



Environmental Art  
+ Social Practice

**2024-2025**

**Graduate Student Handbook**



# Environmental Art + Social Practice

## Graduate Student Handbook 2024-25

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#### **Quick links to key services:**

- Disability Resource Center (DRC): <https://drc.ucsc.edu>
- Slug Support: <https://deanofstudents.ucsc.edu/slug-support/program/index.html>
- Student Health Services: <https://healthcenter.ucsc.edu>
- Counseling and Psychological Services (CAPS): <https://caps.ucsc.edu>
- Student Health Outreach and Promotion (SHOP): <https://shop.ucsc.edu>
- Campus Advocacy Resources & Education (CARE): <https://care.ucsc.edu>
- Sexual Violence Prevention and Response resources: <http://safe.ucsc.edu>
- UCSC Police Department: 831-459-2231, ext. 1; <https://police.ucsc.edu>
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Campus Map

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# Welcome to the UCSC Environmental Art and Social Practice (EASP) MFA Program

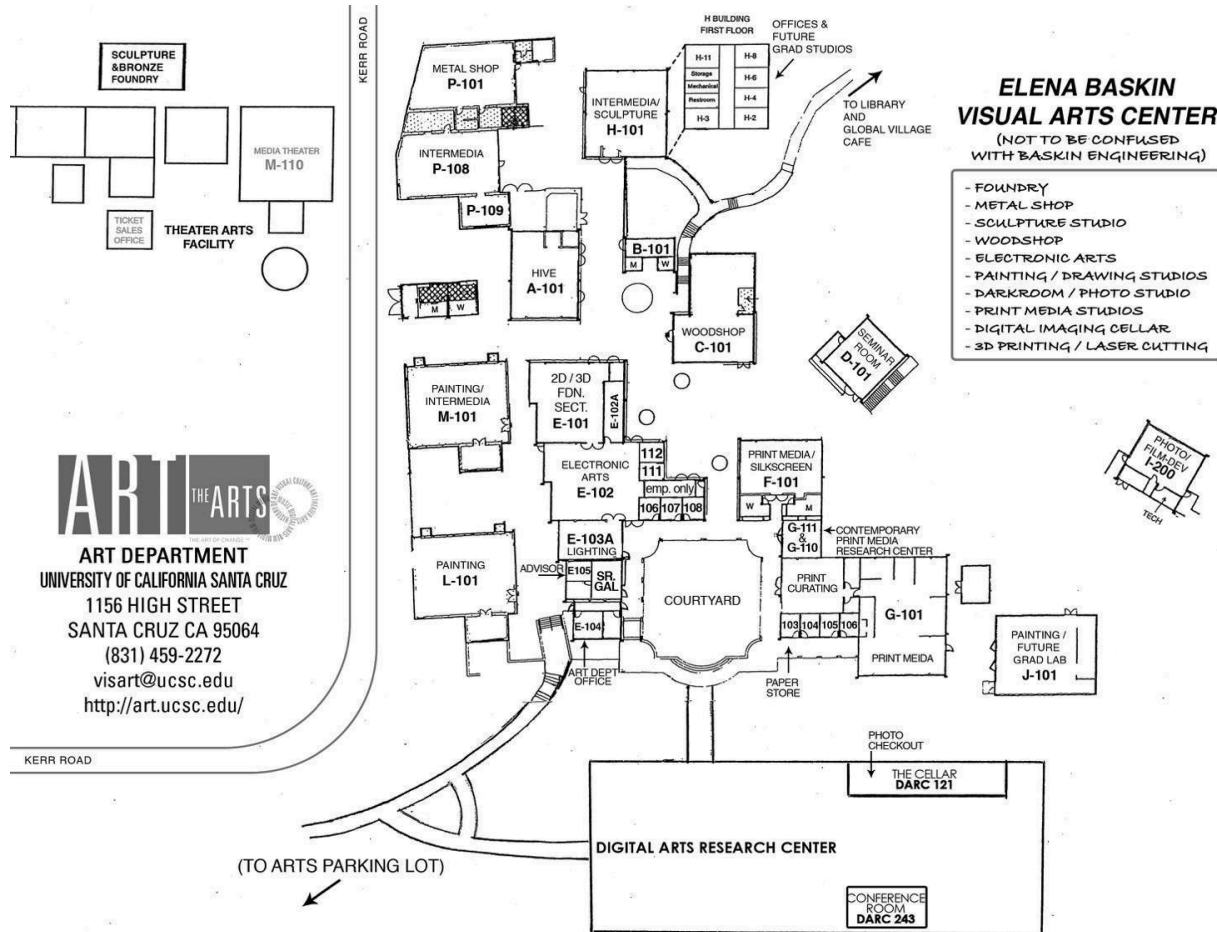
This handbook is a reference guide for you during your time as an EASP graduate student. It is designed to provide an overview of the program and to answer many of the questions that may arise as you enter, navigate, and complete your graduate work at UCSC. It is also meant to provide quick links to people and offices that may be of help.

This EASP handbook is a supplement to other university publications for graduate students, including the Division of Graduate Studies Graduate Student Handbook and additional resources with links listed below.

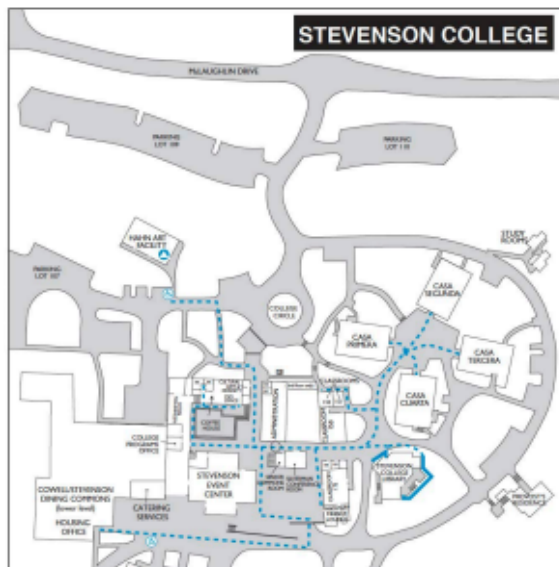
## Additional web resources for UCSC Graduate Students

- **Division of Graduate Studies Graduate Student Handbook**  
<https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>
- **UC Santa Cruz Student Policies and Regulations Handbook**  
<https://deanofstudents.ucsc.edu/student-conduct/student-handbook/>
- **UCSC General Catalog**  
<https://catalog.ucsc.edu/>
- **Graduate Division Forms and Applications for current Graduate Students**  
<https://graddiv.ucsc.edu/current-students/applications-forms/index.html>
- **TA Resources for Graduate Students**  
<https://graddiv.ucsc.edu/current-students/teaching-resources/index.html>
- **Current Schedule of Classes**  
[https://pisa.ucsc.edu/class\\_search/](https://pisa.ucsc.edu/class_search/)
- **My UCSC**  
<https://my.ucsc.edu/>
- **Financial Aid Information for Graduate Students**  
<https://graddiv.ucsc.edu/financial-aid/index.html>

**Art Department Maps:  
Baskin Visual Arts Complex**



**Hahn Art, near Stevenson College**



**Westside Research Park, 2300 Delaware**



## **EASP Program Structure**

The Director of Graduate Studies, the Graduate Advisor, and the Graduate Committee administer the EASP program, which is a part of the Art Department. The Art Department is one of five Departments within the Arts Division at UCSC.

If you have questions or concerns about the university or program administration, policy, processes, or degree progress, the following people would be the appropriate contacts:

*Director of Graduate Studies (DGS)*

**Karolina Karlic, [kkarlic@ucsc.edu](mailto:kkarlic@ucsc.edu)**

The Director of Graduate Studies (DGS) is the primary faculty member responsible for guiding graduate students through the MFA program. The DGS plans and maintains the graduate curriculum; facilitates meetings of the graduate committee; assigns first year TAs and ensures that TAs for both years are adequately distributed; oversees admissions, first year review and thesis review processes; and addresses issues that come up related to graduate funding, curriculum, advising, and admissions. While the faculty more broadly contribute to decisions for the graduate program, the DGS has the authority to act with discretion and remains accountable to the faculty and the program. The DGS is the primary point of contact for students in regards to the workings of the program.

*Graduate Program Coordinator*

**Weslynn Cedeño, [wcedeno@ucsc.edu](mailto:wcedeno@ucsc.edu)**

The Graduate Program Coordinator is the primary staff advisor to graduate students. The coordinator supports the faculty in advising graduate students about degree requirements, progress, policies, and procedures. In consultation with the DGS, the coordinator is responsible for managing graduate funding including fellowships and academic student employment. The coordinator is the primary point of contact for students in regards to university policy, student affairs, and general issues.

*Graduate Committee*

The Graduate Committee is comprised of all core faculty teaching in the EASP program. You can find the email addresses of core faculty in the personnel directory below.

The Graduate Committee works with the DGS to: collectively address issues that arise in the program; oversee admissions, advising, and annual evaluations of student progress through the program; allocate fellowship support to entering and continuing students; make TA assignments for continuing students; and modify the graduate curriculum.

Students' primary advisors and committee chairs are also important resources for students to consult on degree progress and intellectual development.

*Administrative Manager for the Art Department*

**Hannah Pederson**

The Art Department Administrative Manager is not directly responsible for EASP administration, but they do facilitate the hiring of TAs, and in this way act as a key interface between the graduate and undergraduate art programs. They also supervise the Art Department staff, including the Staff Research Associates (SRAs).

*Staff Research Associates*

**(see names and areas below in personnel directory)**

Staff Research Associates maintain and run the shops, and provide technical orientations and authorizations for their areas. They are responsible for health and safety in their areas.

*Art Department Assistant*

**Jason Greenberg**

The Art Department Assistant assigns copy codes for the copier program and facilitates brass key check out. The Department Assistant processes independent study forms, assists with some events, ordering of supplies and materials, administers scholarships and grants, and has primary responsibility for updating department websites and social media platforms.

*Art Department Undergraduate Advisor*

**Cyrus Howard**

The Art Department Undergraduate Advisor supports all aspects of the undergraduate art program, with an emphasis on student support. The UG advisor serves on the department Curriculum Committee and facilitates scheduling of classes and sections (section assignments are coordinated with faculty teaching the course)



## EASP Program Personnel Directories

<b>ART DEPARTMENT / EASP STAFF</b>	
Weslynn Cedeño, EASP Graduate Program Coordinator	wcedeno@ucsc.edu
Hannah Pederson, Administrative Manager for the Art Department	pederson@ucsc.edu
Cyrus Howard, Undergraduate Advisor	cyrush@ucsc.edu
Jason Greenberg, Art Department Assistant	jgreenb1@ucsc.edu
<b>STAFF RESEARCH ASSOCIATES (SRAs)</b>	
J.M. Gaston, Operations and Facilities Manager	jmgaston@ucsc.edu
Courtney Scruggs, Facilities Assistant	cscruggs@ucsc.edu
Lucas Gasperik, Sculpture and Foundry	lgasperi@ucsc.edu
Bridget Henry, Print Studio	bmary@ucsc.edu
Jack Chapman, Photography	jackfoto@ucsc.edu
Edward Ramirez, Digital Imaging	edmramir@ucsc.edu
d Lynch, Painting & Drawing	dlynch2@ucsc.edu
<b>CORE FACULTY</b>	
Elliot Anderson, Chair	ewanders@ucsc.edu
Karolina Karlic, Director of Graduate Studies	kkarlic@ucsc.edu
Jimin Lee	jiminlee@ucsc.edu
Jorge Menna Barreto	jomebarr@ucsc.edu
Claudio Bueno	cbueno1@ucsc.edu
Dee Hibbert-Jones	hjdee@ucsc.edu

Enrique Martinez Leal	eal@ucsc.edu
A. Laurie Palmer	apalmer1@ucsc.edu
Jennifer Parker	parker1@ucsc.edu
Beth Stephens	estephe@ucsc.edu
<b>STUDENTS</b>	
Amy Blondell	Fernanda Rappa
Jonas Banta	Ilia Dolgov
Kate Jaffe	Robert Johnson III
Dima Mabsout	Jorge Palacios
Alberto Vazquez	Maria Hele
Chaelim Lim	Megan Maybee
Tyler Rai	Nicole Sarmiento

## **EASP Program Description**

The Master of Fine Arts in Environmental Art and Social Practice is a unique graduate program that trains students to critically analyze, understand and respond to the challenges of our contemporary era through creative artistic inquiry and project-based research. The two-year program is designed for the student who seeks a career in the field of environmental art and social practice artmaking as these forms relate to environmental justice, social justice, public policy, and multimedia art practices, criticism, and theory. One of the first of its kind in the country integrating this dual focus, the program builds on the unique intellectual reputation of UC Santa Cruz as a leader in promoting social justice, ecological thinking, and inventive explorations of the nature/culture interface, and contributes to this ongoing legacy through the world-transforming potential of creative practice. The field of environmental and social practice artmaking continues to develop rapidly in relation to the urgency of social and environmental pressures, requiring artists to learn new tools and strategies for effective engagement in society at large, along with important aspects of traditional artistic training.

Within this frame, the program invites students to utilize a breadth of approaches, art mediums, research methods, theoretical frameworks and technologies ranging from the traditional to the most contemporary, with the understanding that all media can be relevant in developing new approaches and responses to environmental and social issues. The program's interdisciplinary emphasis also encourages students to engage with other departments, divisions, centers, and faculty across the university to deepen and enrich their research, and to partner with groups and organizations outside the university in the development and execution of their projects.

The MFA in Environmental Art and Social Practice program supports the development of a student's artistic practice in relation to issues and contexts relevant to these two related areas of study. The program aims to train students in practical skills as they relate to project-based arts research in the areas of: creative methodologies, critical analysis, historical perspectives, ethical standards, collaborative strategies, reflective critique, and art pedagogies. Students learn to conceive and execute projects, articulate narratives to support their ideas, and establish working relationships with other practitioners in the field. They develop methods, perspectives, and concepts to support life-long artistic inquiry and thriving careers, and to contribute to, and further develop, the emergent fields of environmental art and social practice.

### **Learning Outcomes**

1. Extensive knowledge and understanding of the historical development and contemporary relevance of environmental art and social practice.
2. Comprehension of a range of practice-based art research methodologies and critical theories by developing a research proposal and creative practice that introduces critical, analytical, conceptual and creative strategies of inquiry and production.

3. Ability to use non-discursive yet meaningful properties of materials and processes in thesis projects that draw on and expand diversity of practice-based research methodologies in environmental art and social practice.
4. Demonstrate ability to plan, coordinate and execute environmental and social practice projects, either independently or in collaboration.
5. Ability to introduce, develop and engage in contemporary discursive practices that enhance the public's understanding of critical social and environmental issues, locally or globally.

## **Degree Requirements**

A minimum of 71 quarter units are required for the Environmental Art and Social Practice MFA degree.

Core Courses = 51 units:

- Art 210 A Practice-Based Research Group 1: Sites (FLD, 5 units) –F
- Art 210 B Practice-Based Research Group 2: Systems (FLD, 5 units) – W
- Art 210 C Practice-Based Research Group 3: Contexts (FLD, 5 units) – S
- Art 220 Methods and Histories in Environmental Art and Social Practice (SEM, 5 units) – F
- Art 230 Theory and Practice (SEM, 5 units) – W
- Art 250 Writing Matters (SEM, 5 units)- S
- Art 270 A Project Development and Critique 1 (FLD, 5 units) – F
- Art 270 B Project Development and Critique 2 (FLD, 5 units) – W
- Art 280 MFA Project Production (STU, 5 Units) – S
- Art 299 Thesis Research (IND, 2 units/quarter, total of 6 units/year) – F,W,S

### Additional Requirements:

Electives= 20 units

TOTAL= 71 units

## **Distribution of courses over two years**

### First Year (35 units total)

- Art 210 A Practice-Based Research Group 1: Sites (FLD/STU, 5 units) –F
- Art 210 B Practice-Based Research Group 2: Systems (FLD/STU, 5 units) – W
- Art 210 C Practice-Based Research Group 3: Contexts (FLD/STU, 5 units) – S
- Art 220 Methods and Histories in Environmental Art and Social Practice (SEM, 5 units) – F
- Art 230 Theory and Practice (SEM, 5 units) – W,  
or, ELECTIVE (5 units)
- Art 250 Writing Matters (SEM, 5 units)- S

+ Additional ELECTIVE (5 units)

### Second Year (36 units)

Art 270 A Project Development and Critique 1 (FLD/STU, 5 units) – F

Art 270 B Project Development and Critique 2 (FLD/STU, 5 units) – W

Art 280 MFA Project Production (STU, 5 Units) – S

Art 230 Theory and Practice (SEM, 5 units) – W,  
or, ELECTIVE (5 units)

Art 299 Thesis Research (IND, 2 units/quarter, total of 6 units/year) – F,W,S

+ 2 Additional ELECTIVES (5 units each, 10 units total)

TOTAL= 71 units

## **Electives**

Students take 20 credits of electives selected from the [list of approved electives](#). In addition, students may take any upper-division art studio course. This is a prerequisite to later access art studio production spaces (used for printmaking, dark room photography, sculpture, and other technical activities) outside of scheduled class times. Students may take no more than 15 upper-division credits. Additional courses at the university may fit into a student's research interests and be suitable as an elective. Students should consult their faculty advisor or director of graduate studies in the program if this is the case. Elective courses can come from other academic programs and departments at UC Santa Cruz or the Art Department, and are available throughout the academic year. Up to two 5-credit independent study courses may also contribute to fulfilling this requirement.

## **Core Course Descriptions**

### **Art 210A : Practice-Based Research: Site** *Fall, 5 credits, STU*

Art 210A builds skills and capacities in site work. Students research a specific site, developing process oriented work while exploring concepts of site-specificity. Through reading critical interdisciplinary texts, engaging in discussion and group critiques, as well as practicing research in response to prompts, students will explore and reflect upon the multiple factors that constitute a “site” and how they present possibilities for creative engagement. Students will develop individual and in some cases collaborative projects that address site specificity.

### **ART 210 B: Practice-Based Research: Systems** *Winter, 5 credits, STU*

Art 210B builds skills and capacities in relation to systems, expanding upon the practice and research that students engaged in 210A: Sites, and the theoretical approaches and case studies examined in 220: Methods and Histories. This course will explore principles of systems thinking, ecological systems, and systems as existing and imagined social/political/material structures and community practices.

**Art 210C : Practice-Based Research: Contexts**      *Spring, 5 credits, STU*

Art 210C develops skills and capacities in Contexts. Building on their work from the previous two courses in the sequence, 210A and 210B, students engage in practice-based research, reading, and discussion on questions relevant to working in relationship with communities. This includes questions of access, address, agency (what and who is given agency within an artwork), dissemination (what is communicated, and how, to whom?) and the impacts of engagement, both in the process and as “product”: What are the goals, who sets them, who benefits, who is served, and how?

**Art 220 : Methods and Histories in Environmental Art and Social Practice**      *Fall, 5 credits, SEM*

This 5-credit seminar introduces students to methods and histories relevant to environmental art and social practice. What is research as artistic practice? What do artists bring to interdisciplinary and collaborative inquiries into social and environmental issues and problems? How are environmental art and social practice connected and how can we decolonize our methods, spaces and practices as part of art's contribution to this evolving, integrated field? What forms can collaboration take, and how do artists do it? How can artists create change in the world now? This course will explore these and other questions while examining methods of creative production and critical strategies developed by artists contributing to the field of environmental art and social practice. By discussing key texts and case studies across media, students will begin to develop adaptive methods of inquiry to support their own production, collaborations and social engagement.

**Art 230: Theory and Practice in Environmental Art and Social Practice**      *Winter, SEM, 5 units*

This 5-credit seminar explores contemporary theoretical frames and questions relevant to environmental art and social practice, and how artists engage with theory as a productive component of their practice. Students critically analyze and discuss key theoretical texts and case studies demonstrating how other artists combine theory with practice, while relating ideas and examples directly to their own and their peers' creative work.

**Art 250: Writing Matters**      *Spring, 5 credits, SEM*

This 2-credit seminar course provides instruction and guidance in developing writing skills as a dimension of project-based art. Beginning with the assumption that working with words is a material practice, students will explore a range of writing forms and approaches, share and compile textual and other resources, and experiment with best practices for developing their relationship with research and writing. Students create a preliminary annotated bibliography and outline for organizing and directing their thesis work.

**Art 270A, Project Development and Critique 1**      *Fall, 5 credits, FLD*

This is the first of the core, second-year, project development sequence of the MFA curriculum, when students are rigorously pursuing their thesis research in the field and in the studio. Through discussions and critiques in class with peers, faculty, and invited guests, students share their ideas, progress, methods, and problems and deepen their ability to engage in conceptual, scholarly and interdisciplinary dialogue about their projects and the work of fellow students, offering and receiving critical feedback. In addition to individual and group critiques, students

will lead discussions on topics, texts, and inspiring practitioners relevant to their developing work. Part 1 of this course sequence provides a context for students to develop their thesis project with full dedication.

**Art 270B, Project Development and Critique 2** Winter, FLD, 5 credits

In Part 2 of this core course sequence, students are expected to be fully engaged in their thesis work. Group and individual critiques will focus on in-depth assessments of works-in-progress, exploring technical, formal, ethical, historical, and interdisciplinary aspects of the works as well as developing potential contexts for exhibition or other public engagement or display. Discussion of readings chosen by students and lecture presentations relevant to student projects supplement critiques and support strong ties between the student's creative project and the development of their written thesis. Sharing project challenges and collective problem-solving will also play a role.

**Art 280: MFA Project Production** Spring, 5 units, STU

As the culminating course of the MFA, Art 280 provides students with practical support, critical feedback, curatorial guidance, and mentorship as they complete their thesis projects and written theses. Discussions of strategies for public presentation, documentation, promotion, distribution and professional next steps are combined with technical assistance, critiques, tutorials, and writing and studio production along with presentation of their final projects.

**Art 299: Thesis Research**

Students work on integrating their writing with their project production under close supervision with a faculty member. May be repeated for credit for a maximum of 15 units.

## **Progression through the Program**

In the first year, students work collaboratively on practice-based research topics while studying methodologies, histories, theories and pedagogies relevant to the field. They also take electives relevant to their research interests chosen from course offerings throughout the university. In the spring of their first year they also take a 2-unit thesis course in which they develop a working bibliography and thesis outline.

In the second year, students develop and realize their thesis projects. They identify a focus and geographic location, find partners and design a project individually, or in collaboration. Each student's creative research is supported by a series of core critique classes as well as electives chosen by the student to deepen their knowledge and fine-tune their research direction, and by 2-units of thesis advising every quarter. In the spring of the second year they also take a 2-unit curatorial class focusing on the public presentation of their MFA research.

### **Advising**

Students are assigned a mentor advisor in the fall quarter of their first year. If they choose to switch advisors after the fall quarter, they can do so, but should consult with the Director of Graduate Studies (DGS). The first year mentor supports the student as they learn to navigate the university and move through their first year. There is no commitment implied for this mentor to serve on the student's review/thesis committee.

### **First Year Review & Choosing your Thesis Committee**

At the end of the spring quarter of their first year, students will undergo a first year review by Art Department Faculty in order to advance in the program. The review committee will be selected by the student and approved by the EASP Director of Graduate Studies and the Dean of the Graduate Division. The review committee is comprised of the Committee Chair, who will also be the student's primary faculty advisor, another Art Department Senate faculty member who will be the student's secondary advisor, and a third faculty member from outside the Art Department. The third member may be in another department at the University, or from outside the university with expertise relevant to the student's project and who can commit to following the student's progress through their thesis review in the spring of their second year. The same committee will later become the student's Advancement to Candidacy and MFA Thesis Review committee.

The First Year Review consists of a review and critique of creative research, along with confirmation that all first-year core courses and electives have been completed with satisfactory grades and in good academic standing. For the Review, students present their creative research to date and discuss their preliminary proposal for the project they will pursue for their second year. In addition to the oral review, they also submit a five-page paper that outlines their project



16 proposal. The committee will assess the student's progress in terms of creative research, comprehension of methods, theories and practices in environmental art and social practice, and commitment to the program, and offer feedback on the project proposal.

## **Advancement to Candidacy**

Advancement to candidacy happens in the fall quarter of the second year. At this time, students will present to their committee a final project proposal, revised and developed following the first year review, that will serve to direct their thesis research. Proposals will outline the focus of the project, conceptual and theoretical grounding, materials, location, partners and/or collaborators, preliminary annotated bibliography/list of related artworks, and a step by step plan for carrying out the project. Proposals will be evaluated based on clarity and quality of purpose, concept, and plan, feasibility within the time-frame and budget proposed, evidence of established relationships with partners/collaborators, and potential to make a significant creative contribution to the field. The thesis committee must approve the thesis proposal/project outline no later than the end of the end of the spring quarter of the first year.

## **Thesis** (language to be updated soon)

Environmental art and social practice projects don't always result in a single exhibition. Very frequently they will create complex systems which weave together a variety of mediums, sites and temporalities that are not only viewed, but activated by multiple publics. For the completion of the EASP MFA, students are required to create a form to make their work and research public, taking into consideration the complexities of the field and articulating their newly acquired knowledge.

The MFA thesis review committee will review each final thesis project in the spring quarter of the second year or after a student has completed a minimum of 71 units. At the end of each two-year cycle, the program will organize an MFA thesis exhibition as a way to draw individual projects together and share the collective result with a larger audience. Even though students may see the core of their work as situated elsewhere, it is expected that the exhibition site will contain an extension or translation of their projects.

Each student should also articulate their ideas in a written piece, which will be no less than 25 pages, understanding text and page as active elements that not only provide theoretical background for their work, but may be seen as interdependent with the other components of one's proposal. Therefore, the written piece should not be imagined as being about, but a part of their project. Just like the exhibition constitutes a common ground for the art works to meet and be shared, there is the possibility that students will create a final catalog where the written pieces are articulated graphically and bound together to form a publication that operates as a textual portrait of the work.

## **Normative time to degree**

Normative time to degree is two years. Students who are not able to complete their final projects in a satisfactory manner after two years may apply for more time for project completion but they cannot take classes or receive financial support beyond the two years. Any student taking more than three years to complete the program will be disqualified from the program in accordance with university regulations

## **Grading policy**

All graduate students in graduate or undergraduate courses will be graded Satisfactory (S), Unsatisfactory (U) or Incomplete (I). Satisfactory (S) is equal to a letter grade of A or B, Unsatisfactory (U) is equal to a letter grade of C or lower. A grade of U requires that the student contact the Director of Graduate Studies for the MFA program immediately to resolve how to maintain their standing in the program, for instance by taking additional credits. If the situation is not able to be resolved in conversation with the DGS, the student will be brought up for review before the entire Department. The Department strongly discourages the issuing of Incompletes (I) in first or second year core courses. We also recommend that graduate students not request Incomplete (I) grades for elective courses taken outside the Department.

In cases of serious medical or personal emergencies when an Incomplete may be unavoidable, the Department asks all graduate students to submit the required coursework to the instructor before the end of the 6th week of instruction in the Quarter following the issuing of an Incomplete grade. Following University policy, if the coursework is not completed within one calendar year, the Incomplete grade will automatically revert to Unsatisfactory (U).

Students who wish to receive a letter grade for any course may request a grade change via the <http://my.ucsc.edu> system early in the term.

## **Unsatisfactory progress/ disqualification/ probation/appeals**

Pending the results of the first-year review, students whose academic performance is less than satisfactory or who are not meeting program requirements are placed on academic probation and given a timeline for removing their deficiencies and returning to good standing. Students on academic probation are subject to disqualification.

**Disqualification** means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study at the University of California Santa Cruz. A student may be disqualified ONLY by the Dean of Graduate Studies and in accord with the procedures outlined below. The term “disqualification” should NOT be confused with “dismissal.” Dismissal is removal from graduate study based on behavior or conduct.

A student whose progress is judged unsatisfactory is regarded as a student on **academic probation**. This includes the student whose annual evaluation indicates unsatisfactory progress or the student who receives written notice from the Advisory/Guidance Committee or Graduate Advisor that progress is unsatisfactory. If the student fails to meet the requirements specified in the notices sent by the Dean of Graduate Studies or by the Advisory/Guidance Committee, the student will be subject to disqualification from further graduate study in the graduate program.

A student who is subject to disqualification, or who has been disqualified, may submit an **appeal** within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon non-academic criteria, or (c) specific mitigating circumstances contributing to the student's performance. Questions of academic judgment or evaluation will not be considered as an appropriate basis for submission or consideration of a student's appeal of disqualification. The Administrative Committee will make a recommendation to the Dean of Graduate Studies as to the disposition of the case and the Dean will make the decision. The Dean will review the appeal and render a final decision within 60 days. The outcome of the appeal is final.

## **Academic misconduct**

*University Policy on Academic Integrity for Graduate Students states: "Academic misconduct includes but is not limited to cheating, plagiarism, fabrication, falsification, research fraud, or facilitating academic dishonesty or as further specified in campus policies and regulations, including the Campus Policy on Research Integrity."*

Become familiar with the posted material on [academic integrity for graduate students](#). It is your responsibility to know what behaviors constitute misconduct. You must avoid academic misconduct yourself and are enjoined to report any cases of academic misconduct that are known to you. Students making such reports may maintain anonymity. Your instructors, and the instructors of the classes you work with as teaching assistants and in other capacities, should clearly explain the University's academic misconduct policy in the context of their courses and specify the academic sanction for misconduct. Failure to include this information in the course syllabus, however, does not excuse students from knowing and being accountable for adherence to the precepts of academic honesty and the policy of the University. Academic misconduct of any kind is likely to result in your dismissal from the program.

## **Principles of Community**

The University of California, Santa Cruz is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness. Please familiarize yourself with the [principles of community here](#).

## Teaching

The EASP program values teaching as an important component of the graduate curriculum. We also understand that pedagogical approaches can be critically useful for art practices addressing environmental and social justice. As a TA you perform a service for the Department and the University, you gain experience teaching a diverse body of undergraduate art students in a public research university, and you build your pedagogical repertoire.

The total commitment for your teaching assistantship is approximately 16-20 hours per week. (The maximum is an average of 20 hours per week; you cannot exceed 200 hours per quarter). Included in this total are: TA trainings and meetings with the instructor; formal contact hours in class, including lecture, lab and/or discussion sections; time spent grading papers; preparing for teaching; and office hours with students. Some instructors may expect to meet with their TA after final exam week to determine grades. Before the start of each quarter the course instructor will call a meeting to review your responsibilities specific to their class. Please consult with the instructor regarding expectations for how to allocate your time and for your availability at the end of the quarter.

## TA Assignments

The Director of Graduate Studies (DGS) will assign new EASP students TAs in the Art Department for all three quarters of their first year. Students will receive these assignments in the spring/early summer before fall matriculation. In the end of the spring quarter of their first year EASP students can request to be considered for specific Art Department TAs for the following year by contacting the DGS. Students who want to apply for a TA in another department in the university are welcome to do so, but they should consult with the DGS about their plans to insure that they secure a TA and that Art Department TAs can be filled by other students.

Course and section schedules may be seen in the UCSC Schedule of Classes:

[https://pisa.ucsc.edu/class\\_search](https://pisa.ucsc.edu/class_search)

(Select: **Term:** (e.g.,2019 Fall Quarter), **Status:** All Classes, and **Subject:** (e.g.,Art))

## TA Orientation

Art Department TA orientations take place at the start of each academic year before classes begin. This department-specific orientation is in addition to the general graduate student orientation that the Graduate Division provides. You will be notified at least one month in advance of the date of this mandatory Art Department TA orientation. At this meeting the Director of Graduate Studies (DGS) will outline Art Department TA policies, expectations, and responsibilities, and answer any questions you might have. A representative from the Graduate

Student Union will come to this TA orientation and will speak to you separately about the union and answer union-related questions.

## **ASE/UAW union contract**

Teaching Assistants are represented by the ASE/UAW. The ASE/UAW contract establishes terms and conditions of TA appointments. TA names and department addresses are released to the ASE/UAW each term. The contract requires that TAs receive appointment letters and that they accept the appointment in writing. Prompt return of the appointment acceptance form will insure your appointment. TAs with eligible academic appointments, totaling between 25% to 50%, which is considered full-time, are eligible to receive Graduate Student Health Insurance Program (GSHIP) premium remission as well as the educational and registration fee remission in place at the time of the appointment. Students receiving need-based financial aid are encouraged to contact the Financial Aid Office to discuss the impact of this employment on their aid package.

TA Union (UAW Local 2865) contract and contact information for Academic Student Employees:  
<http://uaw2865.org>

## **Other Forms of Financial Support**

### **GSRs & GSIs**

Graduate Student Research positions (GSRs) support faculty research and are funded by faculty grants. These cover a student's tuition, fees, and insurance, and provide a stipend similar to a TAship. These are more rare in the Arts Division than in the Sciences, but occasionally become available, usually as a one-quarter position.

Graduate Student Instructor positions (GSIs) are even more rare, but also occasionally become available. A GSI gives a graduate student the opportunity to teach their own class.

Graduate students cannot hold a TAship and a GSR or GSI position simultaneously in the same quarter.

### **University Fellowships**

Information on university graduate fellowships can be found here:

<https://graddiv.ucsc.edu/financial-aid/fellowships.html>

Most are restricted to PhD students but some are available to MFA students.

Most fellowships can be held simultaneously with a TAship if they are not directly linked to tuition remission, and can help subsidize expenses beyond the TA stipend.

## **Degree Costs**

### **Tuition & Campus Fees**

Information on tuition costs and campus fees can be found here:  
<https://financialaid.ucsc.edu/cost-to-attend/graduate-costs.html>

### **Non-resident status / Residency Requirement**

Every entering student is classified as a resident or nonresident of California for tuition purposes. U.S. citizens and permanent residents who have come to UCSC from outside the state of California should take steps to establish California residency as soon as possible through the Residence Deputy in the Office of the Registrar. Domestic nonresident students must establish California residency by the beginning of their second year. The requirements are located in the [UC Residence Policy and Guidelines](#).

Information on requirements and procedures for establishing legal residency can be found in the Residency section of the Office of the Registrar web page, or contact the Campus Residency Deputy, Office of the Registrar at [reg-residency@ucsc.edu](mailto:reg-residency@ucsc.edu).

### **International Students**

International students will be offered a funding package for both first and second years upon admission to the EASP program, with offers made based on available funding for that year from the Graduate Division, and fellowships. International students are encouraged to investigate funding opportunities to supplement what UCSC can provide. All efforts will be made to provide full tuition support for all MFA EASP students.

Important information for international students can be found through the International Student and Scholar Services website, and the Division of Global Engagement:  
<https://iss.ucsc.edu/>

## **Additional Art Department Information and Resources**

**EASP Program website:** <https://art.ucsc.edu/mfa>

**Art Department website:** <https://art.ucsc.edu/>

### **EASP Graduate Studios**

Each registered graduate student in our program will be given studio space in [The Westside Research Park](#). This is a flexible space that can be configured according to student needs. Movable walls can be arranged to provide private and/or collective spaces. Students are not allowed to live in their studio space

### **Graduate Student Offices**

Each registered graduate student in our program will be assigned a shared office space in the Baskin Visual Art Complex.

### **EASP Graduate Representation on Graduate Admissions**

EASP graduate students in their second year are welcome to participate in the admissions selection process for the subsequent cohort. This optional participation invites students to help construct the EASP community and program going forward by weighing in on the composition of the incoming class. It is an opportunity to experience the admissions process from the other side and to better understand, as well as to affect, how such processes are administered. EASP graduate students will be invited to participate in online interviews with MFA applicants who have been selected by faculty to be interviewed, and EASP graduate students will be invited to contribute to the collective discussion of applicants after interviewing. All graduate students who participate will be invited to create one collective ranking of the applicants.

### **CASFS: Center for Agroecology and Sustainable Food Systems**

The Center for Agroecology & Sustainable Food Systems (CASFS or the Center) is a research, education, and public service organization dedicated to advancing an ecologically sustainable and socially just food system. The EASP program and CASFS share similar goals and collaborate on projects and initiatives whenever possible. Both the Farm and the Chadwick Garden are part of CASFS and both welcome proposals for projects and other initiatives from EASP students and faculty. <https://casfs.ucsc.edu/>

## **Kenneth S. Norris Center for Natural History**

The Kenneth S. Norris Center for Natural History, located in Room 239 of the Natural Sciences 2 building, supports natural history education and research opportunities for students, faculty, staff, and the greater Santa Cruz community. The Norris Center's Art & Natural History Initiative program hosts workshops, sponsors students, and holds numerous events to connect art and natural history using the resources of the Norris Center. The Science and Art Residency Program funds and supports creative communication opportunities for science research, and student artist professional development.



## General Information

### Academic Calendar

All important university-wide dates, including enrollment, graduation application and other deadlines, can be found on the Academic and Administrative Calendar here (choose the current year): <https://registrar.ucsc.edu/calendar/academiccalendar.html>

### Campus Events Calendar

The Campus Calendar ([events.ucsc.edu](https://events.ucsc.edu)) is a web-based listing of events sponsored or presented by administrative units, the colleges, and student organizations. For more information about the Campus Calendar, please call 459-5390; or e-mail [calendar@ucsc.edu](mailto:calendar@ucsc.edu).

### Important Forms (TBA)

### Information for International Students (TBA)

## More Campus Resources

#### Quick links to key services:

- Disability Resource Center (DRC): <https://drc.ucsc.edu>
- Slug Support: <https://deanofstudents.ucsc.edu/slug-support/program/index.html>
- Student Health Services: <https://healthcenter.ucsc.edu>
- Counseling and Psychological Services (CAPS): <https://caps.ucsc.edu>
- Student Health Outreach and Promotion (SHOP): <https://shop.ucsc.edu>
- Campus Advocacy Resources & Education (CARE): <https://care.ucsc.edu>
- Sexual Violence Prevention and Response resources: <http://safe.ucsc.edu>
- UCSC Police Department: 831-459-2231, ext. 1; <https://police.ucsc.edu>
- For emergencies, call 911.

### Campus Map:

<http://maps.ucsc.edu>

### Schedule Of Classes:

[https://pisa.ucsc.edu/class\\_search](https://pisa.ucsc.edu/class_search) — Select Term, Status (open or all classes), and Subject

## **Disability Resource Center**

The Disability Resource Center (DRC) assists the UCSC campus in providing equal educational access to students with disabilities, per state and federal laws. In order to access services, students must provide specific medical documentation that meets UC guidelines (copies of these guidelines are available at the DRC office and on the DRC website). In addition to documentation, students will meet with a DRC Service Coordinator to discuss disability-related needs and determine appropriate services. For more information, view the DRC web site at <http://drc.ucsc.edu/>. The DRC is located in 146 Hahn Student Services Building; contact information is 459-2089 (Voice), 459-4806 (TTY), or by e-mail to [drc@ucsc.edu](mailto:drc@ucsc.edu).

## **Bay Tree Bookstore**

The Bay Tree Bookstore is located in the center of campus, at the intersection of Hagar and Steinhart, in the Quarry Plaza. Hours are Monday–Friday, 8:30 a.m.–5:30 p.m., and Saturday, 10 a.m.–4 p.m., except academic and administrative holidays. There are extended hours during quarter openings. Course book information: 459-4216; general information: 459-4544. The Bay Tree Bookstore is online at [slugstore.ucsc.edu](http://slugstore.ucsc.edu).

## **Career Center**

The Career Center provides comprehensive career services to current students and alumni. It is a one-stop resource providing a meaningful link between education and the world of work. The Career Center is located in the Bay Tree Building, Room 305, 459-4420. Visit the center early in your academic career, and pick up your copy of the Career Guide for UC Santa Cruz Students, or visit our website at <http://careers.ucsc.edu/>.

## **Cashier's Office**

Cashier's Office location: 102 Hahn Student Services.

Telephone: 831-459-2278.

Window Hours: 9:00 am - 4:00 pm, Monday - Friday.

UCSC accepts cash, checks, Western Union, or Moneygram. Use of banking "online bill payment" services may delay payment of your account and may result in late fees or enrollment consequences. At this time we do not accept credit cards for payment of your university bill. Do not send cash through the mail. Please make checks payable to "UC Regents."

All student fees and fines can be paid in person, by mail, or through the 24-hour depository, located outside the north entrance of the building. Deposits after 3:00 PM will not be posted until the next day.

Some petitions require fees. These must be filed during window hours. Do not place petition forms in the depository.

## **Check Cashing**

Check cashing is available at the Cashier's Office and at the Bay Tree Bookstore for students, faculty, and staff with valid university ID. At the Cashier's Office, the check cashing limit is

\$25.00 per day with a charge of twenty-five cents per check. At the Bay Tree Bookstore, the limit is \$10.00, and there is no check cashing charge.

## **Student Resource Centers**

Each of the six resource centers offer students various services through academic, cultural and community support activities. Throughout the year, the RCs host programs and events that connect students, staff, faculty and community members in both social, professional and academic settings. Students have ample opportunities to network and create community spaces, to engage in stimulating and critical dialogue, and to find connections in hope of building a positive and empowering space for all communities.

- [African American Resource and Cultural Center](#)
- [American Indian Resource Center](#)
- [Asian American / Pacific Islander Resource Center](#)
- [Lionel Cantú Gay Lesbian Bisexual Transgender Queer Intersex Resource Center](#)
- [Chicano Latino/Chicanx Latinx Resource Center](#)
- [Women's Center](#)

## **Veterans Benefit Services**

Veteran Services, located in the Registrar's Office, 160 Hahn Student Services, serves as a liaison between the Department of Veterans Affairs (DVA) and students who, as veterans, veterans' dependents, or reservists, receive education benefits. The staff also assists with the Cal Vet program, which offers fee waivers to California residents who are dependents of veterans who have died or are disabled due to a service-connected disability.

If you are a veteran or veteran's dependent, contact Veteran Services as soon as you receive notification of admission to UCSC to ensure timely processing of your benefits claim.

## **Childcare Services**

Four child care programs are offered on campus. Enrollment is limited; early application is encouraged as most programs have waiting lists. Information is available on the Child Care and Early Education web site at <http://childcare.ucsc.edu/index.html>, from the Child Care and Early Education Office at Family Student Housing, by phone at 459-2967, or by e-mail at [childcareservices@ucsc.edu](mailto:childcareservices@ucsc.edu).

## **Computing Facilities and Resources**

[Information Technology Services \(ITS\)](#)

(831) 459-4357, Monday-Friday, 8am to 5pm

[help@ucsc.edu](mailto:help@ucsc.edu)

Kerr Hall, Rm 54

### **E-mail**

ITS email and computer support services: <http://its.ucsc.edu/get-help/index.html>

UCSC uses Google mail, managed by ITS:

**Log in at:** <http://gmail.com>

**Username:** your UCSC email address

**Password:** your CruzID Blue Password\*

Password setup: <http://cruzid.ucsc.edu>

Password help page: <http://its.ucsc.edu/accounts/passwords.html>

\* The CruzID Blue Password is different from the CruzID Gold Password (UCSC affiliates have both types, used for almost everything campus-related).

Gmail help: <https://its.ucsc.edu/google/gmail.html> (or contact ITS—see below)

Students are expected to communicate via e-mail using a UC Santa Cruz Identity called CruzID, which is your e-mail address (youraccount@ucsc.edu) and account as well as electronic login and password to many services, such as the network, computing labs, portal, and other services. Your CruzID is assigned when you enroll for classes, before you come to campus in the fall quarter. There is no cost for your CruzID. Activate your CruzID through the Student Portal at [my.ucsc.edu](http://my.ucsc.edu).

Students are expected to check their UCSC e-mail and student portal for important e-mail messages from faculty, staff, and other students. Faculty and other campus representatives will send messages about classes, important reminders, and information about student services to this account to your UCSC email. For example, your UCSC address shows up on enrollment rosters and e-mail lists that faculty use to communicate with their classes.

The university provides CruzMail, a web-based e-mail client, as well as anti-virus software to keep your machine virus-free. The university also has 12 computer labs located at most of the colleges and a number of academic buildings.

UC Santa Cruz has a wireless network called UCSC-Guest, with coverage in most student areas of campus. Because of the wireless access, we highly recommend that you purchase a laptop or notebook computer. We have included minimum specifications below. If you don't own a computer, or would like to work on homework assignments that require specialized software, there are 12 Instructional Computing labs across the campus. Each lab is open to all students. ITS (Instructional Technology Services; [its.ucsc.edu](http://its.ucsc.edu)) operates the UC Santa Cruz campus network, which interconnects personal computers, workstations, workgroup LANs, instructional computing labs, central computing facilities, and computer-equipped classrooms with each other, on-campus resources, and the Internet. ITS also offers a high-speed residential data network called ResNet to all students living in university residential areas. The service cost is included in the housing fees. There are no additional fees for students who live in university residential areas to use the service, which includes technical support (by phone, or room visits when necessary) provided by ITS.

### **Online harassment**

Please send questions or concerns about electronic abuses or harassment via e-mail to [abuse@ucsc.edu](mailto:abuse@ucsc.edu).

## **Disability Accommodations for Computing**

If you have a disability and require adaptive or assistive technology to use lab computers, library facilities, or other campus services, please contact the Disability Resource Center (DRC) right away so that they can coordinate services for you. Instructional Computing labs have common adaptive technologies—such as enlarged type for students with low vision and Dvorak keyboards for students with repetitive strain injuries. If you need accommodations, please call the DRC at 459-2089 (voice), or 459-4806 (TTY).

## **Need Computing Help?**

You may find the answer to your question at [its.ucsc.edu](https://its.ucsc.edu). If you need additional help with computer accounts, network access, or general computer questions, please contact the ITS Help Desk. The Help Desk is located at 54 Kerr Hall and is open Monday–Friday, 8 a.m.–5 p.m. Get help: online at [itrequest.ucsc.edu](https://itrequest.ucsc.edu); phone: 459-4357 (459-HELP); or e-mail: [help@ucsc.edu](mailto:help@ucsc.edu).

## **Counseling and Psychological Services (CAPS)**

Psychological counseling services are available at each college, as well as at Family Student Housing and at the Counseling and Psychological Services (CAPS) central office located in the Cowell Student Health Center. Counseling psychologists have extensive experience in helping students clarify their sense of direction and set realistic goals by collaborating with students to resolve their personal issues. Students can meet with a counseling psychologist individually, or they can participate in one of the numerous counseling groups that are offered throughout the year. A behavioral health/stress reduction program is also available. The goal of CAPS's services and programs is to facilitate the academic and personal growth of students in the UCSC community. Personal information communicated to a counseling psychologist is confidential in accordance with state laws and the Ethical Code of the American Psychological Association. For more information, visit the web site at [www2.ucsc.edu/counsel](http://www2.ucsc.edu/counsel), or call 459-2628 to speak with a front office staff member.

## **Photocopying and Scanning**

Photocopier/scanner machine access for department copy/scanner machines is set up by Jason Greenberg in the department office: [jgreenb1@ucsc.edu](mailto:jgreenb1@ucsc.edu).

When you log into the department machines you will see two account numbers. You will use the Student account for your own personal graduate research, and you will use the Art Department account for copies that you make on behalf of faculty for classes that you are TAing. **NOTE: IT IS VERY COMPLICATED TO CORRECT IF YOU USE THE WRONG ACCOUNT, so please be sure to select the correct one. Schedule a time with Jason for an orientation on how to use the copier in the art office.**

Please see info below for large jobs, e.g., course readers and syllabi for large classes. However it is preferred that syllabi and handouts, especially for large classes, be made available digitally rather than printing them

## **Copy Center**

For exams, syllabi, course readers and handouts, etc. and other large photocopy jobs.

<http://www.copycenter.ucsc.edu>

—See links in the column at right for [Submission Dates](#) and [How to Submit a Reader](#)

Copy Center Hours: Monday through Friday, 8:00 a.m to 4:30 p.m.

Hannah Pederson, The Administrative Manager for the Art Department, authorizes copy jobs from the print center, so you would need to contact Hannah to use their services.

**Location:** Jack Baskin Engineering, room 25

**Email:** [copy@ucsc.edu](mailto:copy@ucsc.edu)

**Professor Publishing Email:** [profpub@ucsc.edu](mailto:profpub@ucsc.edu)

**Phone:** (831) 459-3888

**COPYRIGHT POLICY:** <https://www.copycenter.ucsc.edu/resources/index.html>

—The UCSC Copy Center offers a complete copyright clearance service to help faculty reproduce course readers in accordance with copyright law.

## **Campus Radio Station:**

KZSC 88.1 FM, <https://www.kzsc.org>

## **Graduate Student Commons**

The Graduate Student Commons (GSC) is a student-owned building designed to enhance the graduate student community. The GSC is located in Quarry Plaza, in the center of campus between Classroom Unit 1 and Cowell College, next to the Student Union. Call 459-1557 for hours or room reservations; web site: <http://gradcommons.drupal.ucsc.edu/>

## **Health Center**

Located across from Colleges Nine and Ten, the Student Health Center provides quality health care focused on the particular needs of students. All registered students have access to the Student Health Center regardless of their insurance plan.

Our facility is staffed by board certified physicians, nurse practitioners, physician assistants, and nurses. Students are seen by appointment and in Urgent Care.

The Student Health Center offers routine medical appointments, urgent care, psychiatry services, nutritional counseling, health promotion programs, x-ray, and full laboratory and pharmacy services on site. For more information regarding the Health Center and its services see the web site at <http://healthcenter.ucsc.edu>.

**In case of emergencies, either during the day or after normal operating hours, please call 911.**

## **Mandatory Hepatitis B Immunization**

California state law mandates that all entering students under 19 years old must be immunized against Hepatitis B. These students are required to provide the Health Center with documentation proving their compliance with this law. Those not in compliance at the beginning of the quarter may be dropped from their classes. For more information, see the web site at <http://healthcenter.ucsc.edu>; or call 459-2211.

## **Housing Services**

### **University Housing**

The Campus Housing Office is responsible for the application and contract records for all students living in college residence halls and apartments, Graduate Student Housing, the Village, University Inn, and University Town Center (UTC). Staff are available to advise students about room and board billing, payment plans, and contractual responsibilities. Students living in college residence halls and apartments, and at the University Inn, select a meal plan as part of their housing contract. All other students, whether living on or off campus, may purchase meal plans or flexi-dollars online at student [housing.ucsc.edu](http://housing.ucsc.edu).

Campus Housing is centrally located at 104 Hahn Student Services Building; hours are 9 a.m.–4 p.m., Monday through Friday. Phone: 459-2394; e-mail: [housing@ucsc.edu](mailto:housing@ucsc.edu); web site: [housing.ucsc.edu](http://housing.ucsc.edu)

Room assignments, key distribution, and special-option waiting lists are handled by the individual Offices of Residential Life/Housing.

### **Community Rentals Office**

The Community Rentals Office (CRO) serves as a resource center for UCSC students, faculty, and staff who wish to secure housing off campus. The office maintains an extensive rental listings database accessible to all eligible customers via the Internet. The web site provides resource information, forms, and agreements commonly used for searching for, living in, and moving out of rentals. A Renters' Workshop geared for first-time renters is available online.

To visit the office, students need to bring proof of university admission or affiliation and a picture ID. Services are free to newly-admitted and currently enrolled students. Summer session, UC Extension, and alumni pay a user fee.

Located near the north entrance of the Hahn Student Services Building, CRO is open weekdays 9 a.m.–4 p.m. For more information visit the web site at <http://housing.ucsc.edu/cro> Phone: 459-4492, e-mail: [comrent@ucsc.edu](mailto:comrent@ucsc.edu).

### **Family Student Housing**

Family Student Housing, located near the west entrance to the campus, is a residential community of 197 two-bedroom apartments for students with children or couples without children. More information and applications are available from the manager's office in the Community Building, 599 Koshland Way, 459-2549; e-mail: [fsh@ucsc.edu](mailto:fsh@ucsc.edu).

## **Graduate Student Housing**

Graduate Student Housing was built especially for graduate students and was designed with their needs in mind. Grad Housing is an intimate community housing just 82 students, and is home to a very diverse population, including students from all over the United States as well as many foreign countries.

The apartments are set in a beautifully landscaped natural environment located adjacent to "Science Hill," home to many of the campus' main academic facilities.

## **University Dining Services**

The five dining halls on campus offer a wide variety of choices at each meal. Students living in college residence halls and apartments, and at the University Inn, are provided with meal plans as part of their residence contract. All other students, whether living on or off campus, may purchase a meal plan/flexi-dollars online at [student.housing.ucsc.edu](http://student.housing.ucsc.edu). Flexi Dollars, a declining balance plan, can be purchased with or without a meal plan. Flexi Dollars may be used at campus cafes, coffee shops, and dining halls. For information about any of the above services, contact the University Dining Office at College Nine/Ten Apartments at 459-4169 or email [ucsantacruz dining@ucsc.edu](mailto:ucsantacruz dining@ucsc.edu). For questions, concerns, or comments regarding dining halls, contact the Dining Operations Manager at 459-4169.

### **Cafes on campus**

There are several privately operated cafes on campus: <https://dining.ucsc.edu/eat/#cafes>

## **Libraries**

The University Library collections are divided between two buildings: the collections in humanities, arts, and social sciences are housed in McHenry Library; books and periodicals in the natural and physical sciences are housed in the Science & Engineering Library.

### **Library hours during the regular academic quarter:**

Monday–Thursday, 8 a.m.–11:45 p.m.; Friday, 8 a.m.–8 p.m.; Saturday, 9 a.m.–8 p.m.; Sunday, 10 a.m.–11:45 p.m.

Library hours are more restricted during quarter breaks and in the summer. Call 459-4000 for information on hours.

Reserve Book List Form: <http://library.ucsc.edu/services/reserves/reserve-book-list-form>

### **McHenry Library phone numbers:**

Reference: 459-2711

Circulation and reserve books: 459-5185

Book renewal: 459-2756

### **Science & Engineering Library phone numbers:**

Circulation: 459-5300

Reference: 459-2886

Book renewal: 459-5300.



## **Audio/Visual Equipment & Media Services**

**Campus Media Services** provides support for academic courses and special events using media on or off campus. A course is defined as being listed in the schedule of classes, having a class number, meeting at the time and general assignment location listed and having a mandatory attendance of students. A special event is defined as any event that is not an academic course and does not require student attendance.

UCSC identification with a current quarter sticker is required to check out any equipment from the Media Checkout Facility, Kerr Hall 149, by faculty, staff, or students. Reservations for equipment are strongly encouraged. All equipment is available on a first come, first served basis and can be borrowed for up to three working days. Equipment may be reserved by calling 459-2117. Detailed information can be found at: <http://its.ucsc.edu/special-events/index.html>

## **Ombuds Office**

The Ombuds Office is an impartial and confidential resource available to all members of the UCSC community. The office assists students, staff, and faculty in the informal resolution of complaints and conflicts stemming from UCSC policies, procedures, practices, or difficult campus-related relationships.

Please contact Campus Ombuds Laurie McCann at 459-2073 or [ombuds-lmc@ucsc.edu](mailto:ombuds-lmc@ucsc.edu) for further information or for an appointment. The Office of the Ombuds is located at 489 McHenry Library. For additional information, visit the Ombuds Office web site at <http://ombuds.ucsc.edu>

## **Office of Physical Education, Recreation, and Sports (OPERS)**

The Office of Physical Education, Recreation, and Sports (OPERS) has five distinct programs. The Physical Education Program offers noncredit courses with instruction in a wide variety of activities. For detailed information, consult the quarterly Schedule of Classes; visit the OPERS web site at <http://opers.ucsc.edu>; or call 459-2531.

## **Emergency Information**

**Dial 9-1-1 from any landline or cell phone for emergencies on campus.**

**Office of Emergency Services (OES):** <http://oes.ucsc.edu> – Includes these resources:

- Reporting an Emergency on Campus
- Blue Light Phone Information
- Police Community Alerts

## **UCSC Police**

The university police have the same authority and responsibility, by law, as municipal police departments. In emergencies, call 911, 24 hours a day, from campus or private phones. If you need information or if you need to report a non-emergency situation, call 459-2231, also 24 hours a day. Officers patrol the campus on foot, bicycle, motorcycle, or by car; they answer calls related to crimes, collisions, injuries, and complaints. The lost and found service is located in the Police Office, 459-2231. Office hours are 8 a.m.–5 p.m., Monday–Friday. The Police Office is located between the Women’s Center and the Corporate Yard near the main entrance to campus.

The Parking Enforcement Office (for paying parking citations and requesting special parking consideration) is in the same location. Citation payments may be made by mail or in person Monday–Friday, 8 a.m.–5 p.m.

## **Fire Department**

The campus fire department is located next to Crown College, on Chinquapin Road, and operates 24 hours a day, every day of the year. The fire department’s responsibilities encompass fire prevention, fire suppression, hazardous material emergency response, and emergency medical treatment. Department activities include annual inspection of campus buildings for fire hazards or other dangerous conditions; reviewing campus events to meet public safety standards; fire and life safety training for students, staff, and faculty; and inspection, testing, and maintenance of campus fire alarms and fire protection systems.

For more information regarding disaster preparedness or Standard First Aid/CPR classes, please check the web site at <http://fire.ucsc.edu/>; or call the fire department business office at 459-3473. For all emergencies, dial 911 from any campus phone.

## **Sexual Assault, Rape**

Rape or sexual assault can happen to anyone, regardless of age, gender, race, sexual orientation or socioeconomic status. Campus Advocacy Resources and Education (CARE) can provide information, legal definitions, resources, and links you can use to learn more about rape and sexual assault. No one deserves to be sexually assaulted; UCSC takes any form of sexual assault very seriously, and abides by the UC Policy on Sexual Violence and Sexual Harassment (SVSH).

## **Title IX Office/Sexual Harassment and Sexual Violence Administrative Reporting**

The Title IX Office provides assistance in resolving and investigating complaints of sexual harassment and sexual violence (sexual assault, dating violence, domestic violence, and stalking) utilizing alternative resolution and formal investigation. The Title IX Office encourages anyone to report possible violations of the UC Policy on Sexual Violence and Sexual Harassment. Please be advised that UC Policy does require all employees (except those designated as confidential under the policy) to report any sexual violence or sexual harassment involving a student to the Title IX Office unless the employee is designated as confidential. The Campus

Advocacy Resources and Education (CARE) Office and Counseling and Psychological Services (CAPS) are confidential campus partners that can review reporting options with students and provide support as needed.

The Title IX Office recognizes the difficulty graduate students may face in reporting incidents of sexual harassment or violence that they have experienced. The Title IX Office will work with student complainants on an individual basis to explore the best options for creating safety, such as the implementation of academic, employment, transportation, and housing accommodations or no contact directives, as well as more formal responses that may lead to disciplinary measures for the respondents. Graduate student employees may also have questions or concerns regarding their reporting responsibilities.

The Title IX Office is a resource for graduate students in their roles as “responsible employees” on campus and can provide support regarding the challenges and concerns that may arise when they report incidents: maintaining confidentiality, how to support a victim, what to do if there are any immediate safety concerns, etc. Finally, the Title IX Office provides education and training to raise awareness and expand understanding of sexual harassment and sexual violence.

To report a possible Title IX violation, to learn more about your reporting responsibilities, or if you have any questions regarding the UC Policy on Sexual Violence and Sexual Harassment and the UC Santa Cruz Procedures on Sexual Violence and Sexual Harassment, please contact the Title IX Officer, 105 Clark Kerr Hall, 831-459-2462.

Additionally, the [safe.ucsc.edu](http://safe.ucsc.edu) website has information and resources related to sexual violence including: reporting options, how to support a survivor, FAQs, resources, and how to make a Title IX report.

## **Office of the Registrar**

### **Registrar main website:**

<http://registrar.ucsc.edu/index.html>

**Contacts, location & open hours:** <http://registrar.ucsc.edu/about/contact-us.html>

**Registrar's Enrollment Help Line:** 831-459-4412 – Press 9 for a person (open 10am-4:30pm, Mon–Fri.)

Email: [registrar@ucsc.edu](mailto:registrar@ucsc.edu)

Phone: 831-459-4412

Fax: 831-459-5051

### **Mailing Address:**

Office of the Registrar

190 Hahn Student Services

1156 High Street

University of California, Santa Cruz

Santa Cruz, CA 95064-1077

**Ordering UCSC Transcripts:** <https://registrar.ucsc.edu/records/transcripts/ordering.html>

## **Certification of Enrollment for Student Loans**

UC Santa Cruz reports directly to most major lenders. If you receive a repayment notice, contact the Office of the Registrar to determine if further action is required.

The Office of the Registrar will certify a current student's enrollment for outside agencies, including insurance companies, child care programs, banks, and employers. You may request an enrollment certification in-person or by mail.

If you are:

Enrolled in courses at "full-time" status:

\* Graduate Students: # of credits can vary, depending on program.

and

your registration fees are paid for the current quarter, a certification can be produced for either:

\* Pick-up: After 12:00 p.m. the business day following the request (For example, a certification requested on a Monday afternoon would be available to pick-up after 12:00 p.m. on Tuesday of that week). Valid photo identification is required at time of pick-up.

\* Mail: Certifications can be mailed directly to a requestor if you supply us a stamped and addressed envelope. Certifications are embossed with the university seal and cannot be faxed to requestors or mailed to a home address.

## **Student Business Services**

831-459-2107 or by email at [oarinfo@ucsc.edu](mailto:oarinfo@ucsc.edu).

## **Transportation and Parking (TAPS)**

TAPS Sales Office, Parking Permit Questions and Information:

<http://taps.ucsc.edu>, (831) 459-4543, H Barn ([map of TAPS location](#))

The Art Department cannot provide parking permits for lecturers, permanent faculty or staff. Please contact TAPS to purchase a permit appropriate to your individual needs.