



# **COLLEGE FIVE**

# **HANDBOOK 1979-1980**

# WELCOME



After a year of planning and transition we look forward to our first year as members of the "reorganized" College V. Our college now houses virtually all of the campus's faculty in the fine and performing arts, as well as several faculty from the social and natural sciences whose interests intersect with the arts.

I welcome you to the "new" College V and invite you to participate in exploring and defining the meaning and shape of our college.

# NORMAL PROGRESS TOWARD A DEGREE AND GROUNDS FOR DISMISSAL

## HOW TO GET CLASSES

1) Buy a UCSC General Catalogue for \$1.50 at the Bookstore (information and descriptions of the year's courses) and pick up a Schedule of Classes (the quarter's courses according to room location and times offered) in the College Office.

2) Read carefully the steps in the enrollment procedure. Read for the courses that interest you, prerequisites, requirements for major, and policies. Talk with your advisor and other students and try to narrow down the list of classes you would like to take. College V advisors will be available during orientation and from the opening day of classes on (during posted office hours).

3) Pick up your Study List Packet in the College Office. You must have a) paid your registration fees and b) have your ID card with you before the College Office will release your packet.

You can get your ID card validated in the College Office at the same time.

4) The Study List Packet will have instructions. The main point is that you must have a class card for each class you decide to stay in. The class cards should be available at the first or second class meeting, although occasionally it is later. Do not be concerned if you don't get a card in the first class meeting, but do be there when they are handed out. Be sure to ask questions if you have any doubt.

5) Sign the class cards and file them in the Study List Packet. The Study List Card should have the same entries as the class cards you turn in.

The Degree (A) card must be filled out in pencil.

The information in the Study List Packet lets the Registrar and computer know what you are taking. The packet should be filed in the College Office during Study List Filing period. There is a \$10 late fee for late filing (enforced). Once the Registration Packet is filed you are committed to the classes as listed, unless you petition to add or drop a course at a later date.

NOTE: Your Study List Packet must be signed by an Advisor before you file it.

## PRE-ENROLLMENT

Courses requiring pre-enrollment are listed in the front of the Schedule and Directory. If you have to pre-enroll in a class, especially science courses, get there early. If you arrive late, you may still be on the list, but will be low on it.

## COURSE LOAD

The normal load is 3 courses per quarter; there are situations where you may take 1 to 5 courses if the proper procedures are followed. A petition for taking more or less than the normal 3 course load requires the approval of an Academic Preceptor. All petitions are available in the College V main office.

## NORMAL PROGRESS

Full-time students are subject to disqualification if they have passed fewer than the required number of courses at the end of specified quarters, as outlined below:

| Quarters of registration | Required minimum<br>courses passed                 |
|--------------------------|--|
| First                    | 1  |
| Second                   | 4  |
| Third                    | 7  |
| Subsequent               | 8 over the 3 preceding<br>quarters of registration |

The students academic record will be evaluated by the College V Academic Standing Committee at the end of the quarter in which the deficiency occurs. The Committee has three options: to recommend dismissal, to waive dismissal, or to bar the student from registering for a period ranging from one quarter to two years.

Students who are subject to dismissal can not assume that extra courses taken at other colleges and/or during the summer will automatically "count" towards their good standing. A course taken or planned during the summer will not make up for a reduced load or a class for which no credit was received during the academic year unless the student has planned the work in this manner with an advisor's consent. In this case, the student should be able to justify the substitution in light of an overall directed academic plan of study to the Academic Standing Committee's satisfaction.

## ADVISING

Advising is an important and integral aspect of the academic life at College V. All new students are assigned a faculty advisor at the beginning of their first quarter, and time will be provided for students to meet with advisors, both individually and in small groups, to discuss academic requirements and resources at UCSC.

In addition, all students may seek depth advising about academic and procedural matters, from one of the three Academic Preceptors. Beginning this year, the College will employ several College V students as Peer Advisors, in recognition of the fact that continuing students are often a knowledgeable source of current information. The Preceptors and Peer advisors schedules are posted in the College Office.

Finally, all faculty members at College V are advisors, and are available to meet with students during posted office hours. Messages for faculty may be left in the faculty Steno Pool, room-221, x 2951.

## CHANGES OF MAJOR

New students may indicate any major on their study list card. However please note: Some majors such as Art, Music and Theater Arts, require approval by their respective Boards of Studies. See the Student Academic Manual for instructions. After the first quarter, all changes of major (including from undeclared) require petition.

## ACADEMIC FILES

College V maintains an academic file for each student that includes a complete record of course evaluations, a list of courses passed, petitions filed, and academic correspondence. These files are located in the College Office and are available for your perusal during the Office Hours, 8:00 am - 12 noon, 1:00 pm - 5:00 pm. The file may also be checked out of the office to be taken along when seeking advice from an advisor. When the consultation is over, return the file to the College Office.

The Family Educational Rights and Privacy Act of 1974 permits disclosure of a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and honors received, and the most recent educational institution attended. The University will consider this information to be a matter of public record, and therefore will release it upon request unless the student specifically requests in writing that any part of the information shall not be disclosable.

## TRANSCRIPTS

You will receive a copy of any course evaluation, record of course, petitions, etc., that comprise your academic record (transcripts); these are put in your mailbox, even if you are not in residence at the College.

You may request a complete copy of your entire transcript from the Registrar's Office, for \$2.00 a copy. It is wise to order a transcript at least once a year for several reasons: You will always have an up-to-date record of your progress; you will have time to see that any mistakes are corrected before this official copy is sent to graduate schools, employers, etc.; because your transcript will be periodically updated, new copies can be produced quickly; and, finally, it is easier on the office staff to add a few evaluations to a transcript to produce a complete copy than it is to type out four years of a student's work.

## PETITIONS EXPLAINED

What is a petition? It is a form used to request some individual adjustment in your academic program. All petitions require approval signatures as listed below.

Many UCSC petitions appear rather formidable, particularly in the number of signatures required. In the accompanying list an attempt has been made to simplify the progress of signature-gathering in line with the changes made in advising. The aim is to: 1) list the signatures which you must obtain; 2) tell you where each petition should be delivered. Following these suggestions will save you a good bit of footwork and time-particularly in the first two weeks of the Fall quarter.

Petitions for various purposes are available at the College Office (or, in a few cases, at the Registrar's Office).

## **PROVOST/ASSOCIATE DEAN**

For Fall and Winter quarters Professor Eli Hollander will serve as Acting Provost of the College; by the beginning of Spring Quarter we anticipate having an Associate Dean of the Arts. The Provost is responsible for overseeing all aspects of collegiate life, and represents the College to all outside agencies. The Provost/Associate Dean's office is located in the Main College Office. Students are invited to meet with him during his regular open office hours.

## **ARTS ASSISTANT**

The Arts Assistant, Keith Muscutt, advises the Provost/Associate Dean in all matters relating to the academic mission of the College and the Arts Boards. He also provides liaison with the Division of Humanities, especially regarding arts-related facilities, programs and personnel.

## **BURSAR**

Bursar, Lou Spalding, directs and coordinates business and nonacademic affairs for the College and the Division of Humanities. She may be contacted regarding any matter pertaining to the business management of the dormitories, the dining hall, the Coffee House, the Craft Center, etc. Her offices are in B-Dorm, rooms 267-272.

## **BURSAR'S ASSISTANT**

Jan Jonasson is responsible for administering University and College purchasing transactions for faculty, staff and student organization budgets. She also handles student employment, time cards, purchase orders, and vehicle rentals. Her office is adjacent to the Bursar's in B-Dorm.

## **ACADEMIC PRECEPTORS**

The three Academic Preceptors are the College's general advisors. They help interpret policies and procedures. Students should consult them on such matters as well as any other questions that arise. In addition, the Academic Preceptors oversee the advising systems at College V. One Preceptor will be available every weekday, through the College Office.

## **STUDENT AFFAIRS OFFICER**

The Student Affairs Officer coordinates college resources to meet student needs. S/he is concerned with the on-going activities of the guilds, art galleries, the scheduling of facilities, the Handbook, new student orientation, advising of the Student Council, the Student Activities budget, college nights, graduation, and dormitory related activities. The Student Affairs Office is located in the main College Office.

## **RESIDENCE ADVISOR**

David Young, the Residence Advisor, is responsible for all matters concerning College housing. His duties include room and meal plan assignments, organization of food and cleaning co-ops, cancellations and changes in contracts, the furnishing and upkeep of rooms and residence facilities, assessments for damages, and general housekeeping matters connected with dormitory living. The Housing Office is in B-Dorm (South).

## **MAINTENANCE SUPERVISOR**

John Laurence handles the hiring and supervision of work crew, repair and maintenance for the College, and the tool and linen rooms. Any questions or problems with the maintenance of your dorm room should be referred to John. His office is B-114.

## **PROCTOR**

Bill Bonnema is College V's Proctor. He is responsible for the security of the College's buildings and inhabitants from 8 pm to 4 am. Bill and the relief Proctor make the rounds every night. Together with the RA and Preceptor on duty, the Proctor handles any emergency situations that may arise.

## **OFFICE STAFF PROVOST'S SECRETARY**

The Provost's Secretary performs a wide range of secretarial and administrative functions for the provost and is the Office Manager for the College Office.

## **COLLEGE INFORMATION/ ASSISTANT TO STUDENT RECORDS AND ADVISING**

Renee is a source of information regarding your academic needs. She is also the receptionist for College V and is easily accessible. In addition, she can help you with the paperwork that is necessary to get things done (e.g., petitions, transcripts).

## **STUDENT RECORDS**

Marie Bridges is responsible for the maintenance of student records and assistance to the College V Preceptors. The office is located in the College V Main Office. The Students Records Office maintains a set of unofficial copies of petitions submitted to the Registrar's Office. Student Records also maintains the files of the ASM major, advisors College V Individual Studies and handles questions regarding leaves of absence and readmittance.

# University of California Santa Cruz

## KEY TO LOCATIONS

- APPLIED SCIENCES**
  - Business Office
  - Center for Coastal Marine Studies
  - Graduate Office
  - Personnel, Staff
- CENTRAL SERVICES**
  - Admissions Office
  - Career Planning and Placement
  - Cashier
  - Financial Aid Office
  - Housing Office
  - Registrar
  - Student Affairs Office
  - University Relations
- COLLEGE FIVE**
  - College Five Coffeehouse
  - Sesnon Art Gallery
- COMMUNICATIONS**
  - Computer Center
- COWELL COLLEGE**
  - Cowell College Coffeehouse
  - Smith Art Gallery
- CROWN COLLEGE**
  - Banana Joe's Coffeehouse
- KERR HALL**
  - College Eight
  - Eight Inn Coffeehouse
- KRESGE COLLEGE**
  - Humanities & Arts Division
  - Idle Cafe
- McHENRY LIBRARY**
  - Academic Personnel
  - Chancellor's Office
  - Re-Entry Program
  - Summer Session
- MERRILL COLLEGE**
  - EOP
  - Social Sciences Division
  - Widget Coffeehouse
- OAKES COLLEGE**
  - Oakes Restaurant
- NATURAL SCIENCES II**
  - Lick Observatory Offices
- REDWOOD BUILDING**
  - Box Office
  - Campus Activities
  - Visitor Information
  - Whole Earth Restaurant
- STEVENSON COLLEGE**
  - Stevenson College Coffeehouse
- THIMANN LABS**
  - Natural Sciences Division

