

UCSC Undergraduate Education: Academic Advising Update

Updating Catalog Rights in AIS – College and Department Processes

Catalog Rights are tracked in AIS as Requirement Terms (RT). The student's RT is automatically set in AIS at admission; at readmission the RT is reset to the quarter of readmission. There are three instances when a college and/or department may need to manually alter a student's RT:

- Readmission to the university within two years of withdrawal from the university,
- If the student selects a subsequent catalog requirement,
- If the student selects a prior catalog requirement (transfer students with continuous enrollment at a community college).

Readmission

Students may exercise a change in RT if they readmit within two years or earlier, or withdrawal (students readmitting after two years normally follow the catalog in effect at the time of readmission).

- At readmission all RTs updated (Program, Plan, and Sub-Plan), if needed — the colleges
- Colleges email department(s) of any change to the RT for declared major(s)/minor(s).

Students Selecting Subsequent RT and Transfer Students Electing a Prior RT

Students may have differing RTs and the appropriate unit is responsible for changing the Student Program/Plan in AIS.

- General Education (Student Program) — the colleges
- Major(s) (Student Plan and Sub-Plan), if applicable — the departments
- College requirements, if applicable — the colleges

Catalog Rights Policy

The full *Catalog Right Policy* may be viewed on the Office of the Registrar website: <http://reg.ucsc.edu/>

AIS System Access, Training Schedule and Documentation

<http://ais.ucsc.edu/training/>

http://ais.ucsc.edu/training/Adviser_Training.html

UCSC Undergraduate Advising Center

<http://advising.ucsc.edu/>

Have an advising question?

advising@ucsc.edu