



NOTICE: Extension is unable to accept cash payments. The easiest way to enroll is with a credit card using one of these methods:

ENROLL ONLINE

ucsc-extension.edu

ENROLL BY PHONE

(408) 861-3700

You may also enroll by mail using this form. Checks need to be made payable to **UC REGENTS**.

ENROLL BY MAIL**UCSC SILICON VALLEY EXTENSION**

Attention: Registration
 3175 Bowers Ave.
 Santa Clara, CA 95054

Please Print

Mr./Ms. _____
Last Name First Name Student ID Number

Daytime Phone _____ Home Phone _____
Home Area Area

Address _____
Street City State Zip Code

Company _____ Email Address _____
(May be used to announce programs from UCSC Silicon Valley Extension)

Course Title	Course Number	Start Date	Fee
All fees must be paid at the time of enrollment			TOTAL \$0.00

I have read and agree to the Terms and Conditions outlined on the back of this form, including the policies governing grading, drops, refunds, course admissions, cancellations, and student conduct.

For disability accommodations, call (408) 861-3700. Two weeks advance notice requested.

STUDENT RESPONSIBILITIES

Payment

Payment is due at the time of enrollment. You will receive a receipt via email when your credit card transaction is authorized.

Drop Policy

Only course tuition fees are refundable. Registration fees, certificate and award application fees and special request fees are nonrefundable.

Students may drop a course at any time before the final class meeting or before the end date of an online course, by completing the Drop Request form found at <https://www.ucsc-extension.edu/resources/forms/>.

To get a full refund (minus processing fee)

You may drop a classroom or live-online course and receive a full refund minus a \$40 drop processing fee—if you do this before your course drop deadline. Here is the time frame for dropping:

Classroom or live-online courses with 5 or more sessions

If your course meets five times, you must drop the course prior to the start of the second session for a full refund minus the drop processing fee. If you register for a course on or after the second session, no refunds will be available.

Classroom or live-online courses with 4 or fewer sessions

If your course meets four or fewer times, you must drop the course three days before the start of the course for a full refund minus the drop processing fee.

Self-paced online courses

In online courses, you have six days after the course start date to work with the first module in the series and still receive a full refund minus the drop processing fee. After the six days or the start of module two, you are no longer eligible for a refund.

Swapping sections and courses

If you want to stay in a course but switch to another section, or switch from one course to another course, you can now do this without paying a \$40 drop processing fee. Just request a switch by completing a drop request form within the deadline for your course—either prior to the second meeting for a five-session or longer course, three days before the start of a course meeting four or fewer times, or within six days of the start of an online course. For questions concerning refunds, please call (408) 861-3700.

Course Cancellations

UCSC Extension reserves the right to discontinue, postpone, combine courses and/or change instructors without notice. If a course is canceled, you may request an official transfer to another course or a full refund of the enrollment fee. UCSC Extension also reserves the right to discontinue entire programs or make significant changes in their structure without notice.

Grading

Instructors assign grades on the basis of a student's performance on the activities outlined in their course syllabi. Grades are available online through the student portal, no later than one month after a course ends.

Grading Options

When students enroll, letter grading is the default. The Credit/No Credit option is available only to students in good academic standing. Requests for Credit/No Credit must be submitted by filling out the Alternative Grade Request Form before the last day of the course. Please note that only letter grades of C- or higher are permitted to be applicable to a certificate, and for most employer- or government-sponsored (WIOA, etc.) payment programs.

Incomplete Grades

An incomplete grade may be approved for students who are unable to complete a course within the prescribed time due to unforeseen extenuating circumstances beyond the student's control. If approved, the instructor and student will agree upon the terms of the incomplete, including the specific work required. PLEASE NOTE: All work must be completed offline, access to Canvas will not be extended. Student is responsible for submitting the remainder of their coursework for grading. Once the necessary work has been submitted and graded, the "I" will be changed to the appropriate grade. If the work is not received, the "I" grade will default to an "F" grade. All course work must be completed within three months after the course end date.

Grade Changes

Changes to a final, recorded course grade can only be made when there is evidence of a clerical or procedural error and never on the basis of re-examination or completion of additional work. For more information, including the formal grade appeals policy and process, email extensiongrades@ucsc.edu.

Grade appeals must be filed within 30 days of the date the grades were issued.

Continuing Education Units (CEUS)

Continuing Education Units are established by a national task force of educational associations and are intended for use where employers, relicensing agencies, or others require a specified number of hours of study, and when noncredit study is acceptable for fulfillment of those requirements. One CEU is awarded for each 10 hours of contact participation. Because CEUs are related to contact time, grading is not appropriate.

Audit Policy

UCSC Extension does not allow auditing. You must be enrolled in a class before attending. If desired, courses can be taken for no credit. Requests for Credit/No Credit must be submitted by filling out the Alternative Grade Request Form before the last day of the course. On your transcript and student record, NC will appear next to all classes taken for no credit. All course fees are still required.

Institutional Standards and Academic Honesty

UCSC Extension, as a unit of the University of California Santa Cruz, has high standards for academic integrity and student conduct. Extension students are expected to conform to a code of conduct that is appropriate to the adult, professional audience we serve. Disruption of teaching, learning, research or administration through such activities as, but not limited to, academic dishonesty (including all forms of plagiarism and cheating), forgery, theft, disorderly conduct, physical or verbal abuse, threats of violence, unsanctioned use of alcohol, unlawful use of controlled substances, or any other action that might threaten UCSC Extension property or the health and safety of any person on UCSC Extension property or attending any UCSC Extension-sponsored event, will not be tolerated and is grounds for severe sanction. Academic dishonesty in any form diminishes the University as an institution and all members of the University community. With that in mind, UCSC Silicon Valley Extension strictly upholds the UC system values. More information on these standards can be found on the following page: [Official University Policy on Academic Integrity](#).