Welcome to the School of Social Ecology!

Social Ecology Student Services is dedicated to your success at UCI. We hope that you have an enriching college experience that is filled with learning, new experiences, growth, and fun. We are here to support you through your college experience—from orientation to graduation.

Best wishes,

Social Ecology Student Services

Social Ecology Student Services
Social Ecology Building I, Room 102
Phone: 949.824.6861
Fax: 949.824.9875
www.socialecology.uci.edu/students/undergrad

Hours: 8 a.m.— 5 p.m.
Academic Counseling: 9-11:30 a.m. & 1:30-3:45 p.m.
Purpose of this Guide
The purpose of this guide is to assist you with your first quarter of enrollment and beyond. The guide is intended as a resource and quick reference tool; it is not meant to be comprehensive or replace the General Catalog or the advice of an academic advisor. You may use it for class scheduling, registering for classes, and to keep important advising documents.
How to...

Register for Classes

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

Use Student Access

- You can change or update your address
- View your degree audit if it is posted
- View your grades and your transcript
- Check to see if you have any holds
- Calculate your potential GPA for the proceeding quarter
Policies to Know

Schedule Changes

• Once the quarter begins, all class schedule changes may be made with Add/Drop/Change cards or through WebReg, if the instructor accepts “Electronic Add/Drops”

• The instructor’s signature is needed on ALL add/drop/change cards once the quarter begins

• After the 2nd week of classes, there is a $3 fee for add/drop/change cards and the Dean’s signature is required for changes in the grading option

• After the 6th week, the dean’s signature is required for all add/drop cards—courses dropped after 6th week will appear as a “Withdraw” on the transcript

• Pass/No Pass—average of 4 units per quarter may be taken pass/not pass; these accumulate.

• School and major requirements must be taken for a letter grade

Repeating Classes

• If you receive a grade of C-, D+, D, D-, F or NP in a class, you may repeat the course

• Credit for repeated courses is only given once, but in GPA calculation, the most recent grade would be used

• A maximum of 16 units may be repeated where the new grade replaces the old grade in GPA calculation—beyond 16 units, all grades will be counted toward the GPA

• All grades originally taken for a letter grade must be repeated for a letter grade—they cannot be repeated P/NP

Incompletes and No Reports (Inc and NR)

• Incompletes are assigned to students by an instructor when the student’s work is of passing quality but is incomplete because of circumstances beyond the student’s control. You need to communicate with your professors to see if they would be willing to issue you an Incomplete

• A No Report is assigned when the instructor does not submit a final grade. Contact your professor to see if removal of the NR would be possible

Acronyms

| Psychology & Social Behavior | Psy Beh, PSB |
| Criminology, Law & Society | Crm/Law, CLS |
| Social Ecology, Socecol, SE | PubHlth, PHS |
| Public Health Science | Public Health Policy |
| PubHlth, PHP | |

UCIrvine
School of Social Ecology
Office of Student Services
UCI Catalog & Catalog Rights
- The UCI Catalog of the year in which you enter is your contract with the university
- You may elect to follow the graduation requirements in effect at the time of entrance, or those subsequently established
- If you are a transfer student, you can follow the UCI catalog of the year in which you began at your community college, or those subsequently established
- You are responsible for knowing and understanding information from the General Catalog
- You may purchase a copy of the General Catalog at the UCI Bookstore or view it online—http://www.editor.uci.edu/catalogue/

Academic Honesty
- All members of the academic community have a responsibility to ensure that scholastic honesty is maintained
- Students should refrain from cheating and plagiarism
- Examples of academic dishonesty: cheating, dishonest conduct, plagiarism
- Consequences range from a letter in the student’s disciplinary record to suspension or expulsion
- For more information, refer to the General Catalog under “Academic Honesty”

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

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

- Academic counselors and Peer Academic Advisors are both excellent resources for academic advising.
- Peer Academic Advisors are highly trained 3rd and 4th year students that can help you with choosing a major, class scheduling, completing your degree requirements, and more. They are also current Social Ecology students so they know what it’s like to be a student.
- Academic counselors can help you with declaring a major, class scheduling, developing a four year plan, graduate school exploration, clarifying policies and procedures, and more.

How can I benefit from academic advising?

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

How often should I see an academic advisor?

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

Sample questions to ask an academic advisor:

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

- **Same-day appointments** are everyday from 9-11:30 a.m. and 1:30-3:45 p.m. You sign up for a time early in the day and then come back during your appointment time. Same-day appointments are for quick questions and last 15 minutes.

- **Advance appointments** are made at least one day in advance. These are 30 minutes each and are for questions that take longer, like a 4–year plan, academic probation, and options for graduate school.

- Our busiest times are at the beginning of each quarter and from 7th–10th weeks, when students are registering. You might have to try a few times and expect to wait during these times. Don’t be discouraged. During our off peak times, you can usually see a counselor right away—plan ahead and beat the rush!

- Many of our commonly asked questions are on our website—[www.se.uci.edu/students/undergrad](http://www.se.uci.edu/students/undergrad)—under “FAQs”.

- If you have a really quick question and there is no way you are able to come in person, you can also try to e-mail—on our website (see above), there is a form that you can fill out to e-mail an academic counselor.

- Helpful suggestions from friends do NOT replace qualified assistance from an advisor. Your friends won’t be awarding you your degree.

Where can I go for additional advising resources?

- Our website—[www.socialecology.uci.edu/students/undergrad](http://www.socialecology.uci.edu/students/undergrad)

- A degree check information sheet from our website

- Degree Audit—[www.reg.uci.edu/studentaccess/](http://www.reg.uci.edu/studentaccess/). It’s a way to keep track of your degree requirements online. See an academic counselor to have your degree audit posted.
Preparing for an appointment
- Come prepared! Bring a list of questions or concerns
- Share your goals and educational priorities and your limitations and pressures
- Follow up on recommendations
- Be ON TIME!
- Notify the office at least 24 hours in advance if you need to cancel. We want to help as many students as possible.

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

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

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

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

- **Check your e-mail regularly.** Lots of important information (a room change to a final exam, an important assignment that is due, the fact that you have not completed enough requirements to graduate) will be sent to your e-mail by professors, academic counselors, and other UCI personnel. You are responsible for reading any official UCI e-mail and you will be responsible for the consequences if you don’t.

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

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

- **Be flexible.** E-mail is for quick questions. Don’t be offended if we ask you to come in—some things are better handled in person.

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

- **Be patient.** Sometimes you might get a response immediately, and sometimes it might take a few days. We give priority to students that make the effort to come in on an appointment. If you really need an answer, come in and see an advisor.
Road Map to Success

First Year
- Attend orientation & Welcome Week
- Explore interests and goals
- Explore different majors
- Identify and build your skills
- Make progress towards fulfilling General Education
- Get involved in campus life
- Learn to balance time

Second Year
- Complete General Education
- Finalize academic major
- Make progress on school/major requirements
- Meet and network with professors
- Assess interests and career goals
- Visit the Career Center
- Explore the option of going to graduate school
- Join clubs and organizations
- Research internships, studying abroad, UCDC
- Consider applying for SE Honors program for 4th year
- Attend Career Fairs

Third Year
- Make progress on school/major requirements
- If you are a transfer student and completed the UC IGETC, make sure our office has received it
- Prepare for graduate school exams
- Do research with faculty
- Participate in clubs and organizations—consider running for leadership role for senior year
- Consider applying for SE Honors program for 4th year
- Attend Career Fairs
- Begin job/grad school search
- Engage in internships

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

**B.S. in PUBLIC HEALTH SCIENCE**
- Doctor
- Dentist
- Pharmacist
- Nursing
- Public health researcher
- Food and drug administration analyst
- Epidemiologist
- Center for Disease Control Investigator
- Consumer Health Research

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

**B.A. in PUBLIC HEALTH POLICY**
- Policy analyst
- Health administrator/director
- Health service research analyst
- Program evaluator
- Program planner
- Environmental Protection Agency
- Health promotion specialist
- Pollution control program director

**B.A. in PSYCHOLOGY & SOCIAL BEHAVIOR**
- Education
- Student affairs
- Marriage and family therapist
- Clinical psychology
- Social work
- Human resources
- Health education
- Social services

**B.A. in SOCIAL ECOLOGY (GENERAL)**
- Human resources
- Research
- Environmental agency law
- Community Programs
- Governmental agencies
- Education
- Teaching Administration
University work is different from high school and community college. The classes are often larger and the quarter system goes by really fast. Also, with so many exciting opportunities, new friends, and transitioning to a new environment, it can be easy to feel overwhelmed. Stay focused. Manage your time carefully. And if you need help, ASK! There are a number of workshops offered by the Learning and Academic Resource Center (LARC) that might be helpful if you are struggling or desire greater academic success.

**LARC Workshops**
- Time Management
- Effective Study Plans
- “Cramming” Systematically
- Preparing for an Essay Exam
- Memory and Concentration
- Avoiding Plagiarism
- Text Reading
- Preparing for a Final Exam

For more information, visit: [http://www.larc.uci.edu/](http://www.larc.uci.edu/)

**Tips and Tricks to Being a Master Student**
- Use a planner. Make a plan for the quarter including all major projects and assignments and their due dates. Make a weekly or daily plan with more detailed information about what you need to accomplish each day.
- Do your readings before each class. Take notes about your readings. Ask questions if you need clarification.
- Keep up with your readings! In the quarter system, it is really easy to fall behind. Midterms will be just around the corner. Stick with your study plan and give yourself room to catch up if you fall behind.
- Take notes during class. Mark or highlight places where you need further clarification. Re-write and review your notes after class. Find answers or get clarification to your questions in your text or office hours.
- Use TA and professors’ office hours! They want to help. Introduce yourself in the beginning of the quarter and anytime you have questions or just want to discuss things you learned in class. Try to visit office hours at least two or three times in a quarter—before midterms, finals, and large assignments and papers.
- Prepare for each class by reviewing your notes from the previous lecture.
- Make study groups with your classmates. Keep each other accountable and make sure you stay on top of the reading together. Be positive about and supportive of classmates.
Campus Resources

UC Transferable Courses from California Community Colleges
www.assist.org

UCI Bookstore
www.book.uci.edu

Campus Directory
www.uci.edu/phonebook

Campus Map
www.uci.edu/campusmap

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

Campus Recreation
www.campusrec.uci.edu

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

Career Center
www.career.uci.edu

Counseling Center
www.counseling.uci.edu

Dean of Students
http://www.dos.uci.edu/index.php

Disability Services
www.disability.uci.edu

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

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

General Catalogue
www.editor.uci.edu/catalogue

General Education Courses
http://www.due.uci.edu/GE/

Health Education
www.health.uci.edu

Center for International Education
www.cie.uci.edu

Learning and Academic Resource Center (LARC)
http://www.larc.uci.edu/

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

Ombudsman
www.ombuds.uci.edu

Parking and Transportation Services
www.parking.uci.edu

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

Student Access
www.reg.uci.edu/studentaccess/

Student Health Center
http://www.shs.uci.edu/health_insurance.html

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

Summer Session
www.summer.uci.edu

Undergraduate Research Opportunities Program (UROP)
www.urop.uci.edu
**Academic Honesty and Integrity**
Students must refrain from cheating and plagiarism and refuse to aid in any form of academic dishonesty. It is very important that you are familiar with the policies of each instructor, as the consequences for academic dishonesty can be very severe (including suspension or academic dismissal).

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

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

**Adjustment Period**
The time after the registration deadline and before classes begin when students may make changes to their class schedules.

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

**Dean’s Signature**
Authorization from the dean of your major is required for late registration, on add/drop/change cards after certain dates, and on most petitions. Undergraduate students obtain the dean’s approval at the academic counseling office for their major. The signature is valid for three working days.

**Enrollment Window**
Specific 48-hour time period when you will first have access to register for classes for the upcoming term. Enrollment windows are assigned priority based on the number of units completed. You can check the day and time of your enrollment window in WebReg or Student Access beginning 6th week. NOTE: all new students register for classes for their first quarter while at summer orientation.

**Maximum Units/Course-Load Restrictions**
Students must enroll in at least 12 units per quarter to be considered full time. Undergraduates are restricted to enrolling in maximum of 20 units. To enroll in more than the maximum units, your academic dean’s approval is required. See the Reduced Fee Part-Time Study Program for information about part-time status.
Part-time
Students who are unable to enroll in a full-time workload (12 units) for health reasons, occupational reasons, or due to family responsibilities may petition with their academic counseling office for part-time study.

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

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

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

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

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

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

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