SCHOOL OF PHYSICAL SCIENCES
NOTHING IS AUTOMATIC...

YOU must initiate all adds, drops, or changes to your class schedule, transcript, or anything else. YOU--not the faculty or the academic counselors--are responsible for ensuring that your academic record is correct. If you have questions about policies and procedures contact the Physical Sciences Student Affairs Office. Remember to check your UCI email account regularly. Update your UCI local address so you will receive mail at the appropriate location in a timely manner.

STUDENT RESPONSIBILITIES

ADDS, DROPS, AND CHANGES IN THE GRADING OPTION

Both adding, dropping, and changing the grade option of a course after Friday of Week 2 requires
    permission from the dean or equivalent of the school offering the course as well as the dean of
    your major. Approval is not automatic and may not be given.

Other important deadlines are as follows (use Student Access after Week 2 for enrollment changes):

Drop a course without deans' approval (5:00 p.m.)	Friday of Week 2
Change the grading option or variable units of a course without dean's approval. (5:00 p.m.)	Friday of Week 2
Last day to add a course. (5:00 p.m.)	Friday of Week 2
Drop a course without $3 service charge; deans' approval required. (5:00 p.m.)	Friday of Week 2
Change the grading option or variable units of a course without $3 service charge; dean's approval required. (5:00 p.m.)	Friday of Week 2
Drop a course without receiving a W grade; both $3 service charge and **deans' approval required**. This is not automatic, your petition may be denied. (5:00 p.m.)	Friday of Week 6
Change the grading option or variable units of a course; both $3 service charge and **deans' approval required**. This is not automatic, your petition may be denied. (5:00 p.m.)	Friday of Week 6
Last day to Withdraw from the quarter. (5:00 p.m.)	Friday of Week 10

CATALOGUE: It is your responsibility to become familiar with the information contained in the UCI General Catalogue, which is online at http://www.editor.uci.edu/catalogue/

REGISTRATION: Use WebReg to enroll in classes and make schedule changes during the registration and adjustment period. Be sure to read all "Course Comments" on the Schedule of Classes and the "Registration and Enrollment" section on the Registrar's website (www.reg.uci.edu).

WEBREG: You should enroll WHEN your enrollment window opens. You may make changes later if necessary. Sometimes there are changes in the schedule that affect your classes, so you should check WebReg during the adjustment period to verify your class schedule.

ZOT Bill: Your ZOT Bill notice will be emailed to you monthly and will include registration fees. Be sure to check the fee payment deadline.

PHOTO ID CARDS: Students must have a Photo ID that may be obtained from **UCI Bookstore.** These cards serve as a library card and for many other purposes.

FINAL EXAMINATIONS: The final exam schedule is on the Registrar's website. Usually, your final exam will be given in the room in which your class met, but it may NOT be at the same time. If your instructor plans to give a final exam at a time other than that published in the finals schedule, it should be announced during the first two weeks of class.

TRANSCRIPTS: You are responsible for checking your transcript each quarter. A free copy is available at the Registrar's Office or you may check it online at **Student Access**. If you find any errors, initiate action to correct them immediately! Most changes must be made within one quarter. REMEMBER: NR's change to F's after one quarter of enrollment and DEADLINES ARE ENFORCED.

REPEATING COURSES: Most UCI courses cannot be repeated unless you have earned a deficient grade (NP, C- or below). Check with your Academic Counselor or the catalogue to see if a course is repeatable.

NORMAL PROGRESS: To remain in good standing, students must follow the program of study required by their major, complete at least 12 units per quarter, and graduate when all requirements are complete.

READMISSION: When you do not attend UCI for one quarter (or more), or attend for part of a quarter and withdraw, reenrollment is not automatic. You must file an Application for Readmission with the Student Affairs Office. When you seek readmission to UCI after being absent for at least three consecutive quarters, you are subject to ALL requirements (Gen Ed and degree) in effect at the time of readmission, and must complete and submit the online Statement of Legal Residence.

COMPLETING COURSEWORK AT OTHER SCHOOLS: Students who want to complete coursework at other colleges or universities should consult with an Academic Counselor BEFORE completing the work. ONCE YOU HAVE ENROLLED AT UCI, YOU MAY NOT TAKE COURSES AT ANY OTHER COLLEGE TO SATISFY THE UC ENTRY LEVEL WRITING REQUIREMENT OR ANY OF THE LOWER OR UPPER DIVISION WRITING REQUIREMENTS.

GRADUATION: Graduation is NOT automatic. You need to apply for graduation online at least two quarters prior to the date you wish to graduate. In Physical Sciences, applications will be accepted after that time, but students who apply late may not be considered for honors, included in the commencement program, commencement ceremony, etc.

CAREER CENTER: Resource libraries, workshops, career fairs and more are available to help address your most pressing career, major, or grad school concerns. http://www.career.uci.edu/

UC ENTRY LEVEL WRITING REQUIREMENT: This requirement MUST be satisfied before the beginning of your fourth quarter of enrollment at UCI. If it has not been satisfied by that time, you may not be eligible to continue as a student. Students requiring Academic English coursework must begin those classes within their first two quarters at UCI. Students must enroll in a course which satisfies the Entry Level Writing requirement in the quarter following completion of the last Academic English class.

The Academic Counselors in the Physical Sciences Student Affairs Office are here to help you with your academic problems but we can't perform miracles; therefore, take care of your academic business on time before deadlines!!!