

John Muir College

Transfer Handbook

2013-2014



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Welcome to Muir

A WELCOME FROM THE PROVOST

The clearest way into the Universe is through a forest wilderness. — John Muir

Welcome to UCSD and to John Muir College! All of us at Muir are delighted that you've made the decision to join us and congratulate you on your acceptance. We welcome you as one of the newest members of our community and we hope that you'll take the opportunity to connect with both staff and students at Muir.

As a transfer student, you're not just coming to another school — you're launching a new phase of your college experience as you start to work more intensively in your major field and to prepare for your eventual career. You're ready to begin taking advantage of the opportunities that a major research university such as UCSD has to offer, whatever your interests might be. UCSD's world-class faculty is your most important resource. Get to know your professors and explore opportunities such as the Faculty Mentor Program that lets you work side by side with the faculty and gain first-hand experience of the career you hope to pursue. Muir's Academic Advising staff and the staff and faculty advisors in your major departments can show you how. Don't wait! The next two to three years will go by like a flash, so get started right away.

One more piece of advice — get involved. You'll hear this a lot at Muir. There are many good reasons. Getting connected with college organizations will help you get to know people, feel part of the community, and develop networks of friends and colleagues that can be a support system for you even long after you graduate from UCSD. Involvement in college and campus organizations can also help you develop leadership and organizational skills that may be just as important as your academic performance in landing the job you want or persuading graduate and professional schools that you're the candidate for them. So I urge you not to treat your classes as a "job" that you commute to and then head home. Muir College and UCSD have more to offer than that — don't miss out!

While many of you have come from community colleges out of high school, others may have deferred college because of family, military, and other commitments. Our staff is committed to working with students from *all* backgrounds to ensure the best possible experience. John Muir College is committed to fostering a diverse community. Remember that the staff at Muir College, whether in Academic Advising, Student Affairs, Muir Writing, or Psychological Services, is here to help you get where you want to go (maybe even help you figure out where that is). We look forward to getting to know you. Good luck. Work well. (And get involved!)

Sincerely,



John Moore, Provost



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WHAT IS A PROVOST?

Academic and administrative head of the college, with responsibility for the Muir Academic Advising Office, the Muir Student Affairs Office, the Muir College Writing Program, the Residential Life staff, and other centralized services.

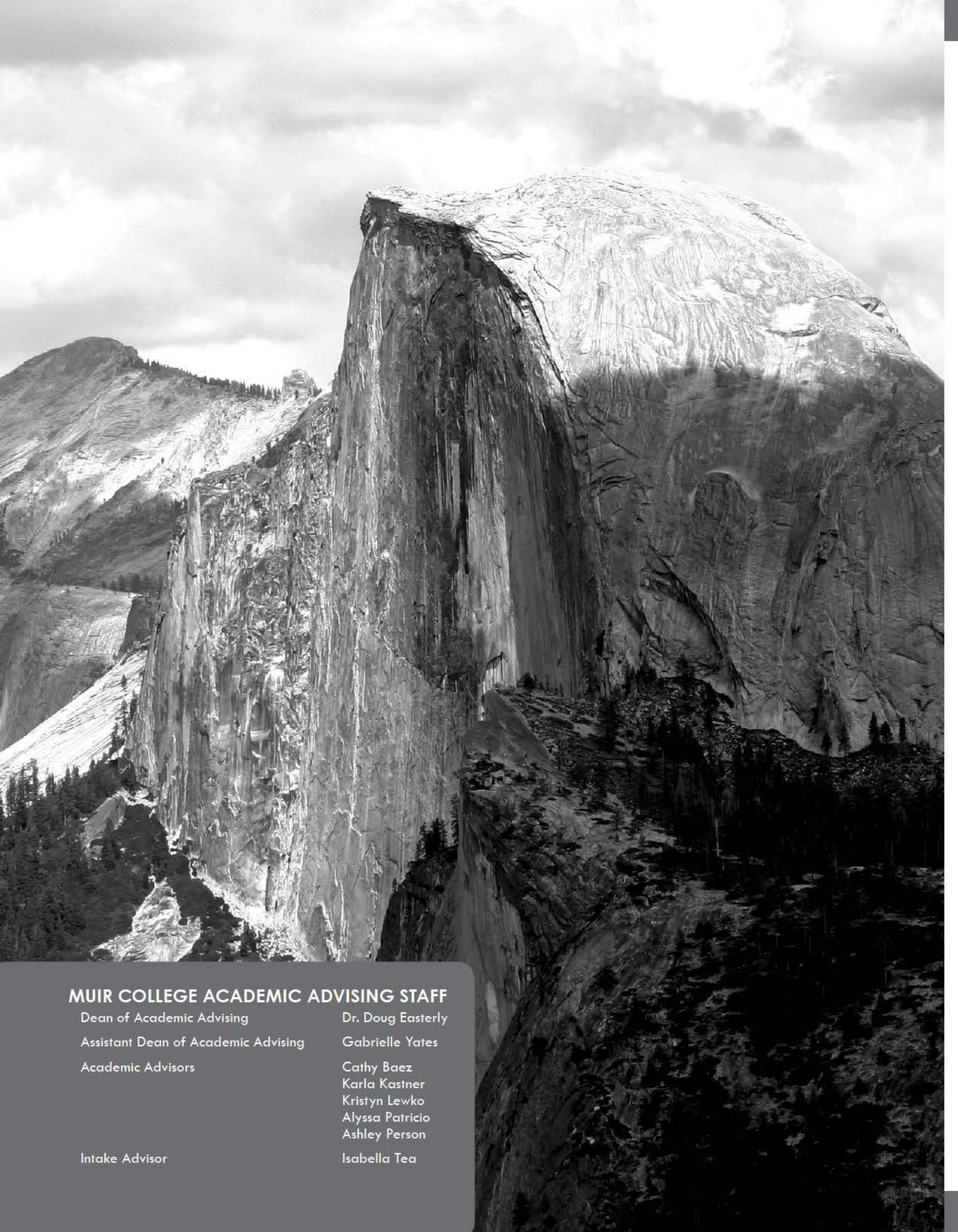
Tenured member of the UCSD faculty; evaluates faculty for promotion based on their contribution to undergraduate education.

Overseer of Muir College curriculum and graduation requirements; develops academic enrichment projects for Muir's undergraduates.

AFFIRMATION OF DIVERSITY

We of John Muir College of the University of California, San Diego, seek to achieve a college population that is as diverse as the society we serve. Diversity is an integral part of excellence: our commitment to excellence includes a commitment to diversity. An excellent education includes constant access to a variety of ideals, customs, and values. In providing that access, we help students become effective citizens and leaders in a society enriched by many cultures.

John Muir College enjoys an atmosphere of friendliness and informality. We encourage and expect humane interaction and respect for others, regardless of personal characteristics such as race, gender, age, ethnicity, physical or educational challenge, sexual orientation, or religious beliefs.



MUIR COLLEGE ACADEMIC ADVISING STAFF

Dean of Academic Advising

Dr. Doug Easterly

Assistant Dean of Academic Advising

Gabrielle Yates

Academic Advisors

Cathy Baez
Karla Kastner
Kristyn Lewko
Alyssa Patricio
Ashley Person

Intake Advisor

Isabella Tea

Academic Advising

WELCOME FROM ACADEMIC ADVISING

UC San Diego boasts both top-notch academic programs and top-notch undergraduate students. Because we are a **large school** with **complex requirements** and **many resources** for students, Muir College Academic Advising is here to help you **navigate the complexity** of the university experience.

WHAT IS ACADEMIC ADVISING?

Academic Advising provides you with the opportunity to get **accurate information** on your **degree requirements, educational options, resources, and choices** to make **informed decisions** on your future. While we provide you with guidance, it is your responsibility to take the lead by communicating with an advisor on a regular basis, researching your interests, taking responsibility to understand your degree requirements, and taking advantage of resources for your success.

YOUR MULTIPLE ADVISING OPTIONS

UC San Diego has a **de-centralized** model of academic advising. Rather than having a single office responsible for all advising, you will have **multiple advisors** with **specialized roles**.

- Your **Muir College Advisor** is usually your first stop. She or he will help you with general **planning; identifying** possible **major, minor, or GE** options; helping you **understand your degree audit**; and helping you **navigate all of your options** for advising or support services.
- Your **Major Department Advisor** will be just as important. She or he will help you with understanding **when courses for your major are offered**, the **order** in which you should take classes to graduate on time, and **identifying courses** to fulfill your interests or goals.
- You may also meet with advisors in the **International Center** to discuss your plans for **study abroad**; in the **Career Service Center** to help you prepare for the **job market or graduate school**.
- Finally, some students will identify a **faculty advisor or mentor** to help them plan for their future academic plans. Though some majors or programs may have a formal faculty advisor, faculty mentoring is **usually informal**, and you will need to **take the initiative to meet faculty** whom you admire or would like to be your mentor.

The key to making the most of your advising experience is making an effort to meet with advisors on a regular basis with clear questions and goals for each session.

MUIR COLLEGE LEARNING OUTCOMES

Muir College's General Education requirements provide students with an in-depth exposure to the principal branches of human knowledge with whose methods of inquiry educated scholars and citizens should be familiar. To this end, students are required to take one three-course sequence from a specified list in the Social Sciences; one three-course sequence from a specified list in Mathematics (Calculus) or the Natural or Physical Sciences; and two three-course sequences from specified lists in two of the following: Humanities, Foreign Language, and Fine Arts. The three-course sequence insures that students receive more than a superficial experience of each of these disciplinary areas. To train students to read and write critically, students are further required to take a two-course sequence in university-level writing through the Muir College Writing Program.

USING YOUR TRANSFER HANDBOOK

Your *Transfer Handbook* is the **first tool** for **understanding** UCSD's academic **requirements, regulations, and resources**. It's filled with **answers to common questions**, but it won't take the place of meeting with an advisor on a regular basis.

COME VISIT OUR OFFICE

We look forward to working with you throughout your academic career!

Doug Easterly, Dean of Academic Advising; Gabrielle Yates, Assistant Dean of Academic Advising; Cathy Baez, Karla Kastner, Kristyn Lewko, Alyssa Patricio, Ashley Person, Academic Advisors; Isabella Tea, Assistant Academic Advisor; and our team of student interns and peer advisors.



Muir Advising Team

ACADEMIC ADVISING OFFICE

ADVISING SERVICES

Walk In Advising

"Walk In" advising provides 15-minute walk-in sessions for those who:

- Need to discuss next quarter's scheduling
- Want to discuss adding or dropping a class
- Need clarification of Muir's General Education requirements
- Need clarification of lower division major requirements
- Have other immediate concerns

Advising Appointments

Advising appointments are ideal for continuing students and provide 30-minute sessions for those who:

- Want to discuss major or minor options
- Want to discuss an academic plan to graduate (available for students starting in their second year)
- Have other immediate or long-term concerns
- Need a degree check
- Have an academic hold or are in academic difficulty



Virtual Advising Center

If you have a brief question, you can submit it at any time via the Virtual Advising Center at <http://vac.ucsd.edu>.

A Muir academic advisor will answer your question within three business days. If you have a complex question, you may be directed to make an appointment so that we can give you a more thorough response.

ACADEMIC ADVISING HOURS

Appointments and Walk In advising are usually available according to the schedule below from 9:00a.m. – 11:00a.m. and from 1:00p.m. – 3:00p.m. except on Tuesday mornings and Thursday afternoons. **No advising is available during these times.**

WEEK	WALK INs	APPOINTMENTS
1	Monday – Friday	None
2	Monday – Friday	Monday – Friday
3-5	Friday	Monday – Friday
6-9	Monday – Friday	Monday – Friday
10	Friday	Monday – Friday

Please refer to the Muir Advising website for an up-to-date schedule.

CONTACT INFORMATION

Muir College Academic Advising Office

2126 Humanities and Social Sciences Building (H&SS)

9500 Gilman Drive

La Jolla, CA 92093-0106

Hours: M- F, 8:00a.m. – 12:00p.m.; 1:00p.m. – 4:30p.m.

Phone: (858) 534-3580

Fax: (858) 534-8183

Website: <http://muir.ucsd.edu>

Like the Muir Academic Advising Facebook page:

<http://www.facebook.com/ucsdmuiradvising>

ACADEMIC HONORS

CALEDONIAN SOCIETY

The Caledonian Society is the Muir College Honor Society. Muir's founding provost, John Stewart, named the society for Caledonia, the name the ancient Romans gave to Scotland in honor of John Muir's original home. Muir students with senior standing (135 units) and a cumulative GPA of 3.8 or higher are eligible for membership.

STEWART SOCIETY

The Stewart Society honors graduating Muir seniors who transferred to UC San Diego from community colleges and from other four-year colleges and universities and who have excelled academically at UCSD. Each Spring, students who are eligible to graduate no later than the following Fall quarter and who have achieved a cumulative grade point average of 3.8 or above in their UCSD courses are invited to membership.

The Stewart Society, named for Muir's founding provost John L. Stewart, was established in 2012. New members of the Stewart Society are inducted into membership at a luncheon held each year shortly before Muir's June Commencement ceremony.

DEPARTMENTAL HONORS

Each department sets its own criteria for departmental honors, which may require additional course work, minimum GPA requirements, and research or thesis work. If you wish to graduate with departmental honors, you should speak with your major department.



LATIN HONORS

To be eligible for Latin Honors at graduation (Cum Laude, Magna Cum Laude, Summa Cum Laude), you must complete 80 letter graded units and be in the top 14% of the graduating class. The top 2% will receive Summa Cum Laude, the next 4% receive Magna Cum Laude, and the remaining 8% receive Cum Laude.

PHI BETA KAPPA

Phi Beta Kappa is the oldest, most prestigious honors society for undergraduates in America. Minimum criteria for UCSD, Sigma Chapter consideration include:

- Enrollment at UCSD for 60 quarter units, 50 of which must be letter-graded
- Successful completion of a minimum of 160 total quarter units, including transfer credit
- Cumulative GPA of 3.65 or higher
- Strong grounding in humanities (at least six courses in history, literature or philosophy)

- Completion of college-level courses in mathematics or quantitative science
- Proficiency in a second language

PROVOST HONORS

Provost Honors will be granted each quarter to any student with a GPA of 3.5 or higher in at least 12 letter-graded units with no D, F, or NP grades reported for that quarter.

2-PASS ENROLLMENT PROCESS AT UC SAN DIEGO

Beginning Winter quarter, New Transfer Students will follow the 2-Pass enrollment process.

First Pass (you will be issued a FIRST PASS enrollment time)

- Students may only enroll in 11.5 units within a 48-hour time frame
- Wait lists are not available during First Pass
- Students who do not enroll during First Pass must wait until Second Pass to enroll, including priority students.

Second Pass (you will be issued a SECOND PASS enrollment time)

- Students may enroll up to 19.5 units during their second pass, including wait-listed courses
- As of the first day of instruction, students may enroll up to 22 units

ACADEMIC EXPECTATIONS

Professors at UCSD assume that students will spend two hours outside of class for every hour in class—and perhaps more to achieve a strong grade in the course. This means that students taking the minimum 12 units of course work for full time standing would be spending 12 hours in class and 24 hours outside of class for a total of 36 hours per week. You will need to take this into account when planning your courses and when planning outside commitments to work, family, volunteering, etc.

All faculty and teaching assistants hold office hours, but there are few tutoring resources on campus. Students are expected to use discussion sections and office hours to supplement their own personal study, and to actively seek out services and advocate for themselves.

Students are expected to complete a minimum of 36 units per year for full-time status, though completion of 45 units per year will generally be required for a timely graduation. Students are expected to maintain a GPA of 2.0 or higher in all their classes and in the upper-division courses for their major.

WORKING AND FULL-TIME STUDY

At UCSD, the average student works approximately 12–15 hours per week in an outside job. Students sometimes work more than that, but we recommend that students work no more than 20 hours per week, though students often find this level of employment challenging. If you work 30 hours per week or more, you may be eligible for part-time study if you file before the end of the second week of enrollment.

ACADEMIC SUCCESS PROGRAMS

Many community colleges have large, comprehensive learning centers with free tutoring in every subject. However, given the broader academic focus of the UC, the campus provides limited learning skills support. You will need to learn to use new resources to succeed.

The first and most important resource to remember is office hours. Professors and TAs in every class will have office hours to provide one-on-one assistance for students. While this will not be the same as having a tutor, it will provide support for you in any courses.

Other services are spread throughout the campus. If you need help, start by talking with a Muir Academic Advisor. She or he can help you identify your needs and your options for support on campus.

SPECIAL ACADEMIC PROGRAMS

Academic Internship Program

The Academic Internship Program is located on the second floor of the Literature Building, Room 210. The program is designed to enhance a student's education by providing relevant and challenging off-campus fieldwork experiences. You must have a GPA of 2.5 or higher, 90 units, and 2 upper division courses completed to apply.

Dartmouth Exchange Program

The Dartmouth Exchange Program is a one-quarter exchange program with Dartmouth College in Hanover, New Hampshire. The program is open to all students who meet the eligibility criteria: 60 quarter units and a 2.5 or higher UCSD GPA. Students must return to UCSD for at least one quarter after attending Dartmouth. Courses taken at Dartmouth are treated as transfer units and will not count in the UCSD GPA. For more information, visit the Muir Academic Advising Office.

Morehouse/Spelman Exchange Program

Thurgood Marshall College sponsors this exchange program for all UCSD students for one full academic year or Fall quarter/semester or Winter and Spring quarters/Spring semester at either Morehouse or Spelman college, historically Black colleges located in Atlanta, Georgia. Students must have a 2.7 or higher grade-point average and have completed ninety quarter units. Information sessions are held during Winter quarter and the application deadline for the year and semester programs is mid-February.

Programs Abroad (EAP/OAP)

You may study abroad through the University of California's Education Abroad Program (EAP) and UCSD's Opportunities Abroad Program (OAP), earning academic credit toward your degree and gaining valuable international experience. EAP participants study at over 100 institutions in 35 countries, many for a full academic year, others for a shorter term. Most EAP programs require a 3.0 cumulative UCSD GPA and junior standing at the time of departure, but there are some exceptions. Language requirements vary by program.

OAP provides worldwide options sponsored by institutions other than UC. Eligibility requirements are set by the sponsor and vary widely.

EAP and OAP students may use their financial aid while abroad, and also may access more than \$250,000 in special study abroad scholarships and grants. The Programs Abroad Office located in the International Center has information and advising services to assist you.

UCDC Program

The UCDC Program is an academic internship program providing UCSD students with the opportunity to intern for a quarter in Washington D.C. while enrolling in UC courses and living in Washington Center. Applications for UCDC are available at the Career Services Center.

Special Studies Courses

These options include undergraduate teaching assistantships and opportunities to study topics not in the regular departmental curriculum. They include:

195 — undergraduate instructional assistantship (eight units can count toward graduation. 3.0 GPA required.)

196 — special honors courses; see your department.

197 — internships sponsored by some departments

198 — small group study courses with a particular professor

199 — individual study and/or research with a particular professor
Eligibility for special studies 197 – 199 requires ninety completed units, 2.5 UCSD GPA, and prior completion of any prerequisites stipulated by the instructor or the department. Please contact individual departments for information on 195s.

UCSD Extension

UCSD Extension offers a wide variety of courses that may complement your regular academic coursework. Because Extension grades and, in most cases, units are not transferable to UCSD, students should consult with a Muir Academic Advisor before taking a course through Extension.

ACADEMIC (DEGREE) REQUIREMENTS FOR GRADUATION

Every UCSD student must complete a set of requirements to graduate.

These requirements are divided into three general categories: Major Requirements, College Requirements, and University Requirements.

MAJOR REQUIREMENTS

(Talk to your major advisor about these):

□ Lower-Division Major Requirements

These are **not cleared by** completion of the requirements of the Intersegmental General Education Transfer Curriculum (IGETC), but may be cleared by appropriate transfer courses. You may need to talk to your major about petitioning to use your transfer courses for your major requirements.

□ Upper-Division Major Requirements

These are **not cleared by** IGETC, but may be cleared by appropriate transfer courses. You may need to talk to your major about petitioning to use your transfer courses for your major requirements. Remember that any courses taken at a community college only grant lower-division units.

COLLEGE REQUIREMENTS

(Talk to your Muir College advisor about these):

□ Muir College Writing Requirement

You must complete one or two courses, as noted on the next page.

□ General Education Requirements

See chart on next page.

□ Upper-Division Unit Requirement

All Muir students must complete 72 upper-division units, regardless of your major. This will probably require extra upper-division elective courses beyond your major.

UNIVERSITY REQUIREMENTS

(Talk to your Muir College advisor about these):

□ UC Entry-Level Writing Requirement

This should have been completed as part of the terms of your transfer admission to the University.

□ Diversity, Equity, and Inclusion

Students must complete one course exploring issues of diversity, equity, and inclusion. To clear this requirement, students must complete one course from the approved list of courses with a grade of C- or better, or with a grade of P. See the UCSD catalog for more information.

□ American History & Institutions

Most students have cleared this with a year of high school U.S. History or Government with a grade of C or higher, or by completing a college course in U.S. History or Government. If you haven't done either of these things, talk to a Muir academic advisor to see what you need to do to clear this requirement.

□ Unit Requirements

You must complete a minimum of 180 total units to graduate.

You may complete a maximum of 200 units for a B.A. or B.S., 230 for a B.S. in engineering, or 240 for an approved double major.

□ Senior Residency Requirement

You must complete 35 of your last 45 units at UCSD as an enrolled Muir College student.

□ Pass/No Pass Limit

You are allowed to take up to 25% of your UCSD units using the P/NP grading option. P/NP units count toward your total units completed, but not toward your grade point average. Note that Muir Writing courses and courses for your major must be taken for a letter grade.

□ GPA Requirement

You must have a minimum cumulative UC GPA of 2.0 or higher to graduate. Most majors will also require a minimum GPA of 2.0 in your major courses.

□ Latin Honors At Graduation

You must have at least 80 letter-graded UC units to qualify for honors at graduation.

□ Minimum Progress

You must complete at least 36 quarter units per academic year.

□ Applying to Graduate

You must apply to graduate online at <http://degree.ucsd.edu> — your graduation will not be processed automatically.



COLLEGE REQUIREMENTS BY TRANSFER TYPE

IGETC	UC Reciprocity	All Other Transfers
<p>If you enter UCSD with IGETC certification, you will need to complete:</p> <p><input type="checkbox"/> 1 Muir writing course (MCWP 50 or MCWP 125)</p>	<p>If you complete all of the requirements of your general education or breadth requirements at another UC campus before you transfer, ask your original UC campus advising office to submit a letter of reciprocity to Muir College. Based on that letter, we will waive our GE sequences, and you will need to complete:</p> <p><input type="checkbox"/> 2 Muir writing courses (MCWP 40 and 50)</p>	<p>Students without certification or reciprocity will need to complete:</p> <p>Muir College Writing Requirement</p> <p><input type="checkbox"/> MCWP 40 <input type="checkbox"/> MCWP 50</p> <p>General Education (GE) Sequences 4 year-long GE sequences. A sequence must consist of at least 1 year of course work in a single subject. You cannot mix and match different subjects in a GE sequence.</p> <p><input type="checkbox"/> Area I: Social Sciences (Anthropology, Cognitive Sciences, Critical Gender Studies, Economics, Ethnic Studies, Linguistics, Political Science, Psychology, Sociology, Urban Studies and Planning)</p> <p><input type="checkbox"/> Area II: Math or Natural Sciences (Calculus, Biology, Chemistry, Environmental Studies, Scripps Institute of Oceanography, Physics. Statistics may not be used for this requirement.)</p> <p><input type="checkbox"/> Area III: Choose from 2 of the 3 areas below</p> <p>Fine Arts (Art History, Music, Theatre or Visual Arts. Art studio and music performance courses cannot be used for this requirement)</p> <p>Foreign Language (Must be satisfied with course work or AP/IB credits. This is not a proficiency requirement, but a course work requirement.)</p> <p>Humanities (History, Literature, Philosophy other than logic, or Third World Studies)</p> <p>You will need to meet with an academic advisor in fall to see how your transfer units may apply to these GE sequences.</p> <p>General Education Overlap A maximum of three courses may be used for both your G.E. and major requirements.</p>
Partial IGETC	UC Transfer without Reciprocity	
<p>If you complete all but one or two courses for your IGETC certificate before you transfer to UCSD, you may qualify for a Partial IGETC certificate.</p> <p>You will need to fulfill courses matching the missing areas from your IGETC before we will treat you as having completed IGETC as noted above.</p>	<p>If you do not complete all of the requirements of your general education or breadth requirements at another UC campus before you transfer, you will need to complete the GE courses in the column to the right.</p>	
<p>Muir College Writing Program</p> <p>The Muir College Writing Program requirement is not satisfied by community college courses or with AP or IB credit, even if your previous college accepted those units to satisfy its writing requirement.</p> <p>Some UC courses have been approved to clear Muir College Writing Program requirements. We will consider other courses from 4-year colleges or universities by petition with a copy of the course description, syllabus, and copies of final drafts of papers from the course.</p> <p>Transfer students have priority to enroll in Muir College Writing Program courses for their first 3 quarters only. After that, you will have to be on a wait list. If your transcripts and other documents are in order, we will authorize you to enroll for your first quarter. If you don't enroll in fall quarter, you will need to talk to the Muir College Writing Program before your enrollment date to be authorized to enroll.</p>		
<p>All students must complete 72 upper-division units.</p>		

DEGREE AUDIT REPORTING SYSTEM (DARS)

READING YOUR DEGREE AUDIT

The degree audit is a tool your academic advisors use to track completion of all your degree requirements. You can find your degree audit on TritonLink (<http://students.ucsd.edu>). We recommend that you make an appointment to go over your degree audit with an academic advisor after being at UC San Diego for two years and declaring your major.

Degree Audit Reporting System (DARS)

Access your degree audit on TritonLink.

UNIVERSITY OF CALIFORNIA, SAN DIEGO

As of 09/24/2010 6:03 PM

Degree audits are updated periodically. Make sure you know if your audit is up-to-date by looking here!

Name: Muir, John
ID: A0122334
College: John Muir College

UC GPA: 0.000
Total Units Completed: 12.50
UC Graded Units: 0.00

Major: Psychology

You are responsible for completing all graduation requirements. Please report any errors in column 1 to your major advisor. Report any errors in column 2 or 3 to your college academic advisor.

Department Requirements

(PC26) PSYCHOLOGY - BA

Lower Division Requirements

> 1) Natural Science - Req'd

> 2) Formal Skills - Req'd

SP10 MATH 10A 4.5 TP

FA10 MATH 10B 4.0 WIP

> 3) Programming - Req'd

> 4) Statistics - Req'd

Upper Division Summary - Not Complete
(UC tnfr is not calculated in with GPA)
12.0 ATTEMPTED HOURS 0.0 POINTS
0.000 GPA

Upper Division Requirements

Earned: 0 Courses

>Needs 12 Courses

> 1) Core Courses - Req'd
Needs 3 Courses

> 2) Electives - Req'd
Needs 7 Courses

Major UD Requirement

> Minimum of 48 Upper Division - Req'd
In Progress units included
Needs: 48.0 Units

Additional Upper Division Courses

This column shows a list of your major requirements.

If a section appears in **Blue** that portion of your major is already either complete or you are enrolled in courses that complete that requirement.

If a section shows up in **Red**, you still must complete that requirement.

Questions about this column should be directed to your **major department advisor**.

College Requirements

MUIR GENERAL EDUCATION

1) Muir Writing 40

FA10 MCWP 40 4.0 WIP

> 2) Muir Writing 50 - Req'd
Needs 1 Course.

> 3) U.S. Cultural Diversity

CATEGORY I

> 1) Social Science - Req'd

Complete three courses from here

FA10 PSYC 2 4.0 WIP

Needs: 2 Courses

CATEGORY II

> 1) Math/Natural Sciences - Req'd

SP10 MATH 10A 4.5 TP

FA10 MATH 10B 4.0 WIP

Needs: 1 Course

CATEGORY III

****COMPLETE 2 AREAS****

> 1) Fine Arts - Req'd

FA10 VIS 22 4.0 WIP

Needs: 2 Courses

> 2) Humanities - Req'd

Needs: 3 Courses

> 3) Foreign Language - Req'd

Needs: 3 Courses

WORK IN PROGRESS

> The following courses have not been graded - Req'd

FA10 VIS 22 4.0 WIP

FA10 MATH 10B 4.0 WIP

FA10 MCWP 40 4.0 WIP

This column shows your G.E. and optional minor requirements.

If a section shows up in **Blue**, that portion of your G.E. is already either complete or you are enrolled in courses that complete that requirement.

If a section shows up in **Red**, you still must complete that requirement.

Questions about this column should be directed to your **Muir Academic Advisor**.

WIP means "Work In Progress" John is currently enrolled in MCWP 40.

All 3 areas will show as options until 2 areas are completed.

University Requirements

Degree and Diploma Application

>You must file a DDA by deadline - Re <http://degree.ucsd.edu>

Required Upper Division Units

> Take at Least 72 Units - Req'd

In Progress units included

Needs: 72.0 Units

UC Writing & AHI

UC Writing (Basic Writing) Complete

AHI Complete

Maximum of 25% Pass/No Pass

Senior Residency

Currently in compliance

At least 35 of your last 45 units are from UCSD.
(45.0 Units Taken)

Bachelors Degree Unit Requirement

180 units required to graduate
Refer to "Total Units" in Header.
This value does not include Work in Progress (WIP).

Overall GPA

Acceptable overall GPA for graduation is a 2.0

Prepared By: MUIRADVISING

University Requirement Completion

Approval #

Date

Additional Lower Division Courses Transfer

SP10 AP EC3 8.0 tP Engl Lang Comp

This column shows your graduation and University requirements.

If a section shows up in **Blue**, that portion of your University Requirements is already either complete or you are enrolled in courses that complete that requirement.

If a section shows up in **Red**, you still must complete that requirement.

Questions about this column should be directed to your **Muir Academic Advisor**.

Degree and Diploma Application will not show until 135 units are completed.

ACADEMIC PLANNING

NAME: _____ DATE: _____

MAJOR: _____ OPTIONAL MINOR: _____

	FALL _____	WINTER _____	SPRING _____	SUMMER _____	
					units
completed units					UD courses

	FALL _____	WINTER _____	SPRING _____	SUMMER _____	
					units
					UD courses

	FALL _____	WINTER _____	SPRING _____	SUMMER _____	
					units
					UD courses

	FALL _____	WINTER _____	SPRING _____	SUMMER _____	
					units
					UD courses

I have accounted for completion of the following requirements:

- ☐ Muir GE requirements ☐ Muir Writing ☐ Diversity Equity and Inclusion (DEI)
☐ Major Requirements ☐ Optional Minor (if applicable)
☐ 72 Upper Division units (18, 4-unit courses) ☐ 180 total units (minimum required to graduate)

Total Units: _____

All entries are dependent on course offerings for the given quarter and subject to availability. It is the responsibility of the student to verify that pre-requisites for a course have been met and to evaluate progress in the major with the appropriate department advisor.

Additional graduation requirements include:

- ☐ a maximum of 200 units for a single major, 230 for a B.S. in Engineering, and 240 for a double major
☐ a maximum of 4 units for each category of undergraduate seminars (87's, 90's, 192's) may be applied towards graduation
☐ a GPA of at least a 2.0 in both major and cumulative UC coursework
☐ Residency requiring that 35 of your last 45 units are taken at UCSD
☐ No more than 25% of your total UCSD units taken P/NP
☐ UC requirements of ELWR (English composition) and American History and Institutions (AH&I)
☐ UC requirement of Diversity, Equity, and Inclusion (DEI)
☐ Eligibility for Latin Honors at graduation requires a minimum of 80 letter-graded UC units
☐ Minimum progress towards degree objective requires completion of 36 units in an academic year
☐ Officially file to graduate online at degree.ucsd.edu no later than the posted deadlines

TERMS TO KNOW ... NOW

Academic Probation

Whenever you fall **below** a 2.0 GPA either during your most recent quarter or in all of your UC courses, you will be on Academic Probation. This is just a warning from the college that your GPA must improve or you may become **subject to disqualification**. If your GPA falls below a 1.5 you will automatically become Subject to Disqualification.

Academic Senate

The Academic Senate is the general assembly of faculty who determine campus policy regarding courses. The colleges and departments must follow the rules set by the Academic Senate.

ACMS

Academic Computing and Media Services is the office in charge of your campus email account, use of the campus network, and most of your computing needs.

CEP

The Committee on Educational Policy (CEP) is a committee of the **Academic Senate**. The CEP reviews academic policy, including requests for exceptions. They have final say on all academic policy matters. Some petitions must go to CEP for final approval or disapproval.

College

UCSD is divided into six undergraduate colleges. Each college has different general-education and graduation requirements, but all have the same options for majors and minors. Each college also has its own separate academic advising and student affairs offices.

Course Repetition

You can repeat courses only if you earned a grade of D, F, or NP. If you took it for a letter grade the first time, you must take it for a letter grade when you repeat the course. The first 16 units of course repetition will use the new grade for your previous grade for GPA credit, though both grades still appear on your transcript. If you received a grade of C- or higher, you are not eligible for course repetition. If you take the course again, it will be considered Duplication of Credit.

Dean

There are two deans at the college, the Dean of Academic Advising and the Dean of Student Affairs. The Dean of Academic Advising is the head of the Academic Advising unit and may need to approve certain types of petitions or exceptions to academic requirements. The Dean of Student Affairs oversees student life at the college.

Degree Audit (DARS)

The degree audit is a tool you can access on TritonLink. It will list all of your degree requirements, and note which ones you have satisfied, are currently in progress, and remain to be completed. Your academic advisor can help you learn how to read and use your degree audit.

Department

Departments are the bodies that offer courses in a specific subject. The department is in charge of major requirements, planning courses, and determining requirements in that subject.

Department Chair

The department chair is a faculty member who is the administrative head of a department. He/she or a representative has to approve most exceptions regarding courses in that department or exceptions to requirements for majors in that department.



Division

Majors are divided into divisions or schools based on academic discipline, such as social sciences, engineering, or humanities.

Duplication of Credit

You may receive credit for a course only once. If you take a course that you have already taken with a passing grade – whether it is through AP credit, transfer equivalents, or by repeating a UC course with a grade of C- or better, you will receive no credit for that course, it will not be counted in your GPA calculation, and it will be noted on your transcript as repetition of previous credit.

Elective

An elective course is any course taken that does not fulfill a specific general-education, major or minor requirement, but contributes to the number of units you have completed and to your grade point average. There is no specific list of elective courses. Many students will need to take elective units to fulfill the University's unit requirements for graduation.

Final Exams

Most classes will require an examination in the 11th week of the quarter. This is often weighted more heavily than midterms. Final exams are often offered at different times and in different places than the rest of the course.

General-Education (GE)

General-Education (GE) courses are required at all six colleges. Each has a different set of general-education requirements. GE courses provide educational breadth in several subject areas with the intent of providing an educational experience that stresses critical thinking and communications skills across multiple disciplines.

GPA (Grade Point Average)

Grade Point Average is based on a four-point scale. UCSD counts only UC courses in GPA. There is no weighting of GPAs based on course content.

Honors

There are multiple kinds of honors available at UCSD. Seniors at Muir with a GPA of 3.8 or higher are eligible for the college honors society, the Caledonian Society. Several national honors societies also exist. The most prominent of these is Phi Beta Kappa.

In addition, each major offers a different honors program in the major. This typically requires a high GPA and completion of specific courses, an honors thesis, or similar additional work.

Finally, students graduating in the top of their class may qualify for Latin honors (cum laude), high honors (magna cum laude) or highest honors (summa cum laude) based on their GPA and 80 letter-graded UC units.

Incompletes

If you are passing a course and unable to complete the final assignment for good cause (such as illness, injury, or family emergency), you may request that a professor grant you an incomplete in the course. Professors are not obligated to grant an incomplete. If approved, you will be given a grade of "I" in the course. You must arrange a date to complete your final assignment, and your grade will be assigned once you have completed that assignment. After one quarter, your incomplete will become an "F" if you have not finished your final assignment by that time.



Individual Major

See Muir College Academic Advising for details on the Muir Special Projects major.

Latin Honors (See Honors)

Lower-Division

Lower-division courses are introductory courses, usually intended for first and second year students. These are numbered 1-99.

Midterms

Any exam that occurs in weeks 1-10 of the quarter is considered a midterm exam. Most will occur in class, though there are some out-of-class midterms. Such exceptions are noted in the schedule of classes when you sign up for the course.

Minimum Progress

Full-time UCSD students must complete a minimum of 36 units per year. This includes summer.

Office Hours

All Instructors and Teaching Assistants (TAs) hold office hours. Office hours are held in a variety of locations and offer you a chance to meet with a TA or instructor to ask questions, clarify assignments, review your progress, or ask about concepts or problems you need clarified.

Petition

A petition is a form used to request an exception to policy or requirements. Petitions for general-education requirements go to the college. Petitions for major or minor requirements go to the major or minor department.

Phi Beta Kappa

The oldest national honors society in the United States. Membership is by review of students' academic records — you cannot nominate yourself. At UCSD, you must show courses across several disciplines, which will require taking courses in mathematics, foreign language, humanities and science.

Professor

Technically, "Professor" is a specific title for instructors who have reached one of the top levels in advancement in both research and teaching.

Generally, however, most people refer to all instructors at UCSD as professors. Almost all UCSD professors teaching undergraduate courses have a Ph.D. and engage in some kind of research. Many are very prominent in their field of expertise.

Provost

The Provost is the academic and administrative head of the college. She or he will need to approve certain types of exceptions.



Subject to Disqualification

A student with a GPA below 1.5 in a single quarter or who is on academic probation for two or more quarters in a row will be subject to disqualification. If you are subject to disqualification, you must maintain a GPA of 2.0 or higher in the next quarter or you may be disqualified from the University.

Syllabus

A syllabus is a document given to you by an instructor that explains course expectations, grading policies, and assignments for the quarter.

Teaching Assistant (TA)

Your TA is typically a graduate student in the same field as the course you are taking. Your TA will lead discussion sections, grade assignments, and assume some of the teaching role for the class.

TritonLink

TritonLink is the campus-wide portal for academic and administrative information. You should check TritonLink regularly for information and campus updates.

UC-Transferable

A community college course may be UC-transferable. This means that the course has been approved to apply to your total units to graduate. The course



is not necessarily approved to be equivalent to any specific UC course, and may need to be petitioned to use as anything but elective credit.

Undergraduate Instructional Assistant (UGIA)

UGIAs are undergraduate students, usually juniors or seniors, who act as teaching assistants for a course.

Unit

Units are also known as credit-hours. This is a measure of how much time toward your degree for which you are given credit. Students are expected to complete a minimum of 36 units per year. However, in order to complete the minimum of 180 units required to graduate, a student must finish at least 45 units per year to graduate in four years.

Upper-Division

Upper-division courses are more advanced courses in an academic department. These are typically more narrowly focused and expect a higher level of work. Most upper-division courses are junior- and senior-level courses. Upper-division courses at UCSD are numbered 100 or higher.

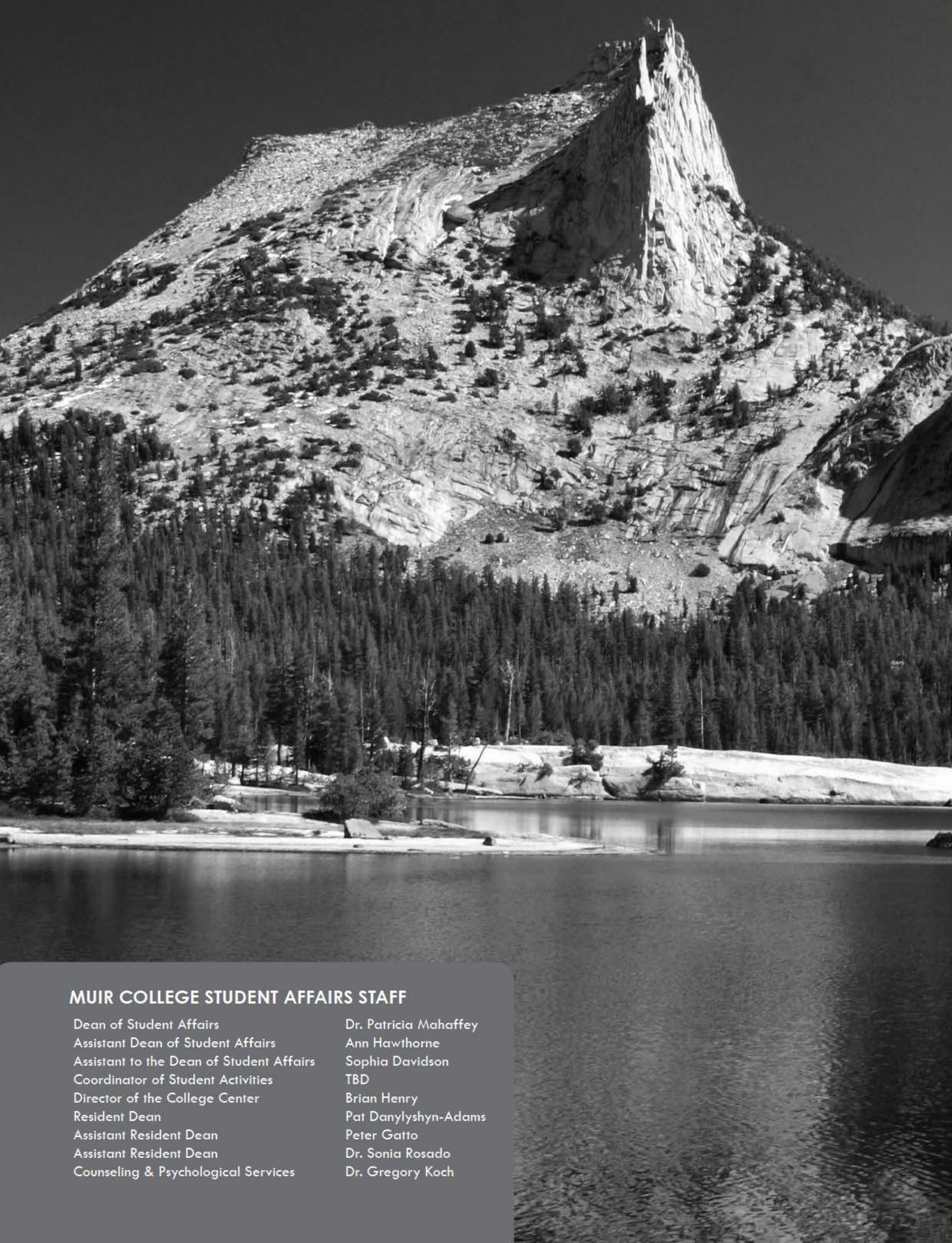
"W"

A "W" is noted on your transcript for any course you drop after Friday of the fourth week of the quarter or for labs you drop after the second lab meeting. A "W" is not necessarily considered a grade and does not factor into your grade point average. A "W" is not a negative, but students who have a regular pattern of "W"s on their transcripts may be viewed with some hesitation by graduate or professional schools who may read motivations into frequent "W"s — including a tendency to drop courses in order to inflate your GPA.

You may receive only one "W" in a particular course. If you re-take a course with a "W", you cannot drop that course after week 4.

Withdrawal

Withdrawal for a quarter drops you from all of your classes — though if you do this after week 4, you will still get "W"s in all of your classes. After you enroll in classes and pay fees, you must complete the online Request for Withdrawal e-form in order to drop all your courses.



MUIR COLLEGE STUDENT AFFAIRS STAFF

Dean of Student Affairs	Dr. Patricia Mahaffey
Assistant Dean of Student Affairs	Ann Hawthorne
Assistant to the Dean of Student Affairs	Sophia Davidson
Coordinator of Student Activities	TBD
Director of the College Center	Brian Henry
Resident Dean	Pat Danylyshyn-Adams
Assistant Resident Dean	Peter Gatto
Assistant Resident Dean	Dr. Sonia Rosado
Counseling & Psychological Services	Dr. Gregory Koch

Student Life

A WELCOME FROM THE DEAN OF STUDENT AFFAIRS

Welcome to Muir! The Student Affairs staff at the college is responsible for the quality of your co-curricular life at Muir. Our goal is to make being a Muir student so satisfying that you will persist at UCSD until you graduate. (And close to 90% of our students do!) We have a wonderful, inclusive community at Muir College which is reflected in a genuinely caring staff, a high number of students who engage themselves in the life of the college, our traditional programs, and a strong sense of Muir pride.

The Muir Student Affairs Office includes the Dean of Student Affairs Office, the Muir Residential Life Office, and the Muir College Center (aka MOM and POP). The staff is active in organizing special college-wide events, including Orientation, Welcome Week, Admit Day, and Commencement. The Student Affairs staff are responsible for advising Muir's numerous student organizations, program boards, production and publication staffs, and for providing leadership recruitment and training.

The Assistant Dean of Student Affairs, the Coordinator of Student Activities, and the Residential Life staff are great resources for advice on how to become involved in campus life. Additionally, Student Affairs staff members provide advice or assistance with (almost) any non-academic question or problem. They are well acquainted with campus resources and provide appropriate referrals. Visit, call, or email any staff member if you want to share your concerns, need advice on resolving almost any perplexing matter, or feel you've been mistreated anywhere on campus. On a less cheerful note, some students may work with myself or our Resident Dean to resolve allegations of violations of university regulations, academic or otherwise. See the Rights & Responsibilities section in this handbook for more details.

Patricia Mahaffey, Ed. D., Dean of Student Affairs

STUDENT AFFAIRS MISSION STATEMENT

The Muir College Office of Student Affairs is vital to the academic, research, and service missions of the University.

Through college-based services and programs, we foster and promote an appreciation of the environment and the intellectual, social, cultural, physical, psychological, and ethical development of our students.

The Muir College Student Affairs staff collaborate with the university community and the San Diego community in preparing and empowering students to achieve their academic and career aspirations while becoming active and constructive members of a diverse and changing society.

LOOKING TO GET INVOLVED IN THE COLLEGE COMMUNITY?

If you're looking to get involved in the college community, you've come to the right place! There are plenty of involvement opportunities at Muir. Check out pages 18-19. If you don't see a club or organization that meets your interests, you can start your own! Just see the Dean of Student Affairs for more information.

REASONS YOU MAY NEED TO SEE THE DEAN OF STUDENT AFFAIRS

Need to Withdraw from School?

If your motivation starts to lag; or if there's a family problem to which you must attend; or if you need to "drop out" for a while to save



Muir Student Affairs Staff

money; or, if for any other reason you'd like to put your education on the back burner for a while, then it makes perfectly good sense to take a leave of absence for a quarter or two. If for some reason you will not complete an academic quarter once it has started, then you cannot simply drop all your classes. Instead, you need to see the Dean or Assistant Dean of Student Affairs and file the necessary forms to withdraw from school: "Undergraduate Request for Withdrawal". As long as you're leaving "in good standing" (GPA of 2.0 or better), your return to Muir will be a simple matter. If you return after a brief absence (one quarter) you don't even need to apply for readmission; the Registrar's office will keep you on the books, and you can simply register for the coming quarter at the normal time. If you're gone longer, you will need to go through the readmission application formality (contact the Registrar's office for the form) and pay the appropriate fee.

Unless you are seriously ill, you must see the Dean or Assistant Dean of Student Affairs in person to withdraw. This exit interview is painless and quick, but essential. Call (858) 534-3587 to set up an appointment. Feel free to set up an appointment even if you just want to discuss your circumstances and you're not sure if you need to withdraw. As with individual course "drops," withdrawal is permitted until 4:30 p.m. on Friday of the ninth week of the quarter.

If you withdraw between the fifth and ninth weeks, all your courses will be listed on your transcript with "W" grades. A partial refund of fees is possible if you withdraw during the first thirty-five days of the quarter (the earlier the withdrawal, the larger the refund). If you withdraw on or before the first day of classes you are eligible for a full refund of fees paid.

Counseling and Psychological Services (CAPS)

If you are feeling anxious, depressed, lonely, or just need someone to talk to, Counseling and Psychological Services (CAPS) provides personal counseling as well as special focus groups and workshops at each UCSD college. The Central Office, (858) 534-3755, will schedule an appointment for you with a psychologist or sign you up with a counseling group. For your convenience, several psychologists (including an intern) are stationed at Muir. All counseling is confidential. Students experiencing academic or personal stress are encouraged to seek assistance from the counselors. For more information, go to: <http://caps.ucsd.edu>.

RIGHTS AND RESPONSIBILITIES

UC SAN DIEGO PRINCIPLES OF COMMUNITY

To foster the best possible working and learning environment, UCSD strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the University and the well-being of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UCSD community for his or her individual and unique talents, and applaud all efforts to enhance the quality of campus life. We recognize that each individual's effort is vital to achieving the goals of the University.
- We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We value the cultural diversity of UCSD because it enriches our lives and the University. We celebrate this diversity and support respect for all cultures, by both individuals and the University as a whole.
- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.
- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and we promote awareness through education and constructive strategies for resolving conflict.
- We reject acts of discrimination based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs, and we will confront and appropriately respond to such acts.
- We affirm the right to freedom of expression at UCSD. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality, and respect.
- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.
- We are committed to the enforcement of policies that promote the fulfillment of these principles.

We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the University and those communities we serve. By working together as members of the UCSD community, we can enhance the excellence of our institution.

POLICIES, COLLEGE AND UNIVERSITY

The University expects that ALL students will:

- Respect the rights, well-being and property of others,
- Respect the academic process, and
- Not interfere with University business, events, or activities.

It seems that there's a policy covering just about everything you can imagine; the University has a Policies and Procedures Manual that fills more than a yard of shelf space. Access to information and questions most frequently asked by students is available online through the official UCSD Student Conduct Code at http://students.ucsd.edu/student-life/_organizations/student-conduct/index.html

ACADEMIC INTEGRITY

The Academic Senate has publicized official regulations for UCSD regarding cheating, plagiarism, and similar slimy practices. As a member of an academic community, all faculty and students have the responsibility to uphold the academic standards of the University, and academic dishonesty is not tolerated.

You are encouraged to review this information carefully. There are many ways to cheat or plagiarize; all of them are unacceptable.

Presenting academic work to an instructor as your own, when it was really done by someone else (be it William Shakespeare or the kid in the next seat at your exam) is prohibited. Likewise, bringing a "cheat sheet" to an exam or peeking at lecture notes or a textbook during an exam is forbidden. Changing your answers on an assignment or exam after it was graded and returned to you, and then claiming that it was graded incorrectly, is another way to violate the Integrity of Scholarship regulations. Doing a computer assignment, lab assignment, or exam with someone else, when you're expected to fly solo, is also a violation. "Plagiarism" is a special form of cheating in which you copy words directly or rephrase ideas from someone else—or even from work you've done for another course—without giving proper recognition of your source.

Should questions arise about how to properly cite a source or for more information about academic integrity, please contact the Dean of Student Affairs, your professor, or stop by the Muir Writing Program Office. What follows includes portions of the "UCSD Policy on the Integrity of Scholarship," developed by the Academic Senate.

THE UCSD POLICY ON THE INTEGRITY OF SCHOLARSHIP

Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.



STUDENTS' RESPONSIBILITY

Students are expected to complete the course in compliance with the instructor's standards. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort. For example:

- No student shall knowingly procure, provide, or accept any unauthorized material that contains questions or answers to any examination or assignment to be given at a subsequent time.
- No student shall complete, in part or in total, any examination or assignment for another person.
- No student shall knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person.
- No student shall plagiarize or copy the work of another person and submit it as his or her own work.
- No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.

- No student shall alter graded class assignments or examinations and then resubmit them for re-grading.
- No student shall submit substantially the same material in more than one course without prior authorization.

For the full text regarding this policy please visit:
www.academicintegrity.ucsd.edu

WHAT ARE MY RIGHTS AND RESPONSIBILITIES?

The professor responsible for bringing forward the charge of academic dishonesty has the option of meeting individually with you prior to forwarding the case to the Academic Integrity Coordinator (AIC). The instructor must assign an "IP" for the course until the case is resolved. The Professor has the sole authority to dismiss or pursue charges of academic misconduct. Students are not allowed to drop from a course in which a charge of academic misconduct is pending.

You will be required to attend a meeting with the Dean of Student Affairs (Dean), during which s/he will review the procedures and invite you to ask any questions about the student conduct process. The Dean will explain the allegation(s) of academic misconduct against you and will invite you to participate in a discussion toward an informal resolution of the allegation(s). If you accept responsibility for the misconduct as alleged, the sanctions are twofold: First, an administrative sanction(s) will be proposed at the initial meeting with the Dean. This proposed sanction must be approved by the Council of Deans prior to the sanction being recorded. Second, the instructor will assign a grade for the course.

If you disagree with the charge(s) or deny any involvement in the misconduct as alleged, you have the right to a formal hearing before the Academic Integrity Review Board. The following information is intended to explain the process and help you understand your rights.

WHAT ARE THE POTENTIAL OUTCOMES?

The severity of the sanction is dependent on the nature of the offense and your disciplinary history.

Possible administrative sanctions include:

- Non-Academic Disciplinary Probation: written notice that if you engage in violations of the Student Conduct Code (including UCSD's Policy on Integrity of Scholarship) again during a specified period of time, you will incur more serious discipline (such as suspension or dismissal from UCSD).
- Suspension or Dismissal: termination of student status for a specified or indefinite period of time. Conditions for your return may be imposed and may require approval of the Chancellor.
- Educational Sanction with Fees: may include the Academic Integrity Seminar, a class coordinated through Academic Integrity Office. The seminar cost is \$75.00.
- Reflection Paper: A paper reflecting on expectations of students in college pertaining to academic integrity and honesty, citing appropriate sources.
- Exclusion From Areas of Campus/Official University or UCSD Functions: can be imposed, for cause, on a suspended or dismissed student.

Possible academic penalties may include (please refer to course syllabus): Failing grade on the assignment, quiz, or exam in which the cheating took place or a failing grade in the course.

Special Note: The grade you earn resulting from academic dishonesty remains factored into your overall UCSD GPA regardless if you repeat the course.

HOW CAN I PERFORM MY ACADEMIC WORK WITH INTEGRITY?

- Communicate with your professor, ask questions and thoroughly read the course syllabus.
- Have the courage to adhere to values of honesty, responsibility, trust, respect, and fairness.
- Prioritize long term goals over short term goals. i.e. It is easier to recover from a bad grade honestly earned, than a bad grade assigned for an integrity violation.

NON-ACADEMIC MISCONDUCT

University regulations are summarized below. These regulations correspond to subsections of the Student Conduct Code beginning with 22.14.10.10 as numbered below.

In addition, if it appears that a student has also violated federal, state, or local law, then s/he may also be referred to the criminal justice system for prosecution.

The University prohibits (on university property, or in connection with any university activity anywhere):

- Other Dishonest Behavior. Examples include giving false information to a university police officer, or reporting a false emergency (e.g., false fire alarm).
- Forging, altering, or misusing university documents, including records, keys, ID's, etc. One example is using a parking permit that was purchased by another individual (NOTE: permits are never transferable).
- Stealing, damaging, or destroying property; or possessing or selling stolen property
- Abusing computer facilities or time. University computer use policies are posted on the Web at <http://acs.ucsd.edu/lib/aup.shtml>.
- Misusing the name, insignia, or seal of the campus or the University
- Entering, possessing, or using University property, equipment, or resources without authorization
- Violating rules of University housing facilities
- Physical abuse, including conduct that threatens the health or safety of any person
- Battery, including physical abuse, unwanted touching, or fighting
- Sex Offenses, involving force/no consent, such as rape, sexual assault, or sexual battery
- Sex Offenses not involving force/with consent, such as statutory rape
- Sex Offenses such as indecent exposure, prostitution, or voyeurism
- Sexual Harassment. Refer to the Student Conduct Code (on Infopath, or at the Office of the Dean of Student Affairs), for the exact definition.
- "Stalking" another person
- Using "fighting words" to harass another person
- "Hazing", or other types of initiation activities that are likely to harm, degrade, or disgrace somebody
- Obstructing or disrupting teaching, research, administrative or disciplinary procedures, or other university business
- Disorderly conduct such as drunkenness
- Participating in a disturbance of the peace or an unlawful assembly
- Failing to identify yourself or comply with the directions of officials (university or otherwise) performing their duties; or resisting or obstructing officials as they try to perform their duties.
- Controlled substances: possessing, using, trying or actually manufacturing, dispensing, distributing, or selling them

DRUGS:

Aspirin can be purchased at the College Center or the UC San Diego Bookstore, and penicillin or other prescription drugs will be ordered for you by a Student Health Center physician and can be purchased at the Health Center Pharmacy. So-called "recreational drugs" are another matter altogether. The state of California (and the U.S. government) have classified certain drugs and substances as illegal, and those laws apply fully to UC San Diego students, including on-campus residents.

Flagrant use of drugs, for instance marijuana, is bound to come to the attention of residential security or a police officer. Occasionally students with a "green thumb" try to nurture a cannabis specimen in their window. If you're tempted to do so, just say no! Finally, being a student working your way through college is fine, unless you try doing it by being your friendly neighborhood dealer. Such entrepreneurship is, to put it mildly, frowned upon by the powers that be (to whose attention your behavior inevitably will come). See "Non-Academic Misconduct".

ALCOHOL CONSUMPTION:

Being on a university campus—and living in campus residential facilities—in no way negates California State Law regarding alcohol. State law prohibits the use of alcoholic beverages by anyone under the age of twenty-one. Campus policy further prohibits anyone from possessing or consuming alcohol—including beer—in public areas of campus, except under very carefully defined circumstances.

On-campus residents should check their Residential Life Handbook or consult with their Residential Life Office for information about further restrictions, such as UC SAN DIEGO's infamous "zero tolerance" keg policy. The bottom line: if you are under twenty-one, Thou Shalt Not Drink at UC SAN DIEGO!

- Alcohol: possessing, using, trying or actually manufacturing, dispensing, distributing, or selling alcoholic beverages unless in compliance with university policy or campus regulations
- Possessing or using fireworks
- Possessing, manufacturing, or using firearms or explosive devices without the prior written approval of the UCSD Chief of Police
- Possessing or using firearms or other weapons
- Violating conditions imposed in disciplinary action
- Violating conditions imposed in a written Notice of Emergency Suspension
- Selling or distributing course notes or related materials without authorization from the instructor

WHAT MIGHT HAPPEN IF I AM ACCUSED OF NON-ACADEMIC MISCONDUCT?

1. A written summary of the charges will be sent or handed to you. This summary will describe the nature, time, and place of the alleged incident. It will state the University regulation[s] allegedly broken, the name of the University official you should contact, a deadline by which to do so, etc. You should also receive a useful brochure titled "Essential Information."
2. At a preliminary meeting with the Dean of Student Affairs (or a member of the Student Affairs' staff), s/he will review the complaint and evidence, describe University regulations and disciplinary procedures, listen to whatever you volunteer to say, discuss your options, and refer you to individuals who are available to give you counsel and advice. An informal resolution of the complaint will be discussed at this time.
3. Informal resolution: Should you and the Dean of Student Affairs or staff member reach an informal agreement, then the penalties you accept will be imposed, and the process is concluded.

WHAT IF ATTEMPTS AT INFORMAL RESOLUTION ARE UNSUCCESSFUL?

- If an informal resolution is not reached, then the student exercises his/her right to a hearing before an appropriate hearing board or officer. Different "venues" and procedures may be involved, depending on the nature of the alleged misconduct. Muir College has a college-wide judicial board.

The Student Conduct Code and Muir's Essential Information brochure describe judicial board procedures, and outline the rights of a student accused of misconduct. Copies are available from the Dean of Student Affairs, Resident Dean, or Student Legal Services.

- "What if I am found not responsible?" Then you should suffer no negative consequences.
- "What if I admit responsibility, or I am found responsible?" Appropriate disciplinary sanction(s) will be imposed. Possible penalties include: warning; censure; loss of privileges; exclusion from activities; exclusion from areas of campus; restitution; fines; community service; a lowered grade or failure of a course in which you cheated; probation (residence halls, and/or college); suspension; dismissal.
- "May I appeal an unfavorable decision?" Yes. The Student Conduct Code specifies circumstances, procedures, and deadlines under which findings of responsibility, and/or specific sanctions imposed may be appealed to a higher authority.

STUDENT RECORDS AND CONFIDENTIALITY

You are the owner of any records the University may have on you, and therefore you control the access to these records. The most important such record is your academic transcript, which the Registrar keeps and updates regularly. Copies of your current transcript will be sent off-campus only at your written request. (To prove your sincerity, you pay a small fee for the service.)

Muir's Academic Advising Office has copies of petitions and other items that you have filed with the college, kept in your student file. Access to this file is strictly limited to those with legitimate educational interest (in practice, this means our Dean of Academic Advising, the Academic Advisers, and occasionally the Provost, Dean, or Assistant Dean of Student Affairs). Your file is open for your inspection, but if you ever bother to do so you'll find that it contains no surprises.

On-campus residents should consult with the Muir Residential Life Office for information about living on campus at Muir College.



ON-CAMPUS TRANSFER HOUSING: *THE VILLAGE*

The Village is a community of apartments and retail spaces designed especially for transfer students. The neighborhood consists of *Village West* and *Village East*, a total of 13 buildings, two of which are high rises with incredible ocean views. All of the resident apartment homes feature modern amenities and a sleek design aesthetic. The best part? A prime location—right on campus!

If you are interested in more information about living on campus at *The Village*, please call (858)534-9380 or email thevillage@ucsd.edu.

WELCOME TO THE MUIR COLLEGE CENTER

The Muir College Center is part of Stewart Commons, located in the lower quad. The College Center is comprised of several enterprises and services including MOM and POP, Muir Woods, El Portal, Half Dome, and Glacier Point. Stewart Commons is named after our founding Provost, John L. Stewart.

An integral part of the Muir community, the college center is a self supporting auxiliary of UCSD. Staffed by friendly, well informed undergraduates, the college center can be seen as a home away from home. More than just a series of buildings, it is a place where one can relax, meet with friends or professors, or investigate the many activities and opportunities available at Muir and UCSD.

THE MUIR COLLEGE CENTER CONSISTS OF:

“MOM”: The “Middle of Muir”— a one-stop shop for information and specialty items. Students can purchase tickets for upcoming events, stamps, or the occasional plant to spice up your room. There is also a large screen-television and comfortable sofa to catch up on the latest CNN report or update on your favorite soap. We also have a photocopy machine and computer stations which have been popular. A big hit for the students and their parents are the specialty baskets. Whether it's a birthday basket or get-well card or a bunch of fresh-cut flowers, you will find it at MOM.



“POP”: “Purveyor of Products” is a well-stocked sundry store, quite popular at Muir, where you can catch a bite to eat, buy a blue book, or browse through a large selection of snack items between classes. We offer a wide range of munchies and academic and non-academic essentials.

Muir Woods Coffee Shop: A great place to buy your morning java, Muir Woods continues to grow in popularity among its

clients. So, stop by and check your email, sit and browse through a magazine, or try one of our fresh pastries, great coffee, tea, or cocoa. Look for our special drink of the month.

El Portal: (AKA – the Org Cave): This space houses the publication space for the *MQ*, *Creative Mag* and *The Tramp*.

MEETING SPACE AT THE COLLEGE

(Reservable through Residential Live and the College Center):

Mariposa Room: A large space with a kitchenette and multiple tables.

Sequoia Room: Small meeting room with a large conference table.

Half Dome Lounge: Half Dome is a versatile room and hosts a number of student meetings and Muir functions. Located in the Muir Tuolumne Apartments, Half Dome includes a comfortable lounge and full demonstration kitchen. Visit the MOM desk for reservations and to check out the key.

Most students will visit the Center sometime during their tenure at UCSD. We are constantly looking for new products and services to aid the community we serve. Several ideas are on the table so tell us what you think. MOM's phone number is (858) 534-4418.



STUDENT ACTIVITIES INVOLVEMENT & LEADERSHIP

At Muir, it has become obvious that the students who seem happiest, accumulate strong GPAs, and persist through graduation are those who have found at least one co-curricular activity with which to supplement their academic pursuits.

On the following pages we provide a list of involvement opportunities open to all Muir students. They are complemented by close to 400 campus-wide student organizations. If anyone tells you “there’s nothing to do at UCSD,” they just haven’t opened their eyes!

COORDINATOR OF STUDENT ACTIVITIES

The Muir Student Affairs Office has a special staff member who focuses on student groups, organizations, and special events. Visit the office, located at MOM, for advice, assistance, or just to get acquainted, or call (858) 534-4965.

In this handbook you will find a list of Muir College traditions for each quarter. Some annual highlights include the Pumpkin Drop and Carnival, Family Day, Spirit Night, the Semi-Formal, Whale Watching, Casino Night, John Muir Week, Admit Day, *Muirstock*, and Commencement. There are a number of campus-wide special events, including several activities during Welcome Week (a huge All-Campus Dance, the “Unolympics”) and throughout the year (Winterfest, Sun God Festival, etc). Read flyers posted in college kiosks and in the residence halls and apartments, check at MOM, the Dean of Student Affairs Office, EDNA, and Campus Recreation for coming attractions, and read your MuirWords, (a weekly email to every Muir delivered to your UCSD account) and the Guardian regularly.

Just how can Muir afford to be so active, you ask? Muir was the first UCSD college to authorize a self tax (College Activity Fee) to increase college programs, activities, organizations, and productions. The \$11 quarterly fee was approved in a referendum in Fall of 2009. The College Council distributes the money to college organizations and funds college events.

If you would like help deciding how you can get involved, talk with your House Adviser, other student leaders, or stop by and chat with any member of the Student Affairs staff.

TRANSFER CONNECT & SUCCESS

The Transfer Connect & Success Program* is a 6 week program designed to connect new transfer students with faculty, staff and their fellow transfer peers while gaining a better understanding of college and university resources. This program is a fabulous way to start your experience at Muir College and UC San Diego off on the right foot! Weekly program topics include managing stress, professor expectations, study techniques and more. The Transfer Connect & Success Program is sure to advance you on your way to a fun and successful college experience! For more information contact Ann Hawthorne, Assistant Dean of Student Affairs, for more information.

*Please note that this program is only offered during Fall Quarter.

MUIR'S COUNCILS & BOARDS

Muir College Council (MCC): includes eighteen student members (including two A.S. senators) plus the Dean and his/her designate. Some positions are elected or appointed in Spring quarter, but others are filled during the Fall. This important organization sets various college policies, presents Muir student opinion where it will do the most good, and spends over \$90,000 a year on student activities and programs to make Muir great. Numerous appointments to campus-wide committees are made by MCC throughout the year. See the Dean of Student Affairs' assistant for details in H&SS 2126 or call them at (858) 534-3587.

Muir College Judicial Board (“J Board”): J Board serves as a fair and impartial peer hearing body for alleged non-academic university misconduct charges within the College. This is a great leadership opportunity for students considering a future in the field of law.

Applications accepted during late Spring Quarter. See Assistant Dean of Student Affairs Ann Hawthorne for more information.

Muir Commuter Council (M3C): This council is comprised of students (open membership) who initiate and run special activities for the two-thirds of Muir students who live off campus. M3C is best known for hosting a weekly free breakfast to Muir commuters. M3C also represents the Muir commuter population on important University issues relating to commuters such as parking, commuting, shuttle service, etc. If you commute to UCSD this is the perfect organization for you! Contact the Assistant Dean of Student Affairs, Ann Hawthorne.

Muir Residents' Council: This council consists of representatives from each house, plus the apartments. The Council sponsors dances, films, the annual Halloween Carnival, Muir's Spirit Night entry, each quarter's Burnout Center, etc. Contact Peter Gatto, Assistant Resident Dean. The council meets Monday evenings in Half Dome Lounge at 5:00 p.m.; all are welcome. Walk in, or contact the Residential Life Office for info.

PRODUCTIONS & PUBLICATIONS

Muir College has several student publications, including the MQ newspaper, an annual literary magazine, *Muir Creative Magazine*, and the *Tramp*—an environmental newsletter. See below for description and contact information.

A number of student newspapers are published on campus regularly, and others quite irregularly. Best known is the UCSD *Guardian*, a twice-weekly newspaper. A number of other special interest and student cultural groups publish occasional newspapers. All of these groups welcome your assistance. Check with the Center for Student Involvement (CSI) to learn how to make contact.

FOOSH: Full of laughs! Members will learn comedy improv techniques and perform comedy improv shows for the Muir and University community. If you like to laugh and make others laugh, this is a great organization for you. No experience necessary. Contact Assistant Dean of Student Affairs, Ann Hawthorne.

Muir Creative Magazine: Muir has its own creative magazine, published each Spring, which features prose and poetry, photos, and artwork by Muir students. Staff positions are always open. Contact the Residential Life Office.

Muir Movie: The movie was a blockbuster hit this Spring with Muir students! The Muir Movie is a feature movie produced, written, and acted by UCSD students. All students are welcome to join, no experience necessary. Contact Assistant Resident Dean, Sonia Rosado.

Muir Musical Ensemble: This group presents a major production to the community each Spring, in UCSD's lavish Mandeville Auditorium. Past productions include *RENT*, *Into the Woods*, *Joseph and the Amazing Technicolor Dreamcoat*, *Sweeney Todd*, *Sunday in the Park with George*, *The Mystery of Edwin Drood*, *Little Shop of Horrors*, *Cabaret*, *Once on This Island*, *How to Succeed in Business Without Really Trying*, *Company*, *Hair*, *Once Upon a Mattress*, *Urinetown*, and *Kiss Me, Kate*. Contact Dean of Student Affairs, Patricia Mahaffey.

Muir Quarterly (MQ): Muir's student-produced newspaper involves students in writing, photography, layout, and editing of a popular publication. Visit the MQ on Facebook! For more information, contact Assistant Dean of Student Affairs, Ann Hawthorne.

School of Arts Revolution ("SOAR") at Muir: The group presents one or more plays – both classics and original works – to the community each year. Actors, folks behind the scenes, even writers are welcome! Contact the Coordinator of Student Activities, Connie Chang.

OUTREACH & SERVICE ORGANIZATIONS

Muir Environmental Corps (MEC): This group participates in environmental activities at the college and elsewhere. These include clean-up work projects in the mountains, on streams and beach bluffs; supporting recycling efforts around the campus and environs; and various educational activities with UCSD faculty. MEC also produces the quarterly environmental newsletter, *The Tramp*. Contact Dean of Student Affairs, Patricia Mahaffey.

Muir Volunteer Program (MVP): This committee is composed of Muir students interested in service activities, e.g., helping at local soup kitchens, food and clothing drives, tutoring at a local elementary



school, visiting senior citizens at a nearby nursing home, fund-raising for non-profit groups, and increasing awareness of community needs. Contact the Coordinator of Student Activities, Connie Chang.

S.T.I.T.C.H. (Students Taking Initiative To Crochet Hats): Each week students gather together and crochet hats which they give to homeless shelters, children's hospitals, and the elderly. You don't know how to crochet? No problem, they will teach you! Contact the Coordinator of Student Activities, Connie Chang.

GROUPS AND CLUBS

Commencement Committee: Muir's annual Commencement ceremony, like many other things at Muir, is planned by a student/staff committee. Their tasks include setting the program and auditioning student speakers. Contact the Student Affairs Office, (858) 534-3587.

John Muir Week Committee: Come help plan events to honor John Muir! Events have included beautification projects, art contests, birthday celebrations, and an organic lunch in honor of Muir. Contact the Dean of Student Affairs, Patricia Mahaffey.

Leadership Retreat Planning Committees: These committees work with the Assistant Dean of Student Affairs and the Coordinator of Student Activities to plan the college's annual Fall, Winter and Spring student leadership training retreats. Contact Assistant Dean of Student Affairs, Ann Hawthorne.

MED (Muir's Eventual Doctors): Are you considering a future in medicine or health but not sure if the field is right for you? This club is designed around medical discussions, presentations from prestigious keynote speakers, networking with other students, having fun, and much more. Join the club to find out more! Contact Assistant Dean of Student Affairs, Ann Hawthorne.

MOB (Muir Organizing Board): This essential college body allocates its very substantial budget in the most creative and fun ways imaginable. The activities it creates include dances, "Casino Night," and subsidized off-campus excursions. Contact the Coordinator of Student Activities, Connie Chang.

Muir Art Club (MAC): One of Muir's newest organizations, this club is for people who have a common love for art and an ability to express themselves through art while making new friends. Contact the Coordinator of Student Activities, Connie Chang.

Muir Bible Study: This student org focuses on developing their relationship with God and serving the spiritual needs of Muir's Christian students. Through weekly Bible studies, outreach events, community service projects, and simply hanging out, the members grow closer to each other and to God. Contact Assistant Dean of Student Affairs, Ann Hawthorne.

Muir Croquet: Play croquet with the provost! Each week, students gather on the Muir Quad to play nine-wicket croquet. It's a blast! See the Muir Deans Office for more information.

Muir Gourmet Club: Got culinary skills? Learn to be a top chef at Muir. This group meets weekly and plans cooking demonstrations, and shares food culture and anything else culinary! Contact Brian Henry, Director of the College Center.

Muirstock Committee: Every student loves *Muirstock*! *Muirstock* is held in April in the Muir Quad and is an all-day festival and concert highlighting a number of well known bands. Members of the committee secure funding, select bands, set up day-time activities, and run the show. Everyone is welcome! Contact Assistant Resident Dean, Sonia Rosado.

NERD: NERD fills the long-standing gap among organizations, catering to one of the biggest populations of youth today. NERD provides a welcoming environment for students interested in video games, computers, science fiction, tabletop gaming, and anything else through organized LAN parties and networking experiences. Contact Assistant Resident Dean, Peter Gatto.

Semi-Formal Committee: This committee plans the fabulous Muir Semi-Formal dance, usually scheduled for mid-Winter quarter. This is one of the biggest annual events at Muir. Contact the Coordinator of Student Activities, Connie Chang.



Senior Week Committee: Every Spring, a committee of graduating seniors meets to plan events to celebrate their upcoming, long anticipated graduation. Contact Assistant Dean of Student Affairs, Ann Hawthorne.

Sew Awesome: Interested in learning to sew? Each week, this group gathers to create a variety of sewing projects. Very popular these days, and all are welcome! See Peter Gatto, Assistant Resident Dean.

Tribe of Muir Transfers (TMT): TMT has a family-like atmosphere and focuses on the concerns and needs of transfer students at Muir College. TMT plans social events and activities throughout the year. If you are a transfer student, you should join this organization! Contact Assistant Dean of Student Affairs, Ann Hawthorne.

Triton Day Committee: This committee organizes an all-day extravaganza to inform prospective Muirons about the college. The event occurs in mid-April, in conjunction with campus-wide activities. The committee plans the schedule, which typically includes tours, outdoor activities, entertainment, and information sessions about Muir College's academic and student affairs resources. To participate contact the Coordinator of Student Activities, Connie Chang.

Weekends at Muir (WAM): Is dedicated to providing fun and engaging activities for all Muir students on the weekends. Contact Brian Henry, Director of the College Center.

Welcome Week Committee: Muir's Welcome Week Committee is responsible for planning every aspect to make it one of the most memorable experiences of your college career. From selecting an Unolympic theme to choosing the nightly entertainment, the Welcome Week committee makes it all happen! Planning starts during the Spring quarter. Contact the Coordinator of Student Activities, Connie Chang.

MENTORSHIP PROGRAMS

Muir Peer Mentorship Program: This program is designed to acquaint first-year students to UCSD, build a unique bond between a first-year Muir student and upper-class Muir students, encourage involvement and knowledge of Muir traditions and activities, and successfully transition first-year students from high school to the rigors of the University environment. Contact Assistant Dean of Student Affairs, Ann Hawthorne.

EMPLOYMENT/LEADERSHIP OPPORTUNITIES

College Center Assistants: MOM hires a dozen or more students each year to run the College Center (MOM, POP, and Muir Woods). They are selected in a rigorous screening process and serve the following academic year. In addition to their jobs, they advise the Center Manager about possible new programs and services. Contact the College Center Director for more information.



House Advisor Selection Committee: The Residential Life Office organizes and trains this group of students each year to assist in the selection of next year's HAs. An excellent experience for students who will ever apply for any job, anytime, anywhere! Contact Assistant Resident Dean, Sonia Rosado early Winter quarter.

House Advisors: Twenty-six positions are available in the Muir residence halls and apartments. HAs hold responsibility for programming, peer counseling and academic advising, administrative functions, and on-call emergency duty in the halls and apartments. The Resident Dean conducts the application process, which starts in November for positions beginning the following September. Muir students may also apply for resident advisor positions at the other UCSD colleges. Contact Assistant Resident Dean, Sonia Rosado.

Transfer Orientation Leaders (OLs): Each year Muir College hires eight students to serve as OLs to assist new students at the Transfer Orientation programs in August and mid-September. OLs are the "first friends" for many of Muir's newest students and they spend countless hours answering some of the most outrageous questions new students and parents ask about UC San Diego, Muir, academics, residential life, the meaning of life, etc. OLs participate in weekly training during the Spring quarter. Applications are available in early Winter quarter for the following August orientation programs. Contact the Muir Student Affairs Office for details.

College Interns: Muir hires three student interns to help support programming and community building efforts at the college. Two interns work with the Student Affairs Office, one specifically for Outreach & Support of our international and out-of-state students and the other for all Muir students. A third intern works with the Coordinator of Student Activities. See the Muir Student Affairs Office for more information.



TIPS FOR COMMUTERS & TRANSFERS

This Guide will help you with the ins and outs of commuting. Covering everything such as lounges, dining facilities, coffee shops, parking tips, downtime, and even commuter benefits! Best of all, this information is brought to you by commuter students- “the ones” who have already mastered the fine art of finding the best parking spot, free food, and much more. Enjoy the commuter benefits NOW that usually come from years of experience!

GET INVOLVED AT MUIR COLLEGE AND UCSD

With over 30 student organizations, Muir College offers a variety of ways for you to connect to the college. For a complete listing check out the Student Involvement section of this handbook.

Transfers

- Join TMT! The Tribe of Muir Transfers will connect you with other Muir transfer students. Participate in fun events such as barbecue, laser tag, kayaking, and more! Join the TMT Facebook page: *TMTed Out*.
- All Campus Transfer Association (ACTA) – Interested in meeting transfer students outside of Muir College? ACTA is a campus-wide organization, which represents and serves as an advocate for transfer students by providing transfer specific information, social activities, and a voice on the A.S. Council.

Center for Student Involvement (CSI)

- Learn about the over 350 campus-wide student organizations by visiting the Center for Student Involvement's Website: <http://getinvolved.ucsd.edu>.

UCSD Recreation

- Take a Rec Class! For more information about the enormous selection of Rec classes check the Recreation Website: <http://recreation.ucsd.edu>.
- Join an Intramural (IM) sport! If you'd like to play softball, basketball, soccer, floor hockey volleyball, and inner-tube water polo.
- Enjoy the outdoors? How about canoeing the Colorado River or rock climbing in Joshua Tree? Visit Outback Adventures for more details.
- Workout for free! The use of the UCSD sports facilities is FREE for all UCSD students. If you like to work out, you'll have the choice of three weight rooms and workout areas to choose from. Check the Sports Facilities Website for hours of operation: <http://sportsfac.ucsd.edu>.

Commuters

Come to a Muir College Commuter Council (M3C) meeting! If you commute to campus, this is the organization for you. Participate in fun activities, receive discounted tickets for events and meet other commuters!

All Campus Commuter Board (ACCB): Are you living off campus and interested in planning FREE activities for all commuter students? Are you motivated to make a difference in solving problems commuters face daily? Join the All Campus Commuter Board. Find out more information about ACCB meeting times, email commuter@ucsd.edu.

CAMPUS RESOURCES

- Bus sticker: Bus stickers get commuters free bus rides within a certain mileage radius from campus – perfect for catching a ride down to the beach or UTC.
- Get a locker at RIMAC, the Main Gym, or the Price Center. It helps to go early in the quarter to get the free lockers at RIMAC and the Main Gym.
- Good study places are Muir Woods Coffee Shop, MOM, and Geisel Library. Each has its own atmosphere and noise level so it all depends on your preferences.
- So you need to kill some time between classes? Get an on-campus job! UCSD Career Services Center has a complete listing of available on-campus jobs plus much more. <http://career.ucsd.edu>.
- Don't want to carry cash around campus? What to do? Open a Triton Plus Account. Triton Plus is a no-fee debit account. You can determine the amount of money to deposit into the account. The Triton Plus card can be used at the bookstore and just about all eateries on campus. Check this Website <http://hds.ucsd.edu> or call (858) 534-PLUS to learn more about it!
- Off-Campus Housing can help you locate an apartment or house to live in, search for a great roommate, and provide valuable resources for commuter students. <http://offcampushousing.ucsd.edu>.



Visit <http://tritonlink.ucsd.edu> for a complete listing and description of all the valuable campus services available to you.

LOUNGES

Sometimes students enjoy a place to study in a more social atmosphere, while others prefer a traditional, quiet atmosphere. Here's a list of lounges that provide a wide variety of study atmospheres, from the more reserved library, to the busier Price Center.

- Muir Quad on green tables or on the lawn
- MOM: the Middle of Muir
- 11th Floor Tioga Hall
- Commuter Lounge at the Price Center
- Geisel Library
- Price Center Plaza
- East Room of Mandeville Auditorium
- Benches outdoors near Earl's Place
- International Center
- Revelle Fountain, outside near York Hall
- Price Center Sun God Lounge
- Benches near Warren Lecture Hall
- The Hump, between Muir and Revelle campuses
- Sun God Lawn
- Ocean View Terrace

DINING FACILITIES

Here are places to grab a bite on the run to class or to sit and relax:

- Pines
- Oceanview Terrace
- Roots
- Plaza Cafe

DINING FACILITIES (continued)

- Porter's pub
- Price Center restaurants offer plenty of options to choose from, including Rubio's, Subway, Jamba Juice, Round Table Pizza, Panda Express, Shogun Japanese, Espresso Roma, Burger King, Santorini Island Grill, Tapioca Express, and Bombay Coast.
- Ché Cafe. Great Vegan and Vegetarian food.
- Student Co-op. Cheap bagels and a good cup of soup. Offers many organic food choices.
- Hi Thai (in the Old Student Center)

COFFEE SHOPS

Which student can function without caffeine? Here are some of our top choices for caffeinated beverages:

- Muirwoods (right next to MOM in Muir). Great coffee/excellent prices.
- Art of Espresso (right near Mandeville auditorium). Open early.
- Fairbanks (Center Hall, Social Sciences building, and Warren Lecture Hall)
- Cafe Roma (Price Center). Krispy Kreme donuts, scones, muffins, bagels, and sandwiches. Busy atmosphere.

PARKING TIPS

Sometimes something as little as finding a good parking spot can make your day flow better. Start your day the right way with these tips:

- Order Parking Permits now (or at least before the quarter starts) so you don't have to wait in a long line. Call (858) 534-4223 or go to <http://parking.ucsd.edu>
- Get here early (before 7:30 a.m.) if you want a spot near classes. Otherwise there are three lots farther away from campus with shuttles that take you to the campus: North Parking (shuttle drops you just west of Geisel Library), East Parking, and Regents (which both have shuttles to Price Center).
- Carpool! There is more space to park, and better quality spots.
- Motorcycles: Lower prices on permits and better spots.
- La Jolla Shores (two-hour parking): Ideal for those students who don't want to purchase a permit.
- Night permits are less expensive.
- Avoid lots near Residential Halls at night ... not much space (unfortunately, this includes the lot closest to Muir).
- Parking is available off campus (La Jolla Shores after 6:00 p.m.).
- With an "S" permit you can park in "B" and "A" spaces after 4:30 p.m. Monday through Friday.
- **Don't park in reserved spots: you're begging for a ticket.**
- Visit Rideshare Operations for more information about UCSD Vanpools, UCSD Carpools, UCSD Transit/Coaster Club, UCSD Pedal Club, UCSD Shuttles and public transportation around San Diego. <http://parking.ucsd.edu>.

SPARE TIME?

Let's face it, it's almost impossible to have an ideal schedule, and chances are you will find yourself with time to spare between your classes. Below we have listed some fun, and many free, activities to help you pass the time.

- MOM. Watch TV, surf the web, or play pool for free.
- Game room (above Price Center). Games include pool, table tennis, chess, and more.
- Laptop with wireless connection. A great way to work, check e-mail, surf the web, etc.
- Music rooms. If you play an instrument, check out the practice rooms. Sign-up sheets are posted.
- Craft Center. Offers a wide variety of craft classes to choose from
- UCSD Extension classes
- Recreation Classes (RIMAC, Canyon View & Main Gym). Rec. classes range in prices; pick up a catalog on campus.
- Rock climbing (Canyon View)
- Swimming pools at the Rec. Gym, Main Gym, and Canyon View.
- Stuart Sculpture Collection. Discover pieces located all over campus.
- Film reserves (In Geisel Library). The reserves have a wide variety of movies. Show your student I.D. to check them out for free, but you have to watch them in the library.
- Birch Aquarium (take shuttle near Faculty Club to be dropped off at



Scripps). Don't miss out on an opportunity to visit the aquarium just down the street from campus.

- University Town Center (UTC) and La Jolla Village Square. These are great places to shop and relax.
- Surfing. Free, fun, and right down the street! Take your mind off classes for a couple of hours. Surf lessons are offered through Outback Adventures.



MUIR CALENDAR

Some Traditional Muir Events



SEPTEMBER

Welcome Week: This is the period of time at the start of Fall quarter between the opening of residence halls and the first day of classes. A series of special Muir College events are interspersed with campus-wide events of all sorts. Students who attend Welcome Week seem to adjust to college life more easily, and survive in greater numbers. Here's a preview of some events to look for.

Involvement Session and Fair

Hypnosis Show

All Campus Transfer Welcome

Convocation

OCTOBER

Muir's Annual Halloween Carnival & Pumpkin Drop: A smash-hit Muir tradition is the annual Halloween event in which a huge (as large as 450 pounds!) pumpkin (named and stuffed with candy) is tossed to the ground by various college luminaries from the penthouse balcony of Tioga Hall.

Muir's Family Day

House Intramurals: Sign up with your house to compete in Innertube Water Polo; see your H.A. for more info.

Knott's Scary Farm

Academic Advising Upcoming Information & Programs:

- Dartmouth Exchange (see pg. 5)



NOVEMBER

Casino Night

Academic Advising Upcoming Information & Programs:

- Winter Quarter Registration Workshops for Freshmen
- Enrollment in Winter quarter classes: weeks 6-9

DECEMBER

Burnout Center: A Muir tradition, this drop-in center is open evenings during each quarter's finals week.

Muir College Commuter Council Burnout Center: Commuters take a break from your studies and spend a couple of hours at TGI Fridays in La Jolla. M3C spends as much as \$700 on tasty appetizers to feed you at no cost!



MUIR CALENDAR (con't.)

Some Traditional Muir Events



JANUARY

Martin Luther King Jr. Reception: Muir College celebrates and commemorates Martin Luther King Jr. and the struggle for Civil Rights.

All-Campus Martin Luther King Jr. Parade

Muir New Leaders' Conference

Spirit Night

Academic Advising Upcoming Information & Programs:

- Dartmouth Exchange
- Caledonian Banquet: John Muir College founded the Caledonian Society as a means of recognizing our best Junior and Senior honors students -those who have earned a grade point average of 3.8 or higher with a minimum of 44 graded units at UCSD.
- Academic Probation/Subject to Dismissal Information
- Orientation Leader Information Session
- Freshman & Transfer Orientation Leader Applications Available

FEBRUARY

Academic Advising Upcoming Information & Programs:

- Undeclared Major Workshops
- Orientation Leader Interviews
- Enrollment in Spring quarter classes: weeks 6-9

MARCH

Burnout Center: (See Fall Quarter description)

Muir College Commuter Council Burnout: (See Fall Quarter description)

Muir Semi-Formal Dance

APRIL

John Muir Week: Each year Muir College celebrates the birthday of its namesake (April 21) with a week or more of special events, including concerts, films, lectures, games, and parties. Watch for the special schedule of events in MuirWords.

Freshman Admit Day

Muirstock: One of Muir's proudest traditions! Students enjoy a concert-like atmosphere right at home in the center of the Muir Quad with music, free food, and carnival festivities.

APRIL (continued)

Muir Movie Premiere

Muir Musical

House Intramurals: Sign up with your house to compete in softball, see your H.A. for more info.

Academic Advising Upcoming Information & Programs:

- Dartmouth Exchange
- Summer School workshop

MAY

Student Leadership Recognition Banquet

Muir 40 Soapbox Derby

Transfer Admit Day

Spring Leadership Retreat

Academic Advising Upcoming Information & Programs:

- Enrollment in Fall quarter classes: weeks 6-9

JUNE

Burnout Center: (See Fall quarter description)

Muir College Commuter Council Burnout

Muir Senior Week

Commencement Ceremony



ACADEMIC CALENDAR

FALL 2013

Fall Quarter Begins	Monday, Sept. 23
Instruction Begins	Thursday, Sept. 26
Veterans Day Holiday	Monday, Nov. 11
Thanksgiving Holiday	Thursday, Nov. 28–Friday, Nov. 29
Instruction Ends	Friday, Dec. 6
Final Exams	Monday-Saturday, Dec. 9-14
Fall Quarter Ends	Saturday, Dec. 14
Winter Holiday	Tuesday-Wednesday, Dec. 24-25
New Year Holiday	Tuesday-Wednesday, Dec. 31-Jan. 1

WINTER 2014

Winter Quarter Begins	Thursday, Jan. 2
Instruction Begins	Monday, Jan. 6
Martin Luther King, Jr. Holiday	Monday, Jan. 20
President's Day Holiday	Monday, Feb. 17
Instruction Ends	Friday, Mar. 14
Final Exams	Monday-Saturday, Mar. 17-22
Winter Quarter Ends	Saturday, Mar. 22

CHECK YOUR UCSD EMAIL REGULARLY

The University will use your UC San Diego email account for ALL official correspondence. You are responsible for all correspondence sent to your UC San Diego email account.

IMPORTANT WEBSITES

<http://registrar.ucsd.edu>

Very important information pertaining to the academic and administrative calendar for the entire year with deadlines.

<http://students.ucsd.edu>

View academic history and grades, registration information, fees, personal class schedule, major and minor tool, GPA calculator, current holds in place on your registration, tips and resources for academic success, etc.

<http://catalog.ucsd.edu>

UC San Diego's General Catalog contains valuable academic policies and regulations in detail, major and minor descriptions, course descriptions, and much more.

<http://basicwriting.ucsd.edu>

Entry level writing/basic writing requirement information

<http://mathtesting.ucsd.edu>

Math placement information

<http://lang.ucsd.edu/llp>

Language Placement Exam site for French, German, Spanish, and Italian

<http://fao.ucsd.edu>

Financial Aid information

<http://summersession.ucsd.edu>

UC San Diego Summer Session information, up-to-date

SPRING 2014

Spring Quarter Begins	Thursday, Mar. 27
Cesar Chavez Holiday	Friday, Mar. 28
Instruction Begins	Monday, Mar. 31
Memorial Day Observance	Monday, May 26
Instruction Ends	Friday, Jun. 6
Final Exams	Monday-Friday, Jun. 9-13
Spring Quarter Ends	Friday, Jun. 13

SUMMER SESSION 2014

Summer Session I: July 1-August 3, 2014

Summer Session II: August 5-September 7, 2014

Special Session III: *Varies by class.*

NOTE: All dates are subject to change.

Quarter Begins

Refers to the administrative start of the quarter. Classes do not begin until the date listed under "Instruction Begins."

Instruction Begins

Courses begin on this date. Discussion sections generally do not meet until after the first lecture, but lab courses will usually begin immediately.

Holidays

Campus offices are closed on holidays, and there are no classes held.

<http://muir.ucsd.edu>

Important information for Muir students

<http://ucsd.edu>

UC San Diego's home page with a great deal of valuable information.

<http://acms.ucsd.edu>

Academic Computing and Media services is knowledgeable about setting up your UC San Diego email account and other computing services. (Learn how to forward your UC San Diego email to your personal email account.)

<http://www.assist.org>

California community college courses listed to meet major prerequisites or requirements

<http://pao.ucsd.edu>

Programs Abroad website to study, work, or travel abroad

<http://aip.ucsd.edu>

Academic Internships

<http://career.ucsd.edu>

Career and professional school information

<http://caps.ucsd.edu>

Counseling and Psychological Services—personal counseling

IMPORTANT NOTE ABOUT FALL REGISTRATION FEES

Mandatory registration fees **must be paid** prior to the first day of classes to avoid being dropped from classes. All students must make payment, or make arrangements for payment via financial aid or the TRIP program before the first day of classes. **Fall fees are due Friday, September 20, 2013.** If you do not pay your fees, you **will be dropped** from all your Fall classes and waitlists. If you intend to re-enroll, you must be prepared to pay or make arrangements for payment of registration fees immediately.

Name:



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UC San Diego