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) 893-4504.

* 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
Winter 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.

FRIDAY, AUGUST 28, 2009
- First day for undergraduates to use GOLD to declare candidacy for the winter 2010 degree.

SATURDAY, OCTOBER 17
- On or after this date, continuing students use GOLD to view their winter 2010 registration appointment times.

OCTOBER 24-NOVEMBER 5
- Registration for continuing undergraduate and graduate students. Register using GOLD at your designated appointment time to obtain best possible priority for your class level.
- No 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.

MONDAY, NOVEMBER 2
- First day to pay fees.
- Last day for graduate students to file intercampus exchange applications for winter quarter with the Graduate Division. Note: graduate students wishing to attend UC Berkeley must apply by Monday, October 26.

THURSDAY, NOVEMBER 5
- 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 January 4.)

LATE NOVEMBER
- Registration begins for new and returning students.
- No 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.

THURSDAY, DECEMBER 3
- Continuing graduate students who register after this date will be assessed a $50 late registration fee.

FRIDAY, DECEMBER 11
- Deadline for graduate students to present thesis and dissertations to Graduate Division to receive fall 2009 degree

MONDAY, DECEMBER 14
- Last day to file for leave of absence with Graduate Division for winter 2010.
- Last day to submit an In Absentia petition

TUESDAY, DECEMBER 15
- Fee Payment Deadline for undergraduate students
- Undergraduate students who still have a balance due must pay or defer this balance, to avoid a $50 late payment fee. Students can view their BARC account balances at https://my.ucsb.edu.
- Direct Deposits: all students, including new and graduate students, will have their direct deposits released starting on December 28. See “Special Instructions for Financial Aid, Loan, and Scholarship Students” on page 12 for more information on refunds.
- In order for continuing undergraduate students to maintain registered status and protect class space, the “amount due” charges listed on the December BARC statement must be paid by this date. Students can view their current BARC Statement and Recent Account Activity online at my.ucsb.edu by selecting MyBARC. Students whose payment is received after this date are subject to losing their registered class space. Notification of failure to meet this deadline will be sent to your U-Mail address.
- After 4 p.m. on this date, registration for undergraduate students will not be processed without prior payment of fees.

WEDNESDAY, DECEMBER 30, 2010
- Last day to Advance to Doctoral Candidacy and pay $90 Advancement fee to be eligible for nonresident tuition reduction for winter 2010.
MONTDAY, JANUARY 4, 2010
• Winter quarter begins.

Pre-Instructional Activities
• Pre-instructional activities: counseling, testing, academic advising. See pages 15-16.

Instruction Begins
• Instruction begins.

New and Returning
• Registration deadline for new and returning students. After this date new and returning students will be assessed a $50 late registration fee.

Registration Deadline
• Fee payment deadline for graduate students.

Graduate Fee Payment Deadline
• 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. Students can view their BARC account balances by logging into MyBARC at my.ucsb.edu. Graduate students who are not paid will not be allowed to continue with registration until fee payment is made.

Graduate Students
• Last day to file a thesis or dissertation using fees paid fall 2009 (degree will be conferred Winter 2010).

Petitions
• 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.

CCS Students
• Last day for College of Creative Studies students, enrolling only in CCS courses, to register for winter 2010.

Residency
• Deadline for continuing, nonresident students to apply for reclassification as California residents.

Contact Information
• Confirmation/updates of your addresses should be processed through GOLD. If you are employed by the university you must also update your address separately with your employing department.

FRIDAY, JANUARY 8
• Last day for all students to drop courses without a $3 fee per drop transaction.

Schedule Adjustment Fee Add Deadline
• Last day for all students to add courses without a course approval code.

Late Registration Deadline
• Late registration ends for all students. Lapse in status as a student in the university may 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.

Drop Writing Courses
• Last day for undergraduate students to drop Writing 1, 1E, 2, 2E, 2LK, 50, 50E without petition.

FRIDAY, JANUARY 15
• 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, JANUARY 18
• Martin Luther King, Jr. holiday.

TUESDAY, JANUARY 19
• Last day to declare candidacy for the winter 2010 undergraduate degree using GOLD.

MONDAY, JANUARY 25
• Last day for all students to add classes at the Office of the Registrar by 4 p.m. or via GOLD.

MONDAY, FEBRUARY 1
• 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. or via GOLD.

FRIDAY, FEBRUARY 5
• End of first half of quarter.
• The Spring 2010 Schedule of Classes will be available online in early February.

MONDAY, FEBRUARY 15
• Presidents’ Day holiday.

MONDAY, FEBRUARY 22-APRIL 12
• Non-CCS 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.

FRIDAY, FEBRUARY 26
• 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. or via GOLD by 11:45 p.m.

TUESDAY, MARCH 2
• Deadline for continuing, new, and returning students to apply for 2010-2011 UCSB financial aid (UC 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.

MARCH 8-12
• Examinations are strongly discouraged and mandatory non-instructional activities require advance approval from the Office of Student Life.

FRIDAY, MARCH 12
• 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 by 4 p.m. or via GOLD by 11:45 p.m.
• Last day for undergraduates in the Colleges of Engineering and Letters & Science to submit a petition for complete withdrawal.

SATURDAY, MARCH 13
• Study day.

MARCH 15-20
• Final examinations. (See page 29 for details.)

MONDAY, MARCH 15
• Last day to file for leave of absence with Graduate Division for winter 2010.
• Last day to submit an In Absentia petition

FRIDAY, MARCH 19
• Deadline for graduate students to present theses and dissertations to Graduate Division to receive a winter 2010 degree.

Graduate Students
• Last day to submit Incomplete petitions with instructor signature at the Office of the Registrar.

Incomplete Petitions
• Quarter Ends Degree Candidates
• Degree candidates must have all transfer work and coursework completed no later than this date for current quarter graduation.

SATURDAY, MARCH 20
• Winter quarter ends.

SATURDAY, MARCH 27
• Winter 2010 grades available on GOLD.
Looking Ahead: Tentative Deadlines

Spring 2010
SEPTMBER 30, 2009-FEBRUARY 8, 2010
• Open filing period for undergraduates to apply for intercampus transfer for spring 2010 quarter.
• Open filing period to apply for readmission/reinstatement for spring 2010. Applications to be filed by students who have been absent for one or more quarters or who withdrew within the last quarter of attendance.
FRIDAY, JANUARY 1, 2010
• Free Application for Federal Student Aid (FAFSA) for 2010-2011 is available online at www.fafsa.ed.gov.
WEDNESDAY, JANUARY 27
• Spring 2010 registration appointment times available on GOLD.
TUESDAY, MARCH 2
• Deadline for continuing, new, and returning students to apply for 2010-2011 UC Santa Barbara 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.
MONDAY, MARCH 15
• Undergraduate Student payment deadline for “Amount Due” charges for spring 2010.
MONDAY, MARCH 29
• Spring quarter begins.
• Pre-instructional activities: orientation, counseling, testing, academic advising.
• Instruction begins.
• Graduate Student payment deadline for “Amount Due” charges for spring 2010 Registration Fees.
MONDAY, APRIL 5
• Last day to declare candidacy for the spring 2010 undergraduate degree.
MONDAY, MAY 31
• Memorial Day Holiday.
FRIDAY, JUNE 4
• Instruction ends.
JUNE 5-11
• Final examinations.
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.
• Deadline for graduate students to present theses and dissertations to Graduate Division to receive a spring 2010 degree.
• Spring quarter ends.
JUNE 12-13
• Commencement.

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, 2010
• 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.
TUESDAY, MARCH 2
• Deadline for continuing, new, and returning students to apply for 2010-2011 UC Santa Barbara 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.

Interested in Attending Graduate School at UCSB? Visit our website for information on the application process and how to submit the application and fee online.
www.graddiv.ucsb.edu/eapp
## Winter 2010 Registration and Fee Payment Deadlines at a Glance

### Registration Deadlines

<table>
<thead>
<tr>
<th></th>
<th>UNDERGRADUATES*</th>
<th>GRADUATE STUDENTS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Continuing</td>
<td>New &amp; Returning</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>Oct 24-Nov 5</td>
<td>Late Nov-Jan 4</td>
</tr>
<tr>
<td>Late Registration ($50 fee)</td>
<td>Nov 6-Jan 8</td>
<td>Jan 5-8</td>
</tr>
</tbody>
</table>

**Last Day to Add Courses:**
- Without $3 fee
  - Deadline: Fri, Jan 15
  - Mon, Jan 25
- Fri, Jan 15
- Mon, Jan 25

**Last Day to Drop Courses:**
- Without $3 fee
  - Deadline: Fri, Jan 8
  - Mon, Feb 1
- Fri, Jan 8
- Fri, Mar 12

**Last Day to Change Grading Option:**
- Without $3 fee
  - Deadline: Fri, Jan 15
  - Fri, Feb 26
  - Fri, Jan 15
  - Fri, Mar 12

### Fee Payment Deadlines

- **Undergraduate Fee Payment Deadline:** Tuesday, December 15 at 4 p.m.
- **Graduate Fee Payment Deadline:** Monday, January 4 at 4 p.m.

### Do you need assistance in meeting the fee payment deadline? The Billing Office offers payment plan options for all students!

#### 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 December 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 any payment due and the payment plan processing fee of $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 breakdown 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)
Current students (that is, students with an “active” BARC account) may order official transcripts using the GOLD system and have the fee billed to their BARC account. 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 of three quarters or more?

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:** Winter 2010 appointments available on GOLD on or after: **Saturday, October 17, 2009.**

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<th>Pass 1:</th>
<th>Begins date at time am/pm</th>
<th>Ends date at time am/pm</th>
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<tr>
<td>Pass 2:</td>
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<td>Pass 3:</td>
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**Potential Schedule:**

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Enrollment in an 
Academic Quarter

1. Enrollment Procedure

Deadlines
To enroll for the quarter, you must accomplish the following by the deadlines listed on pages 2-5:
• Register for classes. (See #2 below. The Registration Process)
• Pay the “now due” amount on your current BARC statement and all other outstanding financial obligations to UCSB. (See “Fees” beginning on page 12.)
• Arrange for the release of blocks (if any) on your registration.
• Update your contact information on GOLD. (See #6 below, Contact Verification.)

2. The Registration Process

You are encouraged to seek academic advice prior to registration. College and department locations are listed on page 32.

Registration Appointments and Passes
Three appointments (passes) are assigned to you. (New and Returning students will only receive Passes 2 and 3.) Each pass through the system allows you to make changes to your registration record.

During the first pass you may enroll for no more than 13.5 units. You may add additional units, up to 19.0 units, during the second pass. You may continue to adjust your schedule during Pass 3.

To find your appointment times, use GOLD. You may only register during the appointment times that are assigned to you.

Continuing undergraduate students must register for at least one course in Pass 1 of registration to avoid a $50 late registration fee. Graduate student registration deadline is during Pass 2. New and returning students must register for classes on or before the first day of instruction to avoid the $50 late registration fee.

Priority System
Priority to obtain classes is based on class level determined by total units completed. Priority is not assigned on a first-come, first-served basis. Priority is implemented through the appointment system with appointments randomly assigned within each class level. Register at the beginning of your designated appointment time to take best advantage of your registration priority.

Blocks
A registration block may prevent you from pursing registration activities. Failure to remove the block will result in a Lapse of Status (see page 17) and you will be dropped from all of your current classes.

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.

Additionally, certain qualifications are checked during and after registration. These qualifications are identified in GOLD and in the course description in the General Catalog. If you do not meet these qualifications, you may be dropped from the course by the department.

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
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 on GOLD until the published add deadline.

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.

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 on GOLD until the published add deadline.

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, January 8, 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/TDD.

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.

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

Looking for other events or deadlines?
Search the online Campus Calendar of Events at: my.ucsb.edu
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-2Z 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 studies 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 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 UCSB 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 UCSC 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.

Can’t Find Anything on Campus?
Check out Orientation Program’s website for information on resources and services for new students at UCSB.

www.sa.ucsb.edu/orientation
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 Verification
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
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. (Financial aid, 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 apply 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 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 full-time 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 full-time 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 full-time 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, Winter 2010
The following chart represents fees as currently proposed for the Winter 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>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Educational fee</td>
<td>2,881.00</td>
<td>2,612.00</td>
<td>3,097.00</td>
<td>2,726.00</td>
</tr>
<tr>
<td>Associated Students fees</td>
<td>158.48</td>
<td></td>
<td>158.48</td>
<td></td>
</tr>
<tr>
<td>Graduate Students Association fees</td>
<td></td>
<td>51.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Lock-in fees</td>
<td>271.34</td>
<td>166.38</td>
<td>271.34</td>
<td>166.38</td>
</tr>
<tr>
<td>Tuition for nonresidents*</td>
<td></td>
<td></td>
<td>$7,340.00</td>
<td>$4,898.00</td>
</tr>
<tr>
<td>Total for California residents</td>
<td>$3,610.82</td>
<td>$3,130.18</td>
<td>$11,166.82</td>
<td>$8,142.18</td>
</tr>
<tr>
<td>Total for nonresidents</td>
<td></td>
<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.
** 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 December 15 automatically receive a “fees paid” status and will have their classes protected.

All undergraduate students are subject to the December 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., December 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, January 4, 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 December 11 will have their direct deposits released on December 28, 2009. Students with credit balances created after December 11 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 January 4, 2010.

### Financial Aid Students

Use your UCSB NetID and Password to check the status of your 2009-2010 financial aid application with the UCSB Financial Aid Office by selecting My Aid Status at: www.finaid.ucsb.edu

### Registration Fee Refund Schedules, Winter 2010

The fee refund schedules are subject to revision, including retroactive revision during the academic year, without notice by the Federal Government or the Regents of the University of California. Please check the Registrar’s website for the current fee refund schedule at: www.registrar.ucsb.edu/feerefunds.htm. Please note that insurance premiums as well as MTD fees are non-refundable in case of withdrawal. Students are eligible to use these services through the end of the quarter paid.

#### Schedule A - New Students (first quarter of attendance only)

New students receiving federal Title IV financial aid (this includes Pell Grants, Supplemental Educational Opportunity Grants, College Work-Study, Perkins Loans, Direct Loans, Unsubsidized Direct Loans, and Parent Loans for Undergraduate Students (PLUS)) who withdraw in their first quarter of attendance are eligible to receive the following percentage:*  

<table>
<thead>
<tr>
<th>1st day or prior</th>
<th>2-7 days</th>
<th>8-14 days</th>
<th>15-21 days</th>
<th>22-28 days</th>
<th>29-35 days</th>
<th>36-42 days</th>
<th>43 days or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>(thru 1/4)</td>
<td>(thru 1/10)</td>
<td>(thru 1/17)</td>
<td>(thru 1/24)</td>
<td>(thru 1/31)</td>
<td>(thru 2/7)</td>
<td>(thru 2/14)</td>
<td>(2/15 or after)</td>
</tr>
<tr>
<td>100%</td>
<td>90%</td>
<td>80%</td>
<td>70%</td>
<td>60%</td>
<td>50%</td>
<td>40%</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### Schedule B - All Other Students

All other students (those not eligible for Schedule A refunds) are eligible to receive the following percentage:*  

<table>
<thead>
<tr>
<th>1st day or prior</th>
<th>2-7 days</th>
<th>8-18 days</th>
<th>19-35 days</th>
<th>36 days or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>(thru 1/4)</td>
<td>(thru 1/10)</td>
<td>(thru 1/21)</td>
<td>(thru 2/7)</td>
<td>(2/8 or after)</td>
</tr>
<tr>
<td>100%</td>
<td>90%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Schedules refer to calendar days, including weekends. Cut off dates listed in parentheses.

#### 4. Residency for Fee Purposes

A Statement of Legal Residence (SLR) must be filed by all new undergraduate and graduate students. Any student returning to the Santa Barbara campus following an absence of three quarters or more must file a new Statement of Legal Residence. 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: 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.

The statement must be filed by both resident and nonresident students. All students who are incorrectly classified as residents are subject to reclassification and to payment of all nonresident fees.

Students seeking a change in classification from nonresident to California resident are required to file a petition for Resident Classification with the Office of the Registrar during the quarter immediately prior to the term for which a change in classification is desired.

For more information, refer to the UCSB General Catalog Appendix which provides more detailed information on residence regulations. Complete instructions and an online SLR process are available online at: www.registrar.ucsb.edu/residenc.htm.

The Residence Deputy can be reached at (805) 893-3033 or by email at: Reg-Residency@sa.ucsb.edu.

#### 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 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% 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 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.
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. Phone: (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 2-6, and 26:
Contact Professor J. Schultz (jmschultz@frit.ucsb.edu) for individual placement.

- ITALIAN
Placement into Italian 2-6:
Times: September-May; second Thursday of each month from 2:00-3:00 p.m.
Location: Phelps Hall, Room 5206 (call for reservation at (805) 893-3111)

Make Sure We Can Get In Touch With You
Activate your U-Mail Account today at:

www.umail.ucsb.edu
Math Placement
• MATH PLACEMENT TEST
For: Every student intending to enroll in Mathematics 3A or 15 must take the Calculus Placement Test. A minimum score of 32 is required for enrollment in Mathematics 3A. A minimum score of 22 is required for Math 15. The test can be taken online at: http://hw.math.ucsb.edu/placementtest
This examination covers those parts of algebra and trigonometry most used in calculus. The results of the online test will be available immediately. Any student with questions about the test results or about mathematics courses in general is encouraged to consult a mathematics advisor in South Hall 6607.
Results on the Calculus Placement Test are substantially improved by reviewing algebra and trigonometry prior to taking the exam. A copy of Precalculus Review Topics may be purchased at the UCSB Bookstore.
A student who has obtained a score of 2 on the College Board Advanced Placement Mathematics AB or BC examinations may register in Mathematics 3A without taking the CPT. Those obtaining a grade of 3, 4, or 5 should follow the directions under the Advanced Placement, College Board section of the UCSB General Catalog.

Music Placement Tests
Contact the music department at (805) 893-5672.
• MUSIC THEORY/MUSICIANSHIP PLACEMENT TESTS
Incoming music majors, whether freshmen or transfers from other institutions or UCSB departments, must take the departmental exam for placement in the theory and musicianship program.
• PLACEMENT AUDITIONS
Placement auditions are given in piano and voice for all students who wish to study privately. Contact the music department for details.
• CLASS PIANO PLACEMENT AUDITION
All incoming music majors who are not piano majors must take an audition for placement in the class piano sequence. Please contact the music department for further details.

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 Phelps 2517. Telephone: (805) 893-2084.

4. Information, Orientation, and Advising Meetings
Academic Advising and Orientation for all New Undergraduate Students
There is no formal Orientation Program scheduled for winter 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.
In 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 Counseling 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.

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 and prior to or during 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 of three quarters or more (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.

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 UCSC quarter, you may apply for an intercampus transfer to another UC campus you 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 UCSC 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 UCSC,
• 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 UCSC 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 UCSC 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 UCSC 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.ucsc.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).

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 undergraduate 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, and you are responsible for arranging 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 administering 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 education 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 students seeks or intends to enroll.

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

3. Grades

Final examinations are required in all undergraduate courses. The official dates and times 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 record (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.

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 which an I grade is 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 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 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.

Want to see your grades?

You can view your grades using GOLD, on the Web at: my.ucsb.edu
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. will be available for pick-up at the Office of the Registrar after 1 p.m. the next business day. Unofficial transcripts are only held for three days and will not be mailed or faxed. Students must present a photo ID when picking up their unofficial transcript.

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.
Currently enrolled students may order Official Transcripts through GOLD at my.ucsb.edu. The fee will be billed to the student’s BARC account when ordered through GOLD. Transcripts will not be released if the student has outstanding financial obligations to the university.
Additional information is available on the Office of the Registrar’s website at www.registrar.ucsb.edu, or by calling (805) 893-3135.

Official Transcript Orders Paid by Credit Card
Official transcripts can be ordered and paid for through our third party credit card vendor. Students will need to furnish their social security or seven-digit permanent ID (Perm) number. The service is available only by website. The additional expenses incurred through this vendor involve service charges for credit card use. Federal Express overnight delivery is also available for domestic delivery only; no PO. Boxes. Our credit card vendor can be reached from our website at: www.registrar.ucsb.edu.

Verification of student status
Official Verifications are printed on security paper with specific statements verifying a student’s enrollment, degree status, overall GPA, etc.
Currently enrolled students may order verifications by accessing GOLD. The fee will be billed to the student's BARC account when ordered through GOLD.
Enrollment and degree information of most students is now also available on the UCSB Registrar's website at no charge. This includes all students enrolled from 1990 on and many students from previous decades. This website is designed to be used by employers and businesses who just need to verify information without obtaining an official document. To access this information, it will be necessary to have the student's last name and also two of these three pieces of information: first name, last four digits of the student's social security number or birth day and month. Through this website, we can verify the student’s dates of attendance and status at UCSB, the student's major and address information and the date the student's degree was awarded. It is available at: www.registrar.ucsb.edu.
Verifications of enrollment for a given academic term cannot be released until the student has registered and is in paid status for that term. Additional information is available on the Office of the Registrar website at www.registrar.ucsb.edu.

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 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 academic 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 must make a reservation using GOLD, adhering to the deadlines under “Quarter Deadlines.” More information on participation in Com-
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.”)

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

Careers
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.

Counseling Services
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 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.

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) 893-4411 or visit our website at career.ucsb.edu or from my.ucsb.edu.

Public Events
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 newsmen 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.

Looking for counseling advice?
Counseling Services can help. Check out their website at:
www.counseling.ucsb.edu
24/7 Phone Counseling
(805) 893-4411

Disclaimer
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.

What’s happening on campus?
Find out on the on-line Campus Calendar of Events at:
my.ucsb.edu
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. DSP staff are 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. 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.

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 section 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.

- 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://computerlabs.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.

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
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) 893-3371.

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 completed 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.

Valid parking permits are required in all time zones at all times. This includes the time zones in front of on-campus residence halls.

A valid parking permit is one that: a) has not expired, b) is displayed properly (in the lower left corner on the dashboard/inside of the front windshield), and c) is used to park in a space designated for that specific type of permit.

• PERMIT ELIGIBILITY

Because parking on campus is extremely limited, students living within two miles of UCSB (including Isla Vista and university owned off-campus housing) are not eligible to purchase an annual or monthly parking permit. Students living outside the 2-mile limit may purchase a “Visitor/Student” permit and may park in lots designated “visitor/student”. A limited number of parking permits are sold to on-campus, residential students.

Residential parking permits and lot assignments are awarded on a first come, first served basis, with no guarantee that all requests can be accommodated.

Registered students (subject to verification requirements) are eligible for a Night & Weekend parking permit via a lock-in fee assessed at quarterly registration. Annual Night & Weekend parking permits are available 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.

UCSB Campus Organizations

An alphabetical listing of all active UCSB campus organizations can be found at:

www.sa.ucsb.edu/campusorgs/

• 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.

• TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Save money on your commute to UCSB! Commute to campus by foot, bike, skate, bus, train, carpool, or vanpool. TAP will provide “C” status 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 MTD bus with a current UCSB student registration sticker on ACCESS card available from: http://tinyurl.com/35jepn
• Up to $21 subsidy on faculty and staff 30-day MTD unlimited-use buses
• Free carpool matches 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
• Zimride is a ridesharing service for the UCSB community. http://apps.facebook.com/carpool
• 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, Solvang, Buellton, Carpinteria, Ventura, Oxnard, Camarillo, and Thousand Oaks. Call (805) 893-2917 for information on becoming a vanpool subscriber (TAP also sells standby 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: www.tinyurl.com/6j3kk6
• 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. Pre-registration is required.
• Free Emergency Ride Home Program services to get UCSC 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. 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 38B. 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

UCSB 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 (LGBTQA) 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. Website: www.scs.ucsb.edu/rcsd/
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 www.sa.ucsb.edu/policies/cleryact/cleryactcampussecurityreport.asp, 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**
  Farfalla Borah,
  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 discrimination. Copies of the grievance procedure for sexual harassment may be obtained from each of the above mentioned offices as well as the website at www.shot9.ucsb.edu. In addition, the University has a Sexual Harassment Officer. The task of the Sexual Harassment Officer is to assist individuals with their complaints of sexual harassment through the informal and formal procedures described in the sexual harassment policy. Individuals who file a complaint should know that civil law remedies, including but not limited to injunctions, restraining orders, or other orders, may also be available to them. Further information and/or assistance can be obtained from the Sexual Harassment Officer, Ariana Alvarez, Phelps Hall 3217. Telephone (805) 893-2546.

In addition, UCSB provides sexual harassment prevention training to the university community. In September of 2004, Governor Arnold Schwarzenegger signed Assembly Bill 1825, which requires all employers to train supervisors about sexual harassment prevention every two years. Therefore, effective January of 2005, all UCSB employees with supervisory duties and faculty must fulfill a two-hour interactive sexual harassment training requirement. To fulfill this requirement, supervisors and faculty can choose to participate in either in-person or on-line training. For more information about this mandatory training, visit www.shot9.ucsb.edu/shpep.html. UCSB students and non-supervisory staff members are also encouraged to learn about sexual harassment prevention. You may also find information about sexual harassment prevention on the Women’s Center website. In-person trainings also are available for departments and student organizations at any time. To schedule a training, contact Carol Sauceda, Education Manager of Sexual Harassment Prevention and Diversity, at (805) 893-3442.

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 $1,800 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.
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 carolyn.buford@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 your 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`

**Electronic File Storage**
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
Winter 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 non-standard times (e.g., T-R at 12:00), 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.

Winter 2010 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: Monday, March 15, 4 p.m.
- Portuguese 1-6: Monday, March 15, 8 a.m.
- Spanish 1-6: Monday, March 15, 8 a.m.
- All other foreign language courses numbered 1-6: Monday, March 15, 12 noon.

All Other Common Finals
- Chemistry 1AL, 1BL: Monday, March 15, 4 p.m.
- Physics 6B: Monday, March 15, 7:30 p.m.
- Writing 1, 1E, 1LK: Monday, March 15, 8 a.m.

Note: Common finals for Theater courses are held on Saturday, March 13. Contact the department for specific times and locations.

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

<table>
<thead>
<tr>
<th>Time of Exam</th>
<th>Monday March 15</th>
<th>Tuesday March 16</th>
<th>Wednesday March 17</th>
<th>Thursday March 18</th>
<th>Friday March 19</th>
<th>Saturday March 20</th>
</tr>
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<tbody>
<tr>
<td>8–11 am</td>
<td>Writing 1, 1E, 1LK; and Spanish and Portuguese language common final</td>
<td>M-W-F 10:00–10:50</td>
<td>T-R 9:30–10:45</td>
<td>M-W-F 9:00–9:50</td>
<td>T-R 8:00–9:15</td>
<td>M-W-F 8:00–8:50</td>
</tr>
<tr>
<td>12 noon–3 p.m.</td>
<td>Foreign language common finals (except French, Spanish, and Portuguese)</td>
<td>T-R 12:30–1:45</td>
<td>M-W-F 12:00–12:50</td>
<td>T-R 11:00–12:15</td>
<td>M-W-F 1:00–1:50</td>
<td>M-W-F 3:00–3:50</td>
</tr>
<tr>
<td>4–7 p.m.</td>
<td>Chemistry 1AL, 1BL; and French language common finals</td>
<td>M-W-F 2:00–2:50</td>
<td>T-R 2:00–3:15</td>
<td>M-W-F 1:00–1:50</td>
<td>T-R 3:30–4:45</td>
<td>M-W-F 3:00–3:50</td>
</tr>
<tr>
<td>7:30–10:30 p.m.</td>
<td>Physics 6B common finals</td>
<td>T-R 8:00–9:15</td>
<td>T-R 2:00–3:15</td>
<td>T-R 5:00–6:15</td>
<td>T-R 6:30–7:45</td>
<td>M-W-F 4:00–4:50</td>
</tr>
</tbody>
</table>

Note: According to Academic Senate policy, instructors are not authorized to change these times without prior Academic Senate approval. Students can personally contact the chair of the department about any hardship they experience from a change in the final exam schedule. Contacting the Undergraduate Council is also an option. Any such appeals should be made prior to taking the exam.

*Courses on these days and times have potential final exam schedule conflicts. Please be sure to review your finals schedule carefully.
Undergraduate University and General Education Requirements offered Winter 2010

The following list includes courses scheduled for Fall 2009 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

#### AMH - American History

- ANTH 131
- ARTHI 121A
- AS AM 1
- BL ST 6
- CH ST 1B
- ENGL 133SO
- FEMST 159B
- HIST 17B
- HIST 159B
- HIST 160B
- HIST 172A
- HIST 177
- MS 27
- POL S 12
- POL S 127
- POL S 153
- POL S 167
- POL S 185
- RG ST 151B
- RG ST 152

#### SUB - Subject A

- LING 12
- WRIT 12

### General Education Program

#### General Subject Requirements

**Area A**

**Course 1**
- WRIT 2
- WRIT 2E
- WRIT 2LK

**Course 2**
- ENGL 10
- WRIT 50
- WRIT 50E
- WRIT 109AC
- WRIT 109CS
- WRIT 109EC
- WRIT 109ED
- WRIT 109ES

**B - Foreign Language**

Students may satisfy this requirement by successfully completing quarter or more advanced work in a foreign language. Note that at UCSB third-quarter Arabic is Religious Studies 10C, third-quarter Hindi is Religious Studies 11C, third-quarter Hebrew is Religious Studies 17C, and third-quarter Tibetan is Religious Studies 30C.

**C - Science, Math and Technology**

- ASTRO 1
- C LIT 27
- CHEM 1A
- CHEM 1AL
- COMM 87
- EEBM 40
- EEBM 136
- ENV S 2
- ENV S 115
- FR 40X
- GEOG 3A
- GEOG 8
- GEOG 2
- GEOG 4
- GEOG 20
- GEOG 30
- GEOG 111
- MATH 3A
- MATH 3B
- MATH 34A
- MATH 34B
- MATR 10
- MCB 23
- MCB 27
- PHIL 183
- PHYS 1
- PHYS 6A
- PHYS 6AL
- PHYS 6B
- PHYS 6BL
- PHYS 10
- PHYS 21
- PSTAT 5A
- PSTAT 5E
- PSY 5

**D - Social Sciences**

- ANTH 2
- ANTH 131
- ANTH 137
- ANTH 141
- AS AM 1
- AS AM 8
- AS AM 100A
- BL ST 4
- BL ST 6
- BL ST 171
- BL ST 17B
- BL ST 178A
- COMM 1
- ECON 1
- ECON 2
- ECON 109
- FEMST 60
- FEMST 60H
- FEMST 159B
- GEOG 150
- GLOBL 1
- GLOBL 2
- HIST 17B
- HIST 159B
- HIST 167CB
- HIST 172A
- JAPAN 63
- LAWSO 1
- LING 20
- LING 70
- MS 27
- MUS 175F
- POL S 1
- POL S 12
- POL S 121
- PSY 1
- PSY 102
- PSY 105
- PSY 108
- RG ST 151B
- RG ST 152
- SLAV 152A
- SOC 1
- SOC 152A

**E - Culture and Thought**

- ARTHI 6B
- BL ST 7
- BL ST 50
- BL ST 130A
- C LIT 27
- C LIT 30A
- C LIT 119
- C LIT 171
- CHIN 185A
- EACS 4A
- EACS 5
- EACS 21
- EACS 80
- FR 40X
- FR 154G
- GLOBL 1
- HIST 2A
- HIST 2B
- HIST 4B
- HIST 49B
- HIST 80
- HIST 133D
- HIST 182B
- HIST 185A
- HIST 187A
- ITAL 138DX
- KOR 182B
- LAIS 101
- MCB 27
- PHIL 1
- PHIL 3
- PHIL 4
- PHIL 20B
- PHIL 100E
- POL S 189
- RG ST 4
- RG ST 6
- RG ST 21
- RG ST 70
- RG ST 80B
- RG ST 116A
- SPAN 177

**F - Arts**

- ARTHI 1
- ARTHI 6B
- ARTHI 6F
- ARTHI 103B
- ARTHI 105G
- ARTHI 107A
- ARTHI 111C
- ARTHI 117F
- ARTHI 121A
- ARTHI 127A
- ARTHI 132I
- ARTHI 134H
- ARTHI 136M
- ARTST 1A
- AS AM 118
- BL ST 170
- BL ST 171
- CH ST 148
- CHIN 40
- CLASS 102
- CLASS 165
- DANCE 36
- DANCE 45
- DANCE 145B
- FILMST 163
- FILMST 175
- FR 156A
- ITAL 124X
- ITAL 178B
- MUS 11
- MUS 15
- MUS 17
- MUS 114
- MUS 115
- MUS 116
- THTR 2
- THTR 5
- THTR 188S

**G - Literature**

- AS AM 5
- BL ST 130A
- C LIT 30A
- C LIT 100
- C LIT 171
- CH ST 180
- CHIN 124A
- CLASS 37
- CLASS 39
- CLASS 40
- CLASS 102
- ENGL 15
- ENGL 50
- ENGL 102
- ENGL 103A
- ENGL 104A
- ENGL 105B
- ENGL 114WR
- ENGL 121
- ENGL 122MD
- ENGL 122NE
- ENGL 122WE
- ENGL 131GT
- ENGL 133SO
- ENGL 150
- ENGL 165AC
- ENGL 165E
- ENGL 165EM
- ENGL 165LB
- ENGL 165LM
- ENGL 165PC
- ENGL 190AL
- ENV S 122NE
- FR 101B
- FR 101C
- FR 148C
- FR 148E
- FR 154G
- GREEK 101
- ITAL 101
- KOR 113
- LATIN 101
- PORT 105B
- PORT 106A
- PORT 106B
- RG ST 129
- SLAV 123A
- SPAN 102L
- SPAN 120A
- SPAN 131
- SPAN 137A
- SPAN 140B

### Special Subject Requirements

**ETH - Ethnicity**

- AS AM 1
- AS AM 5
- AS AM 8
- AS AM 100AA
- AS AM 100DD
- AS AM 118
- AS AM 124
- AS AM 128
- BL ST 4
- BL ST 6
- BL ST 50
- BL ST 170

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◊ Satisfies College of Letters and Science requirements only.
++ Satisfies College of Engineering requirements only.
† Both courses must be taken to satisfy requirement.
‡ Satisfies 1/2 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
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
# Subject Codes

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<td>C LIT</td>
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<td>CMPSC</td>
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<tr>
<td>CNCSM</td>
<td>Counseling, Clinical, School Psychology</td>
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<td>Writing Program</td>
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**Location Codes**

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<tr>
<td>387</td>
<td>Modular Classrooms</td>
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<tr>
<td>434</td>
<td>Former Women’s Center (near Old Gym)</td>
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<tr>
<td>479</td>
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<tr>
<td>615</td>
<td>Materials Research Laboratory (MRL)</td>
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<td>Trailer 932 (behind Davidson Library)</td>
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<td>936</td>
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<td>937</td>
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<td>ARCH RANGE</td>
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<td>ARTS</td>
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<td>Baseball Field</td>
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<td>BIOL2</td>
<td>Biological Sciences II</td>
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<td>BRDA</td>
<td>Broida Hall (Physics)</td>
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<td>BREN</td>
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<tr>
<td>BSIF</td>
<td>Biological Sciences Instructional Facility</td>
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<td>BUCHN</td>
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<td>GOLF CRSE</td>
<td>Golf Course</td>
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<tr>
<td>HFH</td>
<td>Harold Frank Hall (previously Engineering I)</td>
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<td>RECEN WT RM</td>
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<td>SRB</td>
<td>Student Resources Building</td>
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<td>Theater/Dance</td>
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<td>UCCS</td>
<td>UC Sacramento Center</td>
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<td>UCSB Center at Ventura</td>
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**Teacher Education Program Locations**

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<td>ROOSE</td>
<td>Roosevelt School</td>
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