

## FOR YOUR INFORMATION

**READ THE ONLINE 2021-2022 UCI GENERAL CATALOGUE:** [www.catalogue.uci.edu](http://www.catalogue.uci.edu). You are responsible for knowing the requirements and policies listed.

**Check your DegreeWorks** to ensure that you are on track to completing your degree requirements. For any discrepancies, reach out to an academic counselor.

For courses being offered in the upcoming quarter, check the **Schedule of Classes or WebSOC**. Read the comments at the top of each department page for detailed information.

**Check your enrolled classes** on StudentAccess or WebReg under "Study List". You are responsible for being enrolled in the appropriate courses.

**Check your UCI email** as all official University communication will be sent to your UCI email address.

You must initiate **adds and drops** of classes. Instructors **cannot** do this for you. **ALL** courses must be added or dropped by the last day of the 2nd week of classes via WebReg by 5 p.m. of the quarter. Exceptions are granted by petition via StudentAccess (under Applications > Enrollment Exceptions) only for documented extenuating circumstances. A fee of \$3.00 is charged after the deadline for all changes - Add, Drop, and change of grade option.

**Each quarter is ten weeks long plus one additional week for finals.** Be sure to check the Academic Calendar for quarter deadlines: <https://www.reg.uci.edu/calendars/quarterly/2021-2022/quarterly21-22.html>

**Check your transcript** as you are responsible for checking for grades and progress each quarter. Unofficial transcripts are available through StudentAccess or at the Registrar's Office. Always check with your instructor if you receive an "NR" (No Report). An "NR" becomes an "F" or "NP" after one quarter of subsequent enrollment. An "I" (Incomplete) becomes an "F" or "NP" after 12 months. Once changed to an "F" or "NP", it remains on your record. You are responsible for knowing the grading policies for the classes for which you are registered.

Most courses may NOT be **repeated for credit** unless you earned a deficient grade ("C-" or below for "NP"). Consult with your academic counselor or the UCI General Catalogue to see if a course is repeatable.

**Residence Requirement:** You may take classes at other institutions outside with prior approval. Most courses counted toward major requirements must be taken at UCI. Once enrolled at UCI, ALL writing courses must be completed at UCI. At least 36 of the final 45 units taken towards your degree must be completed at UCI.

**Units:** You must request prior approval to take less than 12 units or more than 20 units in any given quarter. See a counselor before you register.

**The UC Entry Level Writing Requirement:** You must satisfy this requirement prior to your **4th quarter** at UCI. Students required to take Academic English must complete the AE 20 series before taking Writing 39A (satisfies UC Entry Level Writing). You must start taking these classes your first quarter and each quarter until qualified for Writing 39A. Failure to finish the Academic English or the Entry Level Writing Requirement on time will result in academic probation and possible disqualification from the university. Once you have enrolled at UCI, you may **not** take courses at any other college to satisfy any writing requirements.

**Lower-division writing** must be completed prior to your **7th quarter** at UCI or you will be subject to academic probation with the possibility of disqualification.

When **sending transcripts** from another institution, send the sealed official transcripts to the **Arts Student Affairs Office at 101 Mesa Arts Building, Irvine, CA 92697-2775**. Transcripts generally take 4 weeks for processing.

**Advanced Placement (AP) / International Baccalaureate (IB) Credit:** AP/IB credits and course equivalencies may be found by visiting <http://catalogue.uci.edu/informationforprospectivestudents/undergraduateadmissions/#ap>.

**Graduation and Commencement:** Students may graduate (complete their degree) following the fall, winter, spring quarters or summer sessions. You must apply to graduate (through StudentAccess) two quarters prior to your expected graduation date. Commencement ceremonies are only once a year in June.

**DO NOT ASSUME THAT EVERYTHING IS AUTOMATIC**

# ARTS FAQs

## HOW DO I PETITION MY TRANSFER COURSES?

- Complete the online petition on the Arts Student Affairs site to request course substitutions, waive the UCI residency requirement, or request any general exceptions. Please attach an unofficial transcript and syllabus or course description if you are petitioning a course substitution.
- Students wishing to take courses at other colleges or universities should always consult with an academic counselor BEFORE registering at the other institution. You may also access the articulation information between UCI and California community colleges by visiting ASSIST.org.

## WHERE CAN I PRINT?

- CTSA offers 10 free pages of printing per day to Arts majors at the Arts Media Center (AMC). The UCI AMC is located upstairs in Building 714, across the service drive from Mesa Housing, and across the walkway from the Beall Center.
- In addition, there are four libraries at UCI where you can purchase printing for \$0.12/page. Visit the following for additional resources: <https://www.lib.uci.edu/printing-copying-scanning>.

## HOW DO I ADD A MINOR?

- To declare a minor, contact the academic advising office of your major. This applies even if your intended minor is outside of the school of your major. Contact your academic counselor to update or remove any minors from your Degree Audit.

## WHAT IS THE LIKELIHOOD I WILL GET INTO A CLASS I AM ON A WAITLIST FOR?

- There is no guarantee that students on a waitlist will be enrolled in a course. We encourage students to still attend the waitlisted course for the first few class sessions in case students enrolled in the course drop or do not show on the first day of class.

## WHERE DO I FIND THE LIST OF GE COURSES I CAN TAKE?

- You can check your DegreeWorks for the list of courses you can take for each GE requirement and you can check the UCI Catalogue for details of the courses: <http://catalogue.uci.edu/informationforadmittedstudents/requirementsforabachelorsdegree/#GErequirement>.

## HOW CAN I MEET WITH AN ACADEMIC COUNSELOR OR PEER ACADEMIC ADVISOR (PAA)?

- The Arts counselors and PAAs are available for walk-ins, Arts Chat and 30-minute appointments, Monday-Friday, Weeks 1-10
- Academic Counselors may be available by appointment only during the summer, finals week, and holiday breaks.
- Walk-ins and Arts Chat are recommended for quick questions and appointments are recommended for more in-depth questions.
- To schedule an appointment, visit <https://appointments.web.uci.edu/>
- Arts Chat: <http://alivech.at/54tyv3>

## CAN I TAKE MORE THAN 20 UNITS PER QUARTER?

- For your first quarter at UCI, 20 units is the maximum. Following your first quarter, if you would like to take above 20 units, and you have at least a 3.0 UCI GPA, submit a request here: <https://www.arts.uci.edu/student-affairs-office>

## WHERE ARE THE PRODUCTION OFFICES AND CALL BOARD?

- The Production Offices are located across the Green room and the Call Board is located around the corner of the Production Offices.

## WHAT IF I WANT TO CHANGE MY MAJOR OR ADD A MAJOR?

- You may request a change of major by submitting an online application through StudentAccess. The criteria for changing your major is located here: <https://changeofmajor.uci.edu/>.
- A request for a double major requires the same criteria as changing your major. Submit an online application request to add a major. Both your current major's and new major's Student Affairs Offices will review your request.

## WHAT AND WHEN ARE MEGA AUDITIONS?

- There is one audition for all of the main stage drama productions for the season, and the performers audition for all of the directors at one time. This audition occurs during Week 0 of Fall Quarter, before instruction begins on Thursday.
- For more information on what to prepare, visit: <http://drama.arts.uci.edu/audition-preparation>.

## WHEN DO I REGISTER FOR THE NEXT QUARTER?

- The Schedule of Classes for the upcoming quarter is typically posted by the end of Week 5 of the current quarter. Enrollment windows for continuing students will begin Week 7 of the current quarter. Check StudentAccess for your exact enrollment window.

## HOW DO I GET AN AUTHORIZATION CODE (B CODE) FOR A COURSE?

- Check the grey boxes on the Schedule of Classes for instructions of how to obtain an authorization code. Typically, instructors will issue the authorization codes for their courses. The Arts Student Affairs Office does not issue authorization codes for Art, Arts, Dance, Drama, or Music courses.

## WHAT COURSE CAN I TAKE PASS/NO PASS?

- All courses in your major MUST be taken for a letter grade. Students are permitted to take up to an average of 4 units of P/NP courses each quarter.
- A maximum of 12 units of classes designated P/NP only may be counted towards the degree.
- A grade of a C or above is considered a Pass.
- For more information visit: <http://catalogue.uci.edu/informationforadmittedstudents/academicregulationsandprocedures/#Pass/NotPass>.

## QUESTIONS? CONTACT US!

MAB 101 | OFFICE HOURS: MONDAY-FRIDAY 9AM - 12PM & 1 - 4PM

949-824-6646 | [ARTSCOUNSELOR@UCI.EDU](mailto:ARTSCOUNSELOR@UCI.EDU)

[WWW.ARTS.UCI.EDU/STUDENTS](http://WWW.ARTS.UCI.EDU/STUDENTS)