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 please 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 send 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 email account.**

If you have any questions regarding credential or testing requirements or have questions regarding enrollment, please email Kim Jackson.

<table>
<thead>
<tr>
<th>ACTION ITEM/ INFORMATION</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Teaching Placement Request</strong></td>
<td>May 1</td>
</tr>
<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?</td>
<td></td>
</tr>
<tr>
<td>Note: You must use your UCSC email address to access the Placement Request Form.</td>
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</tr>
<tr>
<td><strong>Graduate Student Health Insurance Waiver</strong></td>
<td>June 1-July 21</td>
</tr>
<tr>
<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 (UC SHIP) for Summer Quarter 2018 must complete an online waiver through the UCSC Health Insurance Office by July 21, 2018. Please see page 6 of this Bulletin for more information and Summer 2018 Waiver instructions.</td>
<td></td>
</tr>
<tr>
<td>If you need help, please contact the Student Health Insurance Office by email at <a href="mailto:insure@ucsc.edu">insure@ucsc.edu</a>.</td>
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</tr>
<tr>
<td><strong>Subject Matter and Basic Skills Passing Verification Deadline: June 10</strong></td>
<td>June 10</td>
</tr>
<tr>
<td>June 10 is the deadline to submit passing verification to the department for the Subject Matter and CA Basic Skills Requirements. <em>(Note: some students may have met these requirements via alternate means.)</em></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
</tbody>
</table>
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, 2018.

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 2018: UCSC Math Subject Matter Program completers who will be graduating on June 16 -17, 2018, should contact the Math Undergraduate Advising Office to request a final evaluation of their transcripts after grades post for the Spring Quarter on June 22. (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: 2018 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 Kim Jackson by June 15.

Summer Course Enrollment & Schedules

The department will be enrolling students in their summer courses on June 20th, and your summer schedule will be available on the  MyUCSC portal  after 3pm on that day.

Here are the Multiple and Single Subject Schedules for the Summer Quarter

### MULTIPLE SUBJECT SUMMER SCHEDULE

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>CLASS TITLE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIMES</th>
<th>INSTRUCTOR</th>
<th>LOCATION</th>
<th>COHORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 207-01</td>
<td>Soc Fndtn Education</td>
<td>5</td>
<td>Tu/Th</td>
<td>9:00AM - 12:00PM</td>
<td>Cindy Cruz</td>
<td>McHenry1253</td>
<td>Multiple Subject</td>
</tr>
<tr>
<td>EDUC 205-02</td>
<td>Teaching,Learning</td>
<td>5</td>
<td>Tu/Th</td>
<td>1:00PM - 4:00PM</td>
<td>Johnnie Wilson</td>
<td>Kresge 327</td>
<td>Multiple Subject</td>
</tr>
<tr>
<td>EDUC 213-01</td>
<td>Child and Adolescent Dev.</td>
<td>2</td>
<td>F</td>
<td>9:30AM - 11:45AM</td>
<td>Nick Meier</td>
<td>Kresge 327</td>
<td>Multiple &amp; Single</td>
</tr>
<tr>
<td>EDUC 210-01</td>
<td>Community</td>
<td>2</td>
<td>F</td>
<td>12:30PM - 2:45PM</td>
<td>Jamie Cutter</td>
<td>Kresge 327</td>
<td>Multiple &amp; Single</td>
</tr>
</tbody>
</table>

### SINGLE SUBJECT SUMMER SCHEDULE

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>CLASS TITLE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIMES</th>
<th>INSTRUCTOR</th>
<th>LOCATION</th>
<th>COHORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 205-01</td>
<td>Teaching,Learning</td>
<td>5</td>
<td>Tu/Th</td>
<td>9:00AM - 12:00PM</td>
<td>Johnnie Wilson</td>
<td>Kresge 327</td>
<td>Single Subject</td>
</tr>
<tr>
<td>EDUC 207-02</td>
<td>Foundations</td>
<td>5</td>
<td>Tu/Th</td>
<td>1:00PM - 4:00PM</td>
<td>Cindy Cruz</td>
<td>McHenry 1253</td>
<td>Single Subject</td>
</tr>
<tr>
<td>EDUC 213-01</td>
<td>Child and Adolescent Dev.</td>
<td>2</td>
<td>F</td>
<td>9:30AM - 11:45AM</td>
<td>Nick Meier</td>
<td>Kresge 327</td>
<td>Multiple &amp; Single</td>
</tr>
<tr>
<td>EDUC 210-01</td>
<td>Community</td>
<td>2</td>
<td>F</td>
<td>12:30PM - 2:45PM</td>
<td>Jamie Cutter</td>
<td>Kresge 327</td>
<td>Multiple &amp; Single</td>
</tr>
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Parking Permits

If you are planning to park on campus during the summer session, please visit the UCSC Transportation and Parking Services (TAPS) website for information on parking permits for Graduate Students. Email tapsales@ucsc.edu if you have questions.

Prior to starting the program on July 23
We recommend that you purchase your parking permit on a **quarterly basis**, since your class schedule changes each quarter. Summer quarter is Tuesday/Thursday/Friday, Fall quarter is 3 to 4 days per week, depending upon your program, and 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.

We suggest that you carpool with classmates; you will find that you are on similar class schedules. Before committing to the expense of quarterly parking passes you may want to arrange shared transportation.

### 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 23. 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 23 at 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](#).

Note for UCSC undergrad students: 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 current undergrad 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.

For more information, see [ID Card Services](#).

<table>
<thead>
<tr>
<th><strong>MA/Credential Program New Student Orientation &amp; Financial Aid Workshop</strong></th>
<th><strong>July 23</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong> Monday, July 23, 2018</td>
<td>3:00-5:00pm</td>
</tr>
<tr>
<td><strong>Time:</strong> 3:00-5:00pm</td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong> TBD</td>
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</tr>
</tbody>
</table>

**FIRST DAY OF CLASSES—Tuesday, July 24, 2018**

Your Summer Session course schedule will be available on the MyUCSC student portal on June 20. Please access your schedule on the [MyUCSC](#) portal on June 20 to view your classroom locations. ([Directions to McHenry Library](#))

**Sexual Violence/Harassment Training— Tuesday, July 24, 4:00-5:00 pm**

All students are required to attend.
### University required Sexual Harassment Training by UCSC Title IX Office

**Date:** Tuesday, July 24, 2018  
**Time:** 4:00-5:00pm  
**Location:** McHenry Library 4th floor room 4286

### Student Teaching Orientation

Student Teaching Orientation for Multiple and Single Subject students will be held:  
- August 1 for the Math and Science Cohorts and  
- August 8th from 4:30-630pm for English, Social Studies and Multiple Subjects Cohorts.  
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 the 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 will their Fall Quarter Enrollment Instructions at the orientation.

### Student Teaching Orientation Dates:

- **August 1, 2018 (Math and Science)**
- **August 8, 2018 (English, Social Studies, Multiple Subjects)**

**Time:** 4:30-6:30 PM

**Location:**
- Multiple Subject: McHenry Library, room 1253 (Danna Moreno and Johnnie Wilson)  
- Math & Science: McHenry Library, room 0292 (Ana England and Jerome Shaw)  
- English & Social Science: McHenry Library, room 3170 (Jeremy Shonick and Jamie DeWitt)

### Fall Quarter Enrollment Period

The Fall Quarter Enrollment Period for Education M.A./Credential Program students begins August 8 and ends September 18.

The department will provide students with their enrollment instructions during the August 1st and 8th Student Teaching Orientations. Please enroll in your Fall courses as instructed by the department by the September 18th 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 10. For instructions on completing this process through the MyUCSC portal, see pages 7-10 below or download instructions.
### 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 9/1/2018:

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

*NOTE: Unofficial transcripts submitted with your application to the program can not be substituted for official 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.**

### Summer Bridge: September 4-19

Summer Bridge begins Monday Sept. 4. 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).

### BAE Orientation: Picnic, Meet and Greet

**Date:** September 12  
**Time:** 4:00-6:30pm  
**Location:** Harvey West park Upper Glen Picnic Area, 300 Evergreen, Santa Cruz

### Fall Quarter Instruction Begins: September 27

Please note that some of your fall quarter classes will begin early during Summer Bridge on September 4. **All other fall quarter courses officially begin on September 27.**
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 $740 in July and coverage will begin 7/23/18.

To waive out of UC SHIP for 2017-2018 you must complete an on-line waiver. The waiver site will be active on June 1, 2018 and the deadline for waiving out for summer quarter 2018 is July 23, 2018.

**Note:** Once accepted, the waiver is in effect for the current quarter and the upcoming 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. [https://healthcenter.ucsc.edu/forms/uc_ship_waiver_worksheet.pdf](https://healthcenter.ucsc.edu/forms/uc_ship_waiver_worksheet.pdf)

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

How to Change a Grade Option or Secondary Section

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

2) Click on Student Center. Your Student Center will appear.

3) Click Enroll

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

5) Click Continue
6) Select **Edit**

7) Select the class to change

8) Click **Proceed to Step 2 of 3**

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

10) 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.