophy.ucsb.edu

Physics, Broida 3019
(805) 893-3888, www.physics.ucsb.edu

Political Science, Ellison 3834
(805) 893-3432, www.polisci.ucsb.edu

Psychology, Psychology East 1814
(805) 893-3182, www.psych.ucsb.edu

Religious Studies, HSSB 3001E
(805) 893-4381, www.religion.ucsb.edu

Renaissance Studies, South Hall 2607
(805) 893-8711, www.english.ucsb.edu/faculty/oconnell/ren-studies/

Sociology, SMS 3005
(805) 893-3630, www.soc.ucsb.edu

Spanish and Portuguese, Phelps 4206
(805) 893-3161, www.spanport.ucsb.edu

Speech and Hearing Sciences, Harder 1058
(805) 893-2702, speech.ucsb.edu

Statistics and Applied Probability, South Hall 5607A
(805) 893-2129, www.stat.ucsb.edu

Theater and Dance, Theater and Dance, Bldg. 223
(805) 893-3241, www.dramadance.ucsb.edu

Women, Culture, and Development, SMS 2006
(805) 893-7860, www.global.ucsb.edu/programs/wcd/

Writing Program, South Hall 1520
(805) 893-2613, www.writing.ucsb.edu

Bren School of Environmental Science & Management,
2400 Donald Bren Hall
(805) 893-7611, www.bren.ucsb.edu

Gevirtz Graduate School of Education,
Department of Counseling, Clinical, School Psychology, ED 2103
(805) 893-3357, www.education.ucsb.edu/ccsp/
Department of Education, ED 3102
(805) 893-4515, www.education.ucsb.edu/

Teacher Education Program, ED 3230
(805) 893-2084, www.education.ucsb.edu/tep/
Parking Regulations

- UCSB Parking Permits required at all times.

Purchase permits from permit dispensers, located throughout campus, or from the Parking Sales Office located in Building #381, off Stadium Road. To vend permit, please follow instructions on the dispenser. Payment options are Visa, MasterCard, cash or campus Access card. Please observe all parking signage as parking violations are subject to citation.

- Monday-Friday from 7:30AM to 5:00PM, visitor permits are valid in "Visitor/Student" spaces and parking lots.

- Saturday and Sunday all day, visitor permits are valid in "Faculty", "Staff" and "Visitor/Student" spaces and parking lots except spaces marked "Enforced At All Times", "Reserved" or "Restricted".

For updated parking information please visit our web site www.tps.ucsb.edu or call our customer service line at 805-893-5388.

PARKING DESIGNATIONS
Permits required at all times.

- A Faculty
- B1 Residential Students
- B2 Residential Students
- B3 Residential Students
- C Students, Commuters and Visitors
- S Staff
- R Reserved
- V Vendors
- Accessible Parking
- Motorcycles
- Bus Stop
- Coastal Access
- Residence Halls
- Traffic Light
- Parking Meters (available to general public)
- Parking Dispensers
- Parking

Emergency

- For fire, police or medical emergency assistance call 9-911 or use emergency phones (in red boxes).
- UCSB Police Department, Public Safety Building, non-emergency 805-893-3466 (24 hours).
- CSO Escort Service is available by calling 805-893-2000.

FEBRUARY 2007
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<td>HFH</td>
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