

Readmission Instructions and Information

Quarter	Filing Period	Extended Deadline
Fall	November 1 - April 1	June 1*
Winter	July 1 - October 1	
Spring	October 1 - January 2	
Summer	April 1 - June 1	

*Applicants filing during the extended filing period between April 1 and June 1 will have a late enrollment appointment. Class selection and availability may be limited. To ensure timely processing and enrollment opportunities, we strongly recommend all fall readmission applications to be filed before April 1.

INSTRUCTIONS

If you filed paperwork for an approved Leave of Absence, contact your College Office before submitting application.

<http://advising.ucsc.edu/about/colleges-advising/>

A \$70 filing fee will be billed to your student account. The fee is nonrefundable and nontransferable. You are responsible for this fee even if you do not return to UCSC.

In order to be considered for readmission, the following materials must be mailed (or submitted in person to the Office of Admissions) to: Admissions – Hahn, UC Santa Cruz, 1156 High St., Santa Cruz, CA 95064, Attention: Readmission.

- ◆ Application For Readmission
- ◆ Statement of Legal Residence
Residence information is required of applicants who have been away from UCSC for two or more regular (fall, winter, spring) academic terms. The request to complete this form will appear on your To Do List when your record is activated. Failure to complete the Statement of Legal Residence will result in non-resident classification and tuition assessment. If you have questions or are currently a nonresident student and you wish to reclassify, you must contact the Residence Deputy, Office of the Registrar by email reg-residency@ucsc.edu or phone (831) 459-2709 or (831) 459-2910.

If you were on probation, barred or disqualified from the University, you should contact your college office well before the filing deadlines. You should allow sufficient time for your college to evaluate your case before a readmission decision can be made.

If you have been issued a disciplinary sanction from the University, you should contact the Judicial Affairs Office at (831) 459-4447 to see if you are eligible for readmission.

For further assistance contact your college:

<http://advising.ucsc.edu/about/colleges-advising/>

TRANSCRIPTS

You must send official transcripts to both the Office of the Registrar, Attn: Student Records, **and** to your college office, Attn: Readmission, from all institutions where you were registered during your absence from UCSC. If your transcript will not be available before the beginning of the quarter, be sure to request that it be sent as soon as the grades are recorded. The transcript(s) must be received no later than the end of your first quarter back at UCSC. If you attended another UC campus during your absence, you must submit an official transcript before your readmission application will be reviewed. Failure to submit a transcript may jeopardize your future enrollment.

ADDRESS & NAME CHANGES

You should update all addresses in the portal, my.ucsc.edu. Change of name must be made by petition at the Office of the Registrar.

MEDICAL WITHDRAWALS

If you were granted a medical withdrawal, your physician or therapist must send a [statement](#) to the UCSC Health Center substantiating your ability to return to your academic program. A conditional approval for readmission may be granted by your college, but enrollment may not be finalized without documentation. If you have questions, contact your college.

FINANCIAL AID

If you wish to be considered for financial aid, you must apply each year using the Free Application for Federal Student Aid (FAFSA), even if you received financial aid when you were last enrolled at UCSC. **The priority deadline for all types of grants, loans and work-study funds available to UCSC students is March 2 preceding the academic year you plan to enroll.** Applications are accepted after the deadline; however, aid will be awarded to eligible students based upon the availability of funds. All students will be reviewed for Federal Pell Grant and Direct Student Loan eligibility regardless of availability of other aid funds.

Important note: Your financial aid application (FAFSA) will not be reviewed until you have been approved for readmission by your college. To ensure your FAFSA is received by the Financial Aid and Scholarship Office, submit your name and student ID number to the Financial Aid Office with a note advising them that you are applying for readmission, or you can stop by their office at 201 Hahn Student Services.

For additional information, contact the Financial Aid and Scholarship Office at (831) 459-2963. <http://financialaid.ucsc.edu/index.html>

DEFERRED PAYMENT PLAN

If you are interested in paying registration fees in monthly installments, please contact Student Business Services at (831) 459-2107, oarinfo@ucsc.edu, or <http://sbs.ucsc.edu/>

EOP

Returning Education Opportunity Programs (EOP) students are encouraged to make an appointment with an EOP academic counselor. For additional information please contact the EOP Office at (831) 459-2296 or stop by the Academic Resource Center: <http://eop.ucsc.edu/>

DISABILITY RESOURCE CENTER

All students with disabilities who need accommodations need to meet with a service coordinator at the Disability Resource Center in Room 146 in the Hahn Student Services Building, even if you have already received services in a prior year. Updated copies of your medical documentation/disability assessment may be necessary. Contact DRC at (831) 459-2089 voice, 459-4806 TDD: drc@ucsc.edu or <http://drc.ucsc.edu/>

SERVICES FOR TRANSFER AND RE-ENTRY STUDENTS (STARS)

If you are a readmitting student over 25 years of age, you may wish to take advantage of a broad range of academic and personal support services offered by STARS. The STARS Center is located at Kresge College. For more information call (831) 459-2552. <http://stars.ucsc.edu>



University of California, Santa Cruz
APPLICATION FOR READMISSION

A nonrefundable, nontransferable application fee of \$70 will be billed to your student account.

This is an application for readmission in undergraduate status for:
Fall 20 Winter 20 Spring 20 Summer 20

For Office Use Only
Date Ctrl #
Initials
Last registered term (Qt/Yr):
Notes:

(Last College Affiliation at UCSC) Declared Major (last enrolled) Intended Major (if different) Expected Graduation Date

FULL LEGAL NAME:

Last (Family) First Middle Suffix

Name on previous academic records, IF DIFFERENT FROM ABOVE:

Last (Family) First Middle Suffix

7-Digit Student Identification Number:

Birth Date: Month / Day /Year:

Permanent Address

Mailing Address (if different from permanent address)

Number and Street

Number and Street

City State Zip Code

City State Zip Code

Country Telephone (area code and number)

Country Telephone (area code and number)

Active E-mail address

Are you a United States citizen? Country of citizenship
Yes No if not the United States:

Country of permanent residence
if not the United States:

If you are not a U.S. citizen and there has been a change in your visa status since you were last enrolled, please contact International Scholar and Student Services. International students whose period of absence from UCSC exceeds 5 months must complete a new financial certificate before visa documents can be issued. For additional information on visas, contact International Scholar and Student Services.

READ CAREFULLY

List in chronological order all schools attended since your last registration at UCSC, including the school you are now attending, regardless of length of attendance, whether or not any courses were completed, and whether or not you believe the record will affect your readmission or yield credit. If after filing this application you undertake course work at another college or university, you must notify your college indicating the courses you are taking and the name of the school in which you are enrolled. If no institution has been attended, write "none" in the space below (note the statement immediately preceding your signature on this application).

School, College, University (indicate "Extension" if applicable)	City	State	From Mo/Yr	To Mo/Yr	Units Completed (Indicate Qtr/Sem units)

In the left-hand column below, list the courses in which you are currently enrolled. In the right-hand column, list the additional courses, if any, you plan to complete before you return to UCSC. List courses by department, course title and number, and unit value.

Courses in Progress: Term _____ Yr _____ Qtr <input type="checkbox"/>				Courses Planned: Term _____ Yr _____ Qtr <input type="checkbox"/>			
School: _____ Sem <input type="checkbox"/>				School: _____ Sem <input type="checkbox"/>			
Dept.	Course No.	Course Title	Units	Dept.	Course No.	Course Title	Units
Total Units				Total Units			

Reason for leaving UC Santa Cruz: _____

Were you on probation/subject to disqualification/barred? Yes

No

If yes, please contact your college office

Were you issued a disciplinary sanction from the University? Yes

No

prior to filing readmission application.

NOTE: YOUR SIGNATURE IS REQUIRED BELOW:

I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. Furthermore, I understand **that cancellation of my readmission privilege may result if any information is found to be incomplete or inaccurate.**

Signature of Applicant (in ink)

Date of Application

ADMINISTRATIVE USE ONLY

DENIED APPROVED

Conditions of readmission (if any)

College Official

Date

Student Business Services

Date

Office of Financial Aid and Scholarships

Date

Student Health Insurance Office

Date

READMISSION ENROLLMENT

ENROLLING IN CLASSES:

After you are readmitted and eligible to register, refer to the portal, my.ucsc.edu, for enrollment dates and instructions. You may access the online *Schedule of Classes* at <http://registrar.ucsc.edu/soc/>, or can search for classes using “Class Search” in the MyUCSC Portal (my.ucsc.edu). If you have difficulties enrolling, contact the Registrar’s Office at (831) 459-4412 or registrar@ucsc.edu.

REGISTRATION

Plan to pay registration fees by the deadline in the academic calendar, and any other debts to the University before the quarter begins. The payment deadline is in the Academic Calendar at <http://registrar.ucsc.edu/calendar/>. Note that fee payments received after the deadline result in a \$50 late fee. Billing statements are available through the MyUCSC Portal (my.ucsc.edu). Note that prior debts will result in a hold on enrollment and financial aid. Contact Student Business Services if you have questions about prior debts: <http://sbs.ucsc.edu/>.

HEALTH INSURANCE REQUIREMENT

Campus fees now include the Undergraduate Health Insurance Fee. Students who have comparable health insurance may waive this fee. Contact the Student Health Insurance Office at 459-2389 or e-mail insure@ucsc.edu for instructions on waiving this fee.

COLLEGE OFFICE CONTACT INFORMATION

Rachel Carson	carsonadv@ucsc.edu
Cowell	cowell@ucsc.edu
Crown	crownadvising@ucsc.edu
Kresge	kresgeadvising@ucsc.edu
Merrill	merrilladvising@ucsc.edu
Nine	nineadvising@ucsc.edu
Oakes	oakesadvising@ucsc.edu
Porter	porteradviser@ucsc.edu
Stevenson	stevensonadvising@ucsc.edu
Ten	tenadvising@ucsc.edu

READMISSION CHECKLIST

To facilitate your return to UCSC, it is recommended that you do the following:

- ✓ Contact your college office if you were not in good standing when you left UCSC.
- ✓ Contact the Financial Aid Office if you plan to apply for financial assistance.
- ✓ Contact the Student Business Services to check the status of your student account.
- ✓ Send official transcripts from institutions you have attended during your absence from UCSC to the Office of the Registrar and your college office.
- ✓ Contact the department for your declared/intended major to inquire about remaining requirements.
- ✓ Begin making housing arrangements by contacting the University Housing Office or the Community Rentals Program.
- ✓ File the readmission application by the deadline.