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 or testing requirements or have questions regarding enrollment, please email Kim Jackson at kljacks@ucsc.edu.

<table>
<thead>
<tr>
<th>ACTION ITEM/ INFORMATION</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td><strong>Student Teaching Placement Request</strong></td>
<td>May 10</td>
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<tr>
<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>)  Note: You must use your UCSC email address to access the Placement Request Form.</td>
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<tr>
<td><strong>Graduate Student Health Insurance Waiver</strong></td>
<td>June 1-July 22</td>
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<td>All students are required to have health, dental and vision insurance. Students who already have their own health, dental and vision insurance and wish to waive out of the UCSC Graduate Student Health Insurance Plan (UCSHIP) for <strong>Summer Quarter 2017</strong> must complete an <strong>on-line waiver</strong> through the UCSC Health Insurance Office by <strong>July 22, 2017</strong>. Please see page 6 of this Bulletin for more information and Summer 2017 Waiver instructions. If you need help, please contact the Student Health Insurance Office at (831) 459-2389 or by email at <a href="mailto:insure@ucsc.edu">insure@ucsc.edu</a>. Website: <a href="http://healthcenter.ucsc.edu/index.html">http://healthcenter.ucsc.edu/index.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</td>
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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, 2017.

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 contact Kim Jackson immediately (kljacks@ucsc.edu)

Special Note for Subject Matter Program Completers who will be graduating in June 2017:

UCSC Math Subject Matter Program completers who will be graduating on June 17-18, 2017, should contact the Math Undergraduate Advising Office to request a final evaluation of their transcripts after grades post for the Spring Quarter on June 23. (The math department advisor will verify your Subject Matter Program completion to the Education Dept. when they have completed your transcript evaluation.) **Final evaluations for the UCSC Math Subject Matter Program must be completed by the math department by July 1st.**

Non-UCSC Subject Matter Program Completers:
2017 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.

Your summer schedule will be available on the MyUCSC portal after June 20.

**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/parking/parking-permits/application-instructions.html](http://taps.ucsc.edu/parking/parking-permits/application-instructions.html) for information on parking permits for Graduate Students. Email tapsales@ucsc.edu if you have questions.

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.

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### 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 24. 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 24 @ 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](https://my.ucsc.edu/psp/ep9prd/?cmd=login&languageCd=ENG) 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***

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](http://slugstore.ucsc.edu)

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**FIRST DAY OF CLASSES—Monday, July 24, 2017**

Your Summer Session course schedule will be available on the MyUCSC student portal on June 21. Please access your schedule on the [MyUCSC](https://my.ucsc.edu/) portal on June 21 to view your classroom locations. *(McHenry Library map: [http://maps.ucsc.edu/content/directions-mchenry-library](http://maps.ucsc.edu/content/directions-mchenry-library))*

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**MA/Credential Program New Student Orientation - Monday, July 24, 4:30-6:30pm**

All students are required to attend.

Light refreshments will be served after the main presentation.

**New Student Orientation with Faculty Director Dr. Kip Tellez**

*Date:* Monday, July 24, 2017  
*Time:* 4:30 - 6:30 P.M. (check-in from 4:15 - 4:30 P.M.)  
*Location:* Bhojwani Dining Room - University Center  
*(Click here for map)*

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**Financial Aid Orientation & Sexual Harassment Training – Tuesday, July 25, 4:00-6:00pm**

4:00-4:45pm: Financial Aid Presentation with Staff - Financial Aid Office  
5:00-6:00pm: University required Sexual Harassment Training with Staff - UCSC Title IX Office

*Date:* Tuesday, July 25, 2017  
*Time:* 4:00 – 6:00 P.M.  
*Location:* Humanities Lecture Hall (Room 206)  
*(Click here for map)*
Student Teaching Orientation

Student Teaching Orientation for Multiple and Single Subject students will be held August 9th from 4:30-5:30pm. 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.

The department will also provide students with their Fall Quarter Enrollment Instructions at the orientation.

Student Teaching Orientation
Date: Wednesday, August 9, 2017
Time: 4:30-5:30 PM
Location:
- Multiple Subject: McHenry Library, room 1253 (Danna Moreno and Johnnie Wilson)
- English & Social Science: McHenry Library, room 3170 (Jeremy Shonick)

Fall Quarter Enrollment Period
The Fall Quarter Enrollment Period for Education M.A./Credential Program students starts on August 10 and ends on September 9.

The department will provide students with their enrollment instructions during the August 9th Student Teaching Orientation. Please enroll in your Fall courses as instructed by the department by the September 9th deadline.

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 11.

For instructions on completing this process through the MyUCSC portal, see pages 6-10 below or download instructions at, http://registrar.ucsc.edu/faqs/students//enrollment/edit-enrollment.pdf

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 9/1/2017:

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

NOTE: the transcripts you submitted for your application to the program can not 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 (do not mail) 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.*

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<tr>
<th><strong>Summer Bridge: September 11-27</strong></th>
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<tr>
<td><strong>September 11</strong></td>
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<tr>
<td>Summer Bridge begins Monday Sept. 11. 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, EDUC 211 Teaching Special Populations (MS/SS), EDUC 220 Teaching Reading (MS only) and EDUC 212A Bilingualism and Biliteracy (Bilingual Authorization students only).</td>
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<th><strong>Fall Quarter Enrollment Begins: September 28</strong></th>
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<td>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 11. All other fall quarter courses officially begin on September 28.</td>
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</table>
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 $730 in July and coverage will begin 7/24/17.

To waive out of UC SHIP for 2016-2017 you must complete an on-line waiver. The waiver site will be active on June 1, 2017 and the deadline for waiving out for summer quarter 2017 is July 22, 2017.

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.
   
   http://healthcenter.ucsc.edu/forms/16-17_waiver_worksheet_UCSHIP.pdf

2. Navigate to the UCSC Waiver Site and complete the on-line waiver.
   
   https://studentinsurance.wellsfargo.com/UCSC/UCSCSummer

For waiver assistance, please contact the Student Insurance office at 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 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 UC SHIP. If you are receiving financial aid, please check with the Financial Aid Office to see if UC SHIP or CruzCare is included.

For More information about UC Insurance see the 16-17 Insurance welcome page.

http://healthcenter.ucsc.edu/billing-insurance/insurance-information-2016-17.html
How to Change a Grade Option or Secondary Section

1) Sign into your student portal at my.ucsc.edu

2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page

3) Click **Enroll**

4) If there is more than one quarter available, select the quarter in which you are enrolling

5) Click **Continue**
Select the class to change

Change class...

Proceed to Step 2 of 3

If you want to change sections, choose from the open sections

Click Next
11) If a permission number is required, enter it here

12) If you want to change your grade option, use the drop down menu

13) Click Next

14) Confirm that the changes look correct, then click Finish Editing
15) Make sure that your Status shows a successful enrollment transaction (✓).

16) Always view your class schedule to double-check that your changes were successful.

17) Print a copy for your own records.