Welcome to the UCSC MA/Credential Program. Included below is important information and deadlines that we want to bring to your attention prior to the first day of classes. Be sure to take the time to **review ALL information** included in our monthly MA/Credential Program bulletins. **You are responsible for meeting any action items and/or deadlines that are placed upon you as a student.** The bulletin is formatted so that you may utilize it as a checklist if you so desire.

We will be sending you a bulletin around the beginning of each month for the next 12 months. Please keep a copy of each bulletin for current and future reference. **All bulletins will be sent to your UCSC e-mail account.**

If you have any questions regarding credential and or testing requirements, please email Kim Jackson at kljacks@ucsc.edu.

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<thead>
<tr>
<th>ACTION ITEM/ INFORMATION</th>
<th>DUE DATE</th>
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<td><strong>Student Teaching Placement Request</strong></td>
<td>May 13</td>
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<td>If you have not completed your student teaching placement request form yet, please do so immediately so that we can create a placement for you! The web forms are located on our website under Admitted Student -&gt; Now What? (<a href="http://education.ucsc.edu/academics/mac-info/mac-admitted-students/now-what.html">http://education.ucsc.edu/academics/mac-info/mac-admitted-students/now-what.html</a>)</td>
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<td><strong>CSET/CBEST Passing Verification Deadline: June 10</strong></td>
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<td>June 10 is the deadline to submit passing verification to the department for the Subject Matter and CA Basic Skills Requirements. Please submit your passing status reports for the CBEST and CSET to Kim Jackson (<a href="mailto:kljacks@ucsc.edu">kljacks@ucsc.edu</a>) by the June 10th deadline. Students who have not passed all their required CSET subtests may qualify for an extension to the June 10th testing deadline if they have passed at least one subtest. To request an extension, please contact Kim Jackson and submit the following documents by June 10: 1. CSET Passing Status report for at least 1 of the required subject area subtests. 2. CSET Registration Confirmation for test date scheduled to take place on or before August 1, 2016. The department cannot extend the deadline to meet the California Basic Skills Requirement. If you will not be able to submit verification of passing the CA Basic Skills requirement by June 10th</td>
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contact Kim Jackson immediately (kljacks@ucsc.edu)

Special Note for Subject Matter Program Completers who will be graduating in June 2016:

UCSC Math Subject Matter Program completers who will be graduating on June 11-12, 2016 should contact the Math Undergraduate Advising Office to request a final evaluation of their transcripts between June 20 – July 1. (Your math department advisor will verify your Subject Matter Program completion to the Education Dept. after your transcript evaluation.) Final evaluations of UCSC math coursework must be completed by the math department by July 1st.

Non-UCSC Subject Matter Program Completers:
2016 graduates who have completed a Subject Matter Program at another institution must submit a 100% Completion Letter to Kim Jackson by June 15. Please forward your official documentation to kljacks@ucsc.edu by June 15.

Summer Course Enrollment & Schedules

The department will be enrolling students in their summer courses and will email students their summer schedules on June 20th.

Please access your schedule on the MyUCSC portal after June 20th to view your classroom locations.

Parking Permits

If you are planning to park on campus during the summer session, please visit the UCSC Transportation and Parking Services (TAPS) website at: http://taps.ucsc.edu/gradstudentpermits.html for information on parking permits for Graduate Students. We recommend that you purchase your parking permit on a quarterly basis, since your class schedule changes each quarter. Summer quarter is Monday–Friday, Fall quarter is 3-4 days per week (depending upon your program), your hours on campus will decrease during the Winter & Spring quarters as your student teaching hours increase in your placement.

Please note: Parking rules are strictly enforced on campus. You will need a parking permit to park on campus for the first day of class.

It would be smart to carpool with classmates; you will find that you are on similar class schedules. Before committing to the expense of quarterly parking passes you might want to arrange shared transportation with classmates.

Student ID Cards

MA/Credential students may obtain a Graduate Student ID Card from the ID Card Services Office (located on the first floor of the Baytree Building) on the first day of classes, July 18. The office will be open from 8:00 a.m.-5:00 p.m. (closed from 1:00-2:00 pm). The deadline to pick up your UCSC ID card from ID Services is July 18 @ 5pm.

A UCSC ID with a valid quarter sticker serves as a Santa Cruz Metro Bus pass, a recreation facilities card, and a UCSC library card.

To pick up your card you must bring your UCSC Student ID number and a government-issued photo ID with you.

To look up your student ID number log in to My UCSC, https://my.ucsc.edu/psp/ep9prd/?cmd=login&languageCd=ENG).

***If you were a UCSC undergrad, you will need a graduate student ID card. To obtain a grad student ID card you must bring your old UCSC ID card with you

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When picking up your card, announce yourself as an "Education MA/Credential Program Student".

NOTE: MA/Credential Students do NOT go to the Summer Session Office for ID cards. Do not let ID Services send you to the Summer Session Office.

For more information, see ID Card Services (under General Information) at http://slugstore.ucsc.edu

### *FIRST DAY OF CLASSES—Monday, July 18, 2016*

Your Summer Session course schedule will be emailed to you on June 20. Please access your schedule on the MyUCSC portal after June 20th to view your classroom locations.

(McHenry Library map: [http://maps.ucsc.edu/content/directions-mchenry-library](http://maps.ucsc.edu/content/directions-mchenry-library))

### MA/Credential Program New Student Orientation - Monday, July 18, 4:30-6:30 pm

→ All students are required to attend.
Light refreshments will be served after the main presentation.

**New Student Orientation**
*Date:* Monday, July 18, 2016
*Time:* 4:30 - 6:30 P.M.
*Location:* Kresge Town Hall. ([Map](http://maps.ucsc.edu/content/kresge-town-hall))

### Financial Aid Orientation – Tuesday, July 19, 4:00-4:45 pm

Financial Aid Presentation with Financial Aid Advisor, Diana Smith Bramson

**Financial Aid Orientation**
*Date:* Tuesday, July 19, 2016
*Time:* 4:00 - 4:45 P.M.
*Location:* Humanities Lecture Hall ([Map](http://maps.ucsc.edu/content/humanities-lecture-hall-room-206))

### Sexual Violence/Sexual Harassment Training – Tuesday, July 19, 5:00-6:30 pm

→ All students are required to attend.

**Sexual Violence/Sexual Harassment Training**
*Date:* Tuesday, July 19, 2016
*Time:* 5:00 - 6:30 P.M.
*Location:* Humanities Lecture Hall ([Map](http://maps.ucsc.edu/content/humanities-lecture-hall-room-206))

### Student Teaching Orientation

Student Teaching Orientation for Multiple and Single Subject students will be held August 10th from 4:30-5:30. You will have a chance to meet with your cohort group and learn about your student teaching placement.

Please note that you will begin your placement on the first day (or week) of your K-12 district school year. Most area school districts begin between August 12th and 26th. You are required to observe a minimum of 10 hours between the first day of your district’s school year and Labor Day. Please spread the hours out over as many days as possible. Beginning Sept. 6th, you will follow a regular schedule of 16 hours per week in your placement.

### Student Teaching Orientation

*Date:* August 10
*Time:* 4:30-5:30pm
### Student Teaching Orientation

**Date:** Wednesday, August 10, 2016  
**Time:** 4:30-5:30 P.M.  
**Location:** TBA

### Grade Option Selection for Summer Courses

You have been enrolled in your summer courses to receive non-letter grades (Satisfactory/Unsatisfactory). Should you wish to receive letter grades in your summer courses you will need to change the Grade Option setting in the MyUCSC portal in each of your courses by August 15.

For instructions on completing this process through the MyUCSC portal, see  

### Transcripts

The deadline to submit your final transcripts to the Graduate Division is September 1st. Send your official final transcript - sealed in the original, university envelope - which states the degree and date conferred to the following address by 9/1/2016:

UC Santa Cruz  
Graduate Application Processing  
1156 High Street  
Santa Cruz, CA 95064

**NOTE:** the transcripts you submitted for your application to the program cannot be substituted for the transcripts required by the Graduate Division.

You do not need to submit final transcripts if you received your degree from UCSC.

The Education Department will also need a copy of your official final transcripts with degree verification for your credential application. The deadline to submit your final official transcript to the Education Dept. is December 1st. Hand deliver your final transcript to Kim Jackson's department mailbox on the 2nd floor of McHenry Library, room 2140, by December 1.

**NOTE:** the transcripts you submit to the Graduate Division or for your application to the program may not be substituted for the transcripts required by the department.

You do not need to submit final transcripts if you received your degree from UCSC.

### Summer Bridge: September 6

Summer Bridge begins Monday Sept. 6. This is an early start to some of your fall quarter classes. You will not need to register separately for Summer Bridge nor do you pay additional fees since these courses are part of your fall quarter schedule. The following fall quarter classes begin during Summer Bridge: EDUC 200 (MS/SS)- Beginning Student Teaching Seminar and EDUC 220 Teaching Reading (MS only).

### Fall Quarter Enrollment Begins: September 22

In August, you will receive the MA/Credential fall quarter schedule and enrollment instructions. Please note that some of your fall quarter classes will begin early during Summer Bridge on September 6. All other fall quarter courses officially begin on September 22.
University of California Student Health Insurance Plan (UC SHIP)

Accepting or Waiving UC SHIP

The University of California Regents mandate that all students be covered by a health insurance plan. All full and part-time undergraduate and graduate students are automatically enrolled in and charged for the University of California Student Health Insurance Plan (UC SHIP) unless they choose to submit an on-line insurance waiver confirming they have acceptable health insurance coverage.

To accept enrollment in UC SHIP no action is necessary; you will automatically be enrolled and billed for the Summer quarter premium of $659 in July and coverage will begin 7/18/16.

To waive out of UC SHIP for 2015-2016 you must complete an on-line waiver. The waiver site will be active on June 1, 2016 and the deadline for waiving out for summer quarter 2016 is July 23, 2016.

Note: Once accepted, the waiver is in effect for the current quarter and the remainder of the academic year. A new waiver must be submitted at the beginning of each academic year.

If you have acceptable health insurance coverage and are sure that you want to waive UC SHIP, follow these instructions:

1. Review and complete the On-line Waiver Questions worksheet before beginning the waiver process.
   [link](http://healthcenter.ucsc.edu/forms/15-16-On-Line-Waiver-questions.pdf)

2. Navigate to the UCSC Waiver Site and complete the on-line waiver.
   [link](https://studentinsurance.wellsfargo.com/~ucsc)

If you do not have access to a computer, or for waiver assistance, please contact the Student Insurance office at 831-459-2389 or email insure@ucsc.edu.

IMPORTANT! UC Santa Cruz requires that all students have a primary care provider within 30 miles of their school address (on or off campus). Many students with Kaiser, Medi-Cal, or HMO insurance cannot meet this requirement. If you cannot identify a provider within this 30 mile radius, you may not qualify to waive the UCSHIP. All "approved" online waivers will be audited to ensure that UCSC's requirements are met.

For More information about UC Insurance see the 15-16 Insurance welcome page.
[link](http://healthcenter.ucsc.edu/billing-insurance/insurance-information-2015-16.html)