NEW STUDENT GUIDE

Office of Student Services
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Hours of Operation: 9 a.m.-5 p.m.
Walk-in Hours:
M-F: 9-11:30 a.m. & 1:30-3:45 p.m.
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Purpose of this Guide
The purpose of this guide is to assist you with your first quarter of enrollment and beyond. The guide is intended as a resource and quick reference tool; it is not meant to be comprehensive or replace the General Catalogue or the advice of an academic advisor. You may use it for class scheduling, registering for classes, and to keep important advising documents.
How to...

Register for Classes

- After your first quarter at UCI, you will register for classes on your own.
- Use the Web Schedule of Classes (WebSOC) to find courses and course codes.
- You can check when your enrollment window opens during Week 6 online—go to www.uci.edu and search “WebReg.”
- Enroll in your classes as soon as your window opens. Once your window opens, it will be open for 48 hours. After that, it will be open during non-peak registration hours, from 7 p.m. to 7 a.m.
- Through WebReg, you can add/drop classes and change your grade option.
- You will be notified on WebReg if you have an academic hold on your records.

Use StudentAccess to:

- Change or update your address;
- View your degree audit to monitor your progress towards degree completion;
- View your grades and unofficial transcript;
- Check to see if you have any holds;
- Calculate your potential GPA for the proceeding quarter;
- Submit your change of major application;
- Submit an enrollment exception petition; and
- Submit your application for graduation

Go to www.uci.edu and search “WebSOC”

Go to www.uci.edu and search “WebReg”

Go to www.uci.edu and search “Student Access”
Policies to Know

Schedule changes

- Classes must be dropped by Friday of 2nd week and added by Friday of 3rd week. Adds/drops/changes are made online via WebReg.
- Deadlines are strictly enforced. Exceptions are only made in extreme, documentable, extenuating circumstances beyond the student’s control. You may petition for an exception via Student Access. There is no guarantee your petition will be approved.

Grading

- Pass/No Pass—average of 4 units per quarter may be taken pass/not pass; these accumulate.
- School and major requirements must be taken for a letter grade

Repeating Classes

- If you receive a grade of C-, D+, D, D-, F or NP in a class, you may repeat the course
- Credit for repeated courses is only given once, but in GPA calculation, the most recent grade would be used
- A maximum of 16 units may be repeated where the new grade replaces the old grade in GPA calculation—beyond 16 units, all grades will be counted toward the GPA
- All grades originally taken for a letter grade must be repeated for a letter grade—they cannot be repeated P/NP

Incompletes and No Reports (Inc and NR)

- Incompletes are assigned to students by an instructor when the student’s work is of passing quality but is incomplete because of circumstances beyond the student’s control. You need to communicate with your professors to see if they would be willing to issue you an Incomplete. An Incomplete changes to an F after 3 academic quarters.
- A No Report is assigned when the instructor does not submit a final grade or a student never attended class. An NR changes to an F after 1 academic quarter.

Acronyms

- Psychology & Social Behavior
  Psy Beh, PSB
- Criminology, Law & Society
  Crm/Law, CLS
- Social Ecology, Socecol, SE
- Urban Studies
  US—classes are under PP&D (Planning, Policy and Design)
UCI Catalog & Catalogue Rights

- The UCI Catalogue of the year in which you enter is your contract with the university.
- You may elect to follow the graduation requirements in effect at the time of entrance, or those subsequently established.
- If you are a transfer student, you can follow the UCI catalog of the year in which you began at your community college, or those subsequently established.
- You are responsible for knowing and understanding information from the General Catalogue.
- You may view it online—www.editor.uci.edu/catalogue/.
- The catalog also has course descriptions of the classes in which you are interested.

Academic Honesty

- All members of the academic community have a responsibility to be scholastic honest.
- Examples of academic dishonesty: cheating, dishonest conduct, plagiarism.
- Consequences range from a letter in the student’s disciplinary record to suspension or expulsion.
- For more information, refer to the General Catalog under “Academic Honesty.”

Graduation

- Graduation is not automatic; rather, you have to take the initiative to apply as a way of telling us that you have met your degree requirements.
- You should apply to graduate few months in advance. You may apply on Student Access.

Course numberings

- 1-99 Lower Division
- 100-199 Upper Division
- 200+ Graduate courses
Who does academic advising?

- Academic Counselors and Peer Academic Advisors are both excellent resources for academic advising.
- Peer Academic Advisors are highly trained third- and fourth-year students who can help you with choosing a major, class scheduling, completing your degree requirements, and more. They are also current Social Ecology students so they know what it’s like to be a student.
- Academic counselors can help you with declaring a major, course scheduling, graduate school exploration, clarifying policies and procedures, and more.

How can I benefit from academic advising?

- Get assistance in making academic and career choices.
- Learn about various majors and minors.
- Get assistance in goal-setting and career exploration.
- Make sure you are on track to graduate.
- Receive help with developing strategies to improve academic performance.
- Get questions answered about policies and procedures.
- Obtain referrals and advice about campus resources.

How often should I see an academic counselor or peer advisor?

- You should see us whenever you have a question about your academic goals and choices at UCI. There may be times when you are feeling confused or overwhelmed or generally unclear about what you are supposed to be doing. We are happy to help!

Sample questions to ask an academic counselor or peer advisor:

- Will you help me plan possible majors and/or minors that will complement my interests?
- Where do I stand in degree requirements?
- What do you think about this tentative course schedule?
- How many units should I take?
- Should I drop or add a course? How do I do this?
- Can you direct me to resources and opportunities that can fit with my long-term goals?
Ways of Getting Advising

- **Same-day appointments** are Monday-Thursday from 9-11:30 a.m. and 1:30-3:45 p.m., Fridays 9-11:30. Sign up at 9a.m. for morning appointments, and 1p.m. for afternoon, then come back during your appointment time. Same-day appointments are for quick questions and are 15 minutes in length.

- **Advance appointments** are made at least one day in advance. These are 30 minutes in length and are for longer questions like graduate school and career planning, or to discuss academic probation.

- Our busiest times are at the beginning of each quarter and from 8th –10th weeks, when students are registering. Expect to wait during these times. Off peak times, are the best times to come in—plan ahead and beat the rush!

- Many of our commonly asked questions are on our website—www.se.uci.edu/students/undergrad—under “FAQs”

- Please make every effort to come in person. If you do have a quick question and there is no way you are able to come in, e-mail sepeer@uci.edu. This enables you to email a counselor.

Where can I go for additional advising resources?

- Our website—www.socialecology.uci.edu/students/undergrad

- Degree Audit—www.reg.uci.edu/studentaccess/. It’s a way to keep track of your degree requirements online.
TIPS TO PREPARE FOR AN APPOINTMENT:

- Come prepared! Bring a list of questions.
- Share your goals and educational priorities and your limitations and pressures.
- Follow-up on recommendations.
- Be ON TIME!
- Notify the office at least 24 hours in advance if you need to cancel.

WHAT YOU CAN EXPECT:

You can expect your advisor to:

- Understand and effectively communicate the curriculum, the degree requirements, and university and school policies and procedures;
- Encourage and guide you in defining and developing realistic goals;
- Provide information and strategies for using available resources and services on campus;
- Assist you in understanding the purpose of higher education and its effects on your life and personal goals;
- Monitor and accurately document your progress toward meeting your goals and progress toward degree completion;
- Help you with decision-making skills and skills in assuming responsibility for your educational plans and achievements; and
- Maintain confidentiality.

WHAT YOU ARE EXPECTED TO DO:

You have clear responsibilities in the advising partnership:

- Schedule appointments when you need help.
- Come prepared to each appointment with questions.
- Ask questions if you do not understand or need clarification.
- Keep all records and documents and organize them so they are accessible.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Be proactive about understanding where you stand in degree requirements.
- Accept responsibility for all aspects of your academic career.
We know you have used e-mail practically your whole life.

But e-mailing professional staff and professors is different from e-mailing your friends. Here are some tips on how to use e-mail to effectively communicate with UCI faculty and staff.

- **Use your UCI e-mail address.** You have been assigned a UCInetID and have an e-mail account under that name. To protect your privacy, we will only respond to e-mail messages from your UCI account. This way, we know we are sharing your information only with you.

- **Check your e-mail regularly.** Lots of important information is sent by professors, academic counselors, and other UCI personnel. You are responsible for reading any official UCI e-mail.

- **Identify yourself.** Make sure you include your full name, your major, and your UCI ID number. We need to know who you are in order to look up your record and give you thorough, accurate information.

- **Be considerate.** Only e-mail one counselor with your question. There is no need for four counselors to take time to answer the same question.

- **Be flexible.** E-mail is for quick questions. You may be asked to come in—some things are better handled in person.

- **Be professional.** Treat e-mail as a somewhat formal communication. Watch your spelling and grammar.

- **Be patient.** Sometimes you might get a response quickly and sometimes it might take a few days. We give priority to students who come in for appointments. If you really need an answer, come in and see an academic counselor or peer advisor.
Road Map to Success

First Year
- Attend your academic advising session and participate in Welcome Week activities.
- Explore academic and personal interests and goals
- Identify and build your skills.
- Make progress towards fulfilling General Education requirements.
- Get involved in campus life.
- Learn to balance time.

Second Year
- Finalize academic major.
- Make progress on school/major requirements.
- Meet and network with professors.
- Assess interests and career goals.
- Visit the Career Center.
- Explore the option of going to graduate school.
- Join clubs and organizations.
- Research internships, studying abroad, UCDC.
- Complete General Education.

Third Year
- Make progress on school/major requirements.
- If you are a transfer student and completed the UC IGETC, make sure the Office of Admissions has received it.
- Prepare for graduate school exams.
- Do research with faculty.
- Participate in clubs and organizations. Consider running for leadership role for senior year.
- Consider applying for Social Ecology Honors program.
- Attend Career Fairs.
- Begin job/grad school search.
- Engage in internships.

Fourth Year
- Take graduate school exams (if applicable).
- Engage in research opportunities.
- Solidify career choices.
- Apply to graduate.
- Gain experience in internships or part-time work in field of interest.
- Submit graduate school applications.
- Lead a club or organization.
- Complete degree requirements.
- Graduate!
“What can I do with a degree in Social Ecology?” We are asked this question all the time. First, you should begin by doing some intentional exploration on your end about your interests, strengths, and passions. You can also visit the Career Center (see: www.career.uci.edu). With that said, here are a few fields our students have gone into. You are certainly not limited to these, but hopefully they will get you started in the right direction. Note that some fields require additional schooling.

**B.A. in URBAN STUDIES**
- Urban/Regional Planner
- Transportation Planner
- Project Evaluator
- Land Development
- Governmental agent
- Environmental Health Specialist
- Code Enforcement Planner

**B.A. in CRIMINOLOGY, LAW AND SOCIETY**
- Lawyer/Attorney
- Law enforcement
- Investigation
- FBI
- Governmental & public policy
- Politics
- Juvenile diversion
- Probation or parole

**B.A. in SOCIAL ECOLOGY (GENERAL)**
- Human resources
- Research
- Environmental agency law
- Community Programs
- Governmental agencies
- Education
- Teaching Administration

**B.A. in PSYCHOLOGY AND SOCIAL BEHAVIOR**
- Education
- Student affairs
- Marriage and family therapist
- Clinical psychology
- Social work
- Human resources
- Health education
- Social services
Succeeding in University work is different from high school and community college. The classes are often larger and the quarter system goes by quickly. Also, with so many exciting opportunities, new friends, and transitioning to a new environment, it can be easy to feel overwhelmed. Stay focused. Manage your time carefully. And if you need help, please ask! There are a number of workshops offered by the Learning and Academic Resource Center (LARC) that might be helpful if you are struggling or desire greater academic success:

- Time Management
- Effective Study Plans
- “Cramming” Systematically
- Preparing for an Essay Exam
- Memory and Concentration
- Test Anxiety
- Avoiding Plagiarism
- Text Reading

For more information, visit: http://www.larc.uci.edu/

Tips and Tricks to Being a Master Student

- Use a planner. Make a plan for the quarter including all major projects and assignments and their due dates. Make a weekly or daily plan with more detailed information about what you need to accomplish each day.

- Do your readings before each class. Take notes while completing the readings. Ask questions if you need clarification.

- Keep up with your readings! In the quarter system, it is really easy to fall behind. Midterms will be just around the corner. Stick with your study plan and give yourself room to catch up if you fall behind.

- Take notes during class. Mark or highlight places where you need further clarification. Re-write and review your notes after class. Find answers or get clarification to your questions in your text or office hours.

- See your professors and TAs during their office hours! They want to help. Introduce yourself at the beginning of the quarter and any time you have questions. Try to visit office hours at least two or three times a quarter: before midterms, finals, and large assignments and papers.

- Prepare for each class by reviewing your notes from the previous lecture.

- Form study groups with your classmates. Keep each other accountable and make sure you stay on top of the readings together. Be positive and supportive of classmates.
Campus Resources

UCI Bookstore
www.book.uci.edu

Campus Directory
www.uci.edu/phonebook

Campus Map
www.uci.edu/campusmap

Campus Organizations
http://search.dos.uci.edu/organizations/

Campus Police
http://www.police.uci.edu/

Campus Recreation
http://www.campusrec.uci.edu

Campus Assault Resources & Education (CARE)
http://www.care.uci.edu/

Career Center
www.career.uci.edu

Counseling Center
www.counseling.uci.edu

Disability Services Center
www.disability.uci.edu

Educational Electronic Environment (EEE)
http://eee.uci.edu

Office of Financial Aid & Scholarships
http://ofas.uci.edu/content/

General Catalogue
www.editor.uci.edu/catalogue

Health Education
www.health.uci.edu

Learning and Academic Resource Center (LARC)

Lesbian, Gay, Bisexual, Transgender Resource Center (LGBTRC)
www.lgbtrc.uci.edu/

Ombudsman
www.ombuds.uci.edu

Scholarship Opportunities Program
http://www.scholars.uci.edu/

Student Health Center

Student Housing
http://www.housing.uci.edu/

Student Life & Leadership
http://www.studentlife.uci.edu/

Student Support Services

Study Abroad Center
http://www.studyabroad.uci.edu/

Summer Session
http://www.summer.uci.edu

Transportation and Distribution Services
www.parking.uci.edu

Undergraduate Research Opportunities Program (UROP)
www.urop.uci.edu

Veteran Services
Academic Honesty and Integrity
Students must refrain from cheating and plagiarism and refuse to aid in any form of academic dishonesty. It is very important that you are familiar with the policies of each instructor, as the consequences for academic dishonesty can be very severe (including suspension or academic dismissal).

Academic Standing
To remain in good academic standing a student must maintain a grade point average of at least 2.0 and make progress toward the degree at a satisfactory rate.

Academic Probation (AP)
Students are put on probation if their overall, school, or upper division major GPA drop below 2.0. Multiple quarters on probation may lead to disqualification.

Corequisite
Related classes which must be taken concurrently during the same enrollment session.

Dean’s Authorization
Authorization from the dean of your major is required for late registration. Undergraduate students request Dean’s approval via Student Access.

Enrollment Window
Specific 48-hour time period when you will first have access to register for classes for the upcoming term. Enrollment windows are assigned priority based on the number of units completed. You can check the day and time of your enrollment window in WebReg or StudentAccess beginning Week 6. **Note that all new students register for classes for their first quarter during their academic advising session.**

Maximum Units/Course-Load Restrictions
Students must enroll in at least 12 units per quarter to be considered full time. Undergraduates are restricted to enrolling in maximum of 20 units. To enroll in more than the maximum units, your academic dean’s approval is required. See the Reduced Fee Part-Time Study Program for information about part-time status.
Open Enrollment Period
The time after the registration deadline and before classes begin when students may make changes to their class schedules.

Part-time
Students who are unable to enroll in a full-time workload (12 units) for health reasons, occupational reasons, or due to family responsibilities may petition with their academic counseling office for part-time study.

Prerequisite
Must be completed before another related class can be taken (for example, Spanish 1A is prerequisite for Spanish 1B).

Registration
Registration at UCI consists of two steps: payment of fees and enrollment in classes. Both steps must be completed before you are considered officially registered.

Restrictions
Specific requirements that must be met in order to enroll in a course (such as “majors only” or “upper-division students only”). Be sure that you meet all enrollment restrictions, including prerequisites, for classes in which you wish to enroll. Refer to the “Rstr” column in the online Schedule of Classes for course restrictions.

Sequences
A set of two or more courses that must be taken in order. Sequences are denoted in the General Catalogue with dashes between each number (for example, 1A-1B-1C).

Student Record Hold
A hold placed on a student’s academic record prevents transactions such as enrollment in classes, payment of fees, and/or obtaining other University services. Some reasons why you might have a hold include: not submitting your official transcripts to the Office of Admissions or not attending academic advising during the summer. To have a hold removed, you must contact the office that placed the hold.

Withdraw (from a class)
Dropping a class after the 6th week of the quarter, which is noted with a “W” on your official transcript.

Withdraw (from a quarter)
Requires filing an official cancellation/withdrawal petition with the University Registrar to drop all classes you are enrolled in. After withdrawing from a quarter, you must apply for readmission to be allowed to enroll at the university again.