THE ACADEMIC YEAR

THE SEMESTER SYSTEM

The University of California, Merced is on the semester system. The academic year is divided into two semesters and two summer sessions. Quarter units earned previously at another institution are converted to semester units by multiplying by two-thirds; for example, 180 quarter units equals 120 semester units.
SUMMER COURSES

Every summer, students can earn units, expand their knowledge, take special study courses, fulfill prerequisites and complete general education or major requirements by enrolling in summer courses. UC Merced offers two summer sessions. A wide variety of courses are offered each summer in subjects that are transferable to most campuses. Enrollment in summer session courses is open to UC Merced students and other UC students, as well as students from other colleges and universities, adults and high school juniors and seniors. For additional information about summer courses, contact summersession@ucmerced.edu.

Office of the Registrar

Website:  http://registrar.ucmerced.edu/
E-mail:  registrar@ucmerced.edu
Phone:  (209) 724-2960
Address:  5200 N. Lake Road
Merced, CA 95340

ENROLLMENT AND ENROLLMENT LIMITS

ENROLLING IN COURSES

UC Merced students register each semester using the online registration system, MyUCMerced. The registration process includes enrolling in classes, paying fees and other financial obligations, filing a current address with the Office of the Registrar, and completing and filing other information forms. MyUCMerced is an interactive computer system that allows the student to enroll in classes via the Internet. With UC Merced's Internet registration, students will always receive the most up-to-date information regarding their registration and class enrollment. Pre-assigned appointments that are spread throughout the registration period regulate access to the registration system. For security purposes, students are assigned a unique login user code and password/PIN that must be entered to access MyUCMerced. Students may add and drop courses during the adjustment period, which starts one week before instruction and extends through the first three weeks of instruction. A new or re-entering student must also:
• Obtain a student ID card, and

• Submit a Statement of Legal Residence (see Appendix).

The Schedule of Classes and other information on registration are available on the MyUCMerced website.

**Registration Priority:** Access to registration (via MyUCMerced) is by priority groups. The groups are established according to student class level as determined by the number of units completed, with the seniors registering first, juniors second, etc. The number of semester units a student has completed determines undergraduate classification:

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0.0–29.9</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30.0–59.9</td>
</tr>
<tr>
<td>Junior</td>
<td>60.0–89.9</td>
</tr>
<tr>
<td>Senior</td>
<td>90.0 or more</td>
</tr>
</tbody>
</table>

**Late Registration**

Students who have not registered prior to the first day of instruction are considered late registrants. Late registration begins after the first day of instruction and extends through the 10th day of instruction. Students are, however, assessed a late registration fee. Approval from the student’s school is required to register late.

**Adding and Dropping Courses**

**Adding a Course:** During the first week of instruction, students may add a course or courses if space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction, students may add a class only with the permission of both the instructor and the appropriate dean. A fee will be assessed for adding a course after the third week.

• First week: Students may add if space available

• Second and third weeks: Students may add only with instructor’s approval

• After third week: Students may add only with instructor’s and appropriate dean’s approvals; fee assessed
Dropping a Course: During the first three weeks of instruction, students may drop a class or classes without paying a fee and without a dean's approval. After the third week of instruction, a student may drop only if the student is not failing the course, if the student is not subject to disqualification and if dropping the course would be to the educational benefit of the student. For courses dropped after the third week of instruction, a student must receive the appropriate dean's approval, a fee will be assessed and a notation indicating the week of the term in which the course was dropped will appear on the student's transcript. The Undergraduate Council may designate certain courses to have a drop date that is shorter than three weeks.

- First through third week: Students may drop with no penalty
- After third week: Students may drop only with the appropriate dean's approval; fee assessed

Course Substitutions

Students may petition the appropriate dean to substitute a suitable course in place of a required course (for a general education course: petition the Dean of College One; for a major course: petition the dean of the School in which the major resides). Petition forms are available on the following websites: Office of the Registrar, the Student Advising & Learning Center, College One, and Schools.

Retroactive Add

In some rare circumstances, students are allowed to add a course after the course is completed. Petitions for retroactive adds are available from the Office of the Registrar. Each petition must include the reason for the student's failure to add the course during the semester in which it is offered. The petition must be supported by the instructor's signed approval, together with a statement from the instructor indicating knowledge of the student's participation and performance during the presentation of the course in question and the instructor's understanding as to the reason for the student's failure to add the course before the end of the semester. Once the petition is complete, it should be forwarded to the appropriate school dean for review and approval. A course grade must be assigned by the instructor. A fee is applicable on all retroactive adds.
Retroactive Drop

Occasionally, in exceptional circumstances, students are allowed to drop a course after the course is completed. Reasons for seeking a retroactive drop are very specific: medical problems, severe emotional difficulties, or recent death or severe illness in the immediate family. Petitions are available from the Office of the Registrar and should include a detailed account of the problem, appropriate documentation and an adequate explanation of why an I grade or late drop was not taken during the semester in which the problem occurred. The instructor’s signature is required on the petition. Once the petition is complete, it should be forwarded to the appropriate school dean for review and approval. A fee is applicable on all retroactive drops.

Repetition of Courses

A student may repeat only those courses in which a grade of D, F, U, or Not Passed was received. Undergraduate courses in which a grade of D or F has been earned may not be repeated on a passed/not passed basis. Similarly, a graduate course in which a C, D or F grade is received may not be repeated with the S/U option. Repetition of a course more than once requires approval by the appropriate dean in all instances. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

In computing the grade point average of an undergraduate who repeats courses in which the student received a D or F, only the most recently earned grade and grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

Enrollment Status

Certification of Full-Time Status

Undergraduate students must carry a study load of at least 15 units (including workload units) each semester in order to maintain normal progress toward their degree. At least 12 units are required for undergraduates to be certified as full-time students for financial aid purposes and to meet minimum progress requirements. Graduate students must also carry a study load of at least 12 units each semester in order to be certified as full-time students.

Part-Time Student Status

If, for reasons of occupation, family responsibility, health or graduating senior
status (one term only), a student is unable to attend the university on a full-time basis, he/she may qualify for enrollment in part-time status. The student must file for part-time status each semester. To be considered eligible, undergraduate students must be registered for 10 units (including workload units) or fewer by the 10th day of instruction that semester, and graduate students must be registered in 6 units or fewer by the 10th day of instruction. Minimum progress requirements are waived for approved part-time students. Undergraduate petitions are available on the Office of the Registrar's website at registrar.ucmerced.edu, and at the Graduate Studies website at graduatedivision.ucmerced.edu. Students approved for enrollment on a part-time basis pay the same fees as full-time students, but pay only one-half of the Educational Fee. Part-time nonresidents pay one-half of the Nonresident Tuition Fee. Undergraduates file their part-time petition with the Office of the Registrar; graduate students file their petition with the Graduate Studies division.

Planned Educational Leave Program (PELP)

The Planned Educational Leave Program (PELP) allows students to suspend academic work at UC Merced, leave the campus and later resume studies at UC Merced with a minimum of procedural difficulties. Any registered student on the UC Merced campus, undergraduate or graduate, is eligible to enroll in the Planned Educational Leave Program, although restrictions may be imposed on the number of times a student can participate in the program. Undergraduates apply for PELP at the Office of the Registrar and graduate students apply through the Graduate Studies division. Applications for PELP must be filed no later than the tenth day of instruction, but must be filed by the first day of instruction for a full refund. After filing the PELP form, a student must file an exit form with Student Accounting. An application fee will be charged to the student's account when he/she enrolls in the PELP program. This fee is identical to that paid by a student who withdraws and the student is required to pay a readmission fee upon return.

The minimum Planned Educational Leave is one full semester; the maximum leave is one full academic year. Applications for PELP should be filed no later than the first day of instruction. While approved applications can be accepted as late as the tenth day of instruction, filing after the first day of instruction will entitle the student to only a partial refund of fees paid, in accordance with the Schedule of Refunds. The Schedule of Refunds refers to calendar days beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed and approved PELP form is returned to the Office of the Registrar.

While students may receive academic credit at other institutions and transfer this credit to UC Merced (subject to rules concerning transfer credit), participants are
reminded that the intent of the program is to “suspend academic work.” Therefore, students should carefully evaluate the desirability of taking academic work while away from the campus during PELP. Students enrolled in PELP are not eligible to enroll in concurrent courses at the UC Merced campus or to earn academic credit at UC Merced during the PELP leave.

Readmission is guaranteed assuming students resume regular academic work at the agreed-upon date and satisfy any hold that may have been placed on their registration. Students who do not return at the agreed-upon date and who do not officially extend their leave will be automatically withdrawn from the University.

Grants and other financial aid will be discontinued for the period of the leave, but every effort will be made, where legally possible, to allow the student to renegotiate loan payment schedules and to ensure the availability of financial aid upon their return.

Normal Progress to Degree

UC Merced undergraduate degree programs are designed to be completed in eight terms or four academic years. To meet the normal progress requirement, undergraduate students are expected to enroll in and pass an average of 15 units per term, completing the 120 units necessary for graduation in four years. The Office of the Registrar and the appropriate dean will ensure that students are making normal progress toward their degrees. An extension of enrollment beyond nine terms requires the approval of the student's school. In order to remain in good standing, students must meet the minimum progress requirements of the campus. (See Minimum Progress section of catalog.)

Planning for a Major

The decision on the choice of a major is a very important one and should be made on the basis of a student's interests and abilities as well as his or her career goals. Students should look carefully into the programs available by using this catalog and visiting schools in which they are interested.

Students are encouraged to declare a major as soon as possible and should begin thinking about possible majors in their first year at UC Merced. Some majors require a full four years to complete. Since students are expected to be accepted into a major by the time they have completed 60 units, the lower division major requirements should be planned into the student's program for the first two years.

Declaration and Change of Major

In order to declare or change a major, a student must fill out a Change of Major
petition and have it approved by the dean or other authorized person in the
school to which he or she is declaring or transferring and submit it to the
Registrar's Office. This form is available on the Office of the Registrar's website.
Admission into a major program may be denied or deferred if the student is in
academic difficulty or has a grade point average (GPA) of less than 2.0 in courses
required for the selected major.

Except under unusual circumstances, no change of major will be permitted after
a student has attained senior standing (90 units). It is not possible to change or
declare a major in the semester in which a student has filed to graduate.

Double Majors

A student wishing to declare a double major must petition the school(s)
responsible for the major(s). The student must be in good academic standing and
have a GPA of at least 2.0 in the upper division courses taken toward each major
program. Except under unusual circumstances, no declaration of a double major
will be permitted after a student has attained senior standing (90 units). Double-
major students must satisfy all requirements for both majors.

ADDITIONAL ENROLLMENT OPPORTUNITIES

Intercampus Transfer: Undergraduates may apply for transfer to another University
of California campus. Copies of the Application for Undergraduate Admission are
available from the Office of Admissions & Relations with Schools & Colleges and
must be filed with the University of California Undergraduate Application Processing
Service, P.O. Box 4010, Concord, CA 94524-4010.

The application is also available online at UC's PATHWAYS website at
www.ucop.edu/pathways. Students may apply online or download a copy of the
application to mail to the postal address above. Students who are or have been
enrolled in a regular UC Merced semester may apply for an intercampus transfer to
another UC campus, provided they have not been registered subsequently in a
regular term at another collegiate institution. A nonrefundable fee is required at the
time an application is submitted. Intercampus Visitor (ICV): The ICV Program allows
qualified undergraduate students at UCM to take advantage of educational
opportunities at other UC campuses. This program enables students who are
currently in good standing; have completed at least one year in residence on their
home campus and have maintained a grade point average of at least 2.0 for work
completed; and obtained approval from the Dean of their school to take courses that
are not available at their home campus, to participate in special programs or study
with a distinguished faculty member at another campus for one term. Students who
meet the above requirements should complete an application available in the Office
UC/CSU/Community College Intersegmental Cross Enrollment: Interested students who wish to take a particular class at a nearby California State University or community college, may do so through the Intersegmental Cross Enrollment program. Enrollment is limited to one course per term and participating students need the approval of both the home and the host campus. (Please note that the Los Rios Community College district is NOT participating in the program).

Senate Bill 361 requires that UC, CSU, and the California Community Colleges permit students to enroll in one course per term at a campus of either of the other two systems on a space available basis at the discretion of the two campuses involved. This program aims to encourage community college students to enroll concurrently in courses offered at local universities, potentially increasing the number of community college transfers.

To participate, students must have completed at least one term at the home campus as a matriculated student; be enrolled in at least twelve semester units at the home campus during the term in which they seek to cross-enroll; have a grade-point average of 2.0 for work completed; be in good academic standing; have paid tuition and fees required by the home campus for the academic term in which they seek to cross-enroll; and be certified by their home campus as to eligibility, residence, fee, financial aid and health status.

Generally, students will be allowed to add a class, if space is available, after the add/drop period on the host campus. To add a course, students must obtain the faculty member's approval and signature on a Cross-Enrollment form, available at their home campus Registrar's Office. The student takes the signed form to the Office of the Registrar at the host campus for processing. All course work taken via the Intersegmental Cross Enrollment program is recorded on a host campus transcript and must follow the normal transfer of credit procedures at the home campus.

Simultaneous Enrollment: UC students (undergraduate) 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. Qualifications for this program include: have completed a minimum of 12 units as a matriculated student at the home campus (this requirement can be waived at the discretion of the Dean of the appropriate school); be enrolled at both campuses in the current term with a minimum of 12 units as a matriculated student at the home campus; be in good academic standing; and be certified by their home campus as to eligibility, residence, fee, financial aid and health status. To participate in this program please see the Office of the Registrar's website for form(s) that must be filled out by appropriate authorities on both campuses and to be sure that the application of a non-home UC course will or will not satisfy degree, graduation, major, GE, or other specific requirements (other than unit credit). Failure
to ensure the applicability of the non-home UC course to UC Merced requirements could result in a refusal to allow the course to satisfy any specific requirements (other than unit requirements).

Intercampus Exchange Program for Graduate Students

A graduate student registered on the UC Merced campus may become an intercampus exchange student for a full term at any of the other UC campuses with the approval of the graduate advisor, the director of the graduate group and the deans of Graduate Studies on both the home and host campuses. To be eligible, the graduate student must have attended UC Merced for a minimum of one term before participating in the intercampus exchange program. Students are limited to a maximum of two consecutive semester-based terms or three quarter-based terms on intercampus exchange. Permission for exchange is done on a semester-by-semester basis. Application forms may be obtained in the Office of Graduate Studies and should be submitted four weeks in advance of the semester you wish to participate.

Intercampus exchange students register at both campuses and pay fees on their home campus, but they have access to student services available on the host campus. Students should make arrangements with the Office of the Registrar to follow the enrollment procedure of the host campus so that the grades students obtain in courses taken on the host campus will be transferred to records on their home campus. Grades from courses completed on the host campus will be transferred to the home campus and become part of the student's official graduate transcript. Exchange students are considered graduate students in residence on the home campus and are not formally admitted to the host graduate school and department. For further information, contact Graduate Studies and the Office of the Registrar.

Concurrent Credit from Another Institution: With the exception of current registered students participating in the UC/CSU/Community College Intersegmental Cross-Enrollment Program, a student may not obtain transfer credit for courses at a non-University of California campus in a term during which the student is registered as a full-time student at UC Merced. An exception can be obtained only by petitioning the appropriate school dean well in advance of the desired registration, and the student must still be enrolled in at least 12 units at the UC Merced campus during the term in which the exception applies.

EXAMINATIONS

Midterm Examinations

The number of midterm examinations varies at the discretion of the instructor. In undergraduate courses for which a midterm examination is required, each student has the right to take the midterm (or submit the take-home examination as required by the instructor) during one of the regularly scheduled meetings of the class as defined in the Class Schedule. The scheduling of a midterm
examination at a time other than a regularly scheduled class meeting requires mutual consent of the instructor and each student registered in the course. A student who does not consent in writing to the different time must be permitted to take the examination (or submit the take-home examination) at the officially scheduled time. A student who consents in writing to the change of examination time waives the right to take the midterm at the officially scheduled time.

FINAL EXAMINATIONS

**Scheduling:** The Schedule of Classes lists the times that final examinations are to be held. These are set up according to the day-and-hour periods in which the classes are given during the semester. This information is available online or in the Schedule of Classes each term so that students can avoid final examination conflicts. A student who has multiple exams on the same day may discuss the situation with the instructors of the course. An instructor has the option to agree to provide the student the exam on a different day, but is not required to do so.

**Disabilities:** Students with documented disabilities may be entitled to in-class accommodations. The student must provide the instructor with a letter from the Disability Services Center recommending those academic accommodations that the instructor is responsible for providing. Students must request accommodation as soon as possible to allow the university reasonable time to evaluate the request and offer necessary adjustments. No accommodations shall alter the nature of the academic demands made of the student nor decrease the standards and types of academic performance, nor require facilities or personnel that cannot reasonably be provided. The instructor should consult with the student and the Disability Services Center with any questions or concerns.

**Religious Observances:** UC Merced seeks to accommodate any student who, in observance of a religious creed, encounters an unavoidable conflict with an examination schedule. In order to request accommodation, the student is responsible for providing, in writing and at the beginning of the semester, notification of a potential conflict to the individual responsible for administering the examination. Instructors will consider such requests on a case-by-case basis and determine whether such conflicts can be resolved without imposing on the instructor or the other students in the class an undue hardship that cannot be reasonably avoided. If so, the instructor will determine, in consultation with the student, a time during which the student can take the examination without incurring a penalty or violation of the student’s religious creed.

**Credit by Examination:** Students currently registered in any regular term and in good academic standing who by reason of advance preparation believe themselves to be adequately grounded in the materials and principles of a given course may petition for credit by examination for any course offered at UC Merced without formally enrolling in that course. Students may obtain a petition and a copy of the prescribed conditions from the Office of the Registrar's website.
The petition is subject to the approval of the instructor giving the examination and the dean of the school involved. Once the petition has the signed approvals of the appropriate dean, it should be submitted to the Office of the Registrar, accompanied by the mandatory fee.

Owing to special features of the instruction, such as extensive laboratory work, certain courses may not be considered appropriate for obtaining credit by examination. In addition, credit by examination will not be approved in the following circumstances: (1) for a student who has had prior instruction in the topic, (2) for the purpose of repeating a course, (3) for courses in subjects in which the student has completed more advanced work, (4) for elementary and intermediate courses in a student's native language, or (5) for granting credit for a course which the student has attended and audited.

To earn credit through the credit by examination process, the examination must be given by a UC Merced instructor and be for a course listed in the current General Catalog. The final results will be reported to the Office of the Registrar, who will record the appropriate grade and grade points. Since failure to pass the examination will be recorded as an F, students are encouraged to prepare fully for such an examination before attempting it.