

FALL 2014  
UCDC ORIENTATION  
MAY 29, 2014



# Virtual Advising Center

- **Important messages regarding UCDC will be sent to you via the Virtual Advising Center (VAC). Please submit any UCDC inquiries you have through the VAC. You will receive an e-mail notification to your UCSD e-mail account that a message is waiting for you.**
- **Please also note that this PowerPoint is available on our website at: <http://polisci.ucsd.edu/undergrad/ucdc/index.html>**

# Adhering to Enrollment Deadlines

- IF AN EXCEPTION TO A DEADLINE IS REQUESTED BY A STUDENT THE FOLLOWING PAPERWORK WILL BE REQUIRED IN ORDER FOR THE PACKET TO BE SUBMITTED TO ACADEMIC SENATE COMMITTEE ON EDUCATIONAL POLICY (CEP):
- Undergraduate Student Petition (signed by appropriate instructor); in the “comments” section on the petition the instructor must fill in attendance information regarding student attendance in that course
- The confirming page from TritonLink reflecting that the student did in fact complete the entire process for making any changes.
- THE ACADEMIC SENATE WILL DENY ANY PETITIONS REQUESTING EXCEPTIONS TO ENROLLMENT DATES, DEADLINES FOR ADD/DROP/CHANGE OF GRADE OPTION, CHANGE OF UNITS FOR INTERNSHIPS UNLESS THESE DOCUMENTS ARE PROVIDED BY THE STUDENT
- Please be aware – if you follow the enrollment procedures provided on TritonLink and perform any add/drop/change functions within any given deadline you will not be required to provide these documents. It is only in a situation where a student does not complete a particular function prior to a deadline and, therefore, must request an exception to university policy.

# What You Will Enroll in at UCDC

- Internship Seminar(8 units) and Research Seminar (4 units) = 12 units; **OR**
- Internship Seminar (8 units) and Research Seminar (4 units) and Elective (4 units)= 16 units; **OR**
- Internship Seminar (**6 units**) and Research Seminar (4 units) and Elective (4 units) = 14 units

**You must enroll in at least 12 units at UCDC**

# You will enroll on the UCSD and UCDC System

- You will enroll in both systems for the Research Seminar and the Elective (if you take an elective).
- You will enroll in the Internship Seminar only on the UCSD system (not the UCDC system), since you do not sit in a classroom for the internship seminar at UCDC.
- I will explain today how to enroll in all your UCDC courses on the UCSD system.
- Alfreda Brock at UCDC will contact you to explain how to enroll on the UCDC system.

Eligible students must have completed 90 units with at least a 2.50 GPA.

The official university deadline to add classes (including Special Studies courses) is the end of second week of the quarter.

**I. To be completed by the student:**

Name: \_\_\_\_\_ Student PID #: \_\_\_\_\_  
*Last First MI*

Current Address: \_\_\_\_\_ College: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Quarter: \_\_\_\_\_ Major: \_\_\_\_\_

Special Studies Course Information: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / P/NP / \_\_\_\_\_ / \_\_\_\_\_  
*Subject Crse No. Section Grd. Opt. Section ID No. Units*

List your current Quarter Schedule (including all Special Studies courses): \_\_\_\_\_ Number of Units Previously Received for this Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. To be completed by the instructor and student:**

Name of Instructor: \_\_\_\_\_ Teaching Title: \_\_\_\_\_

Prerequisite course work or knowledge for this project: \_\_\_\_\_

Nature and frequency of contact (hours per week): \_\_\_\_\_

Means of Evaluation (Paper, final, etc.): \_\_\_\_\_

Proposed plan (Please be specific – note any readings and/or special instruments to be used): \_\_\_\_\_

\_\_\_\_\_  
*Instructor's Signature Date Student's Signature Date*

**III. To be completed and verified by the department:**

Student's Cumulative GPA: \_\_\_\_\_ Student's Cumulative Units Completed: \_\_\_\_\_

Approved  Not Approved \_\_\_\_\_ AND \_\_\_\_\_

\_\_\_\_\_  
*Department Chair's Signature Department Stamp*

**IV. Exceptions Only: Submit all copies to College:**

Provost approval is required to enroll:  Approved  Not Approved

In more than 4 units of Special Studies courses in one quarter.

With less than 90.0 units completed.

With less than a 2.50 cumulative GPA.

Exceed 22.0 units.

\_\_\_\_\_  
*College stamp or signature Date*

**Notice:** Form must be presented at the Registrar's Office by the deadline to add classes (Friday of 2<sup>nd</sup> week) with required signatures and Department Stamp. Add cards are not accepted or required.

**Distribution:** Original to Registrar's Office; copies to Department, Instructor, Student

# How You Will Enroll in the Research Seminar

At **UCDC**: You will enroll in one of these research seminars. Alfreda Brock at UCDC will assist you in enrolling on the UCDC system. **Fall 2014 Research Seminars:**

- Congress
- General Research
- International Policy and the Global System of the 21st Century
- The Presidency and Executive Branch
- Washington Media

Additional information can be found on the UCDC website: <http://ucdc.edu/>

At **UCSD**: In order to get academic credit for

←--- these classes, you will need to enroll in one of the following on WebReg. I will assist you in enrolling on the UCSD system. Each of these courses is cross listed:

- Political Science 194
- Urban Studies and Planning 194
- History/Topics 193
- Sociology/E 194
- Communication/General COMM 194
- Cognitive Science COGS 194

**Please locate the 3rd sheet in your academic packet.**

FALL 2014 ENROLLMENT  
UCDC STUDENT COPY

**(Please retain—this information is needed in order to enroll)**

You must enroll in courses via TritonLink in order to receive appropriate credit for coursework taken while participating in the UCDC Program. All UCSD campus deadlines and enrollment procedures apply to your academic status while participating in the UCDC Program.

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Internship – PS 197I – REQUIRED

*The Internship Enrollment form is signed at orientation and submitted to the Registrar when your enrollment period begins*

**IMPORTANT:** Internship credit does not satisfy Political Science major requirements. If you are not a Political Science major, please check with your academic department regarding their policy on this course.

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Research Seminar: *(get preauthorization for one course below at Academic Orientation; enroll via TritonLink using exact section ID):*

\_\_\_\_\_ Political Science 194 – Section ID: 818384

\_\_\_\_\_ Urban Studies and Planning 194 – Section ID: 816157

\_\_\_\_\_ History/Topics 193 – Section ID: 818697

\_\_\_\_\_ Sociology/E 194 – Section ID: 819970

\_\_\_\_\_ Communication/General COMM 194 – Section ID: 814505

\_\_\_\_\_ Cognitive Science COGS 194 – Section ID: 819378

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Elective Courses: *(get preauthorization for this course at Academic Orientation; enroll via TritonLink and UCDC website using exact section ID):*



### Select Term

Fall Quarter 2014

## Fall Quarter 2014 & Fall Semester 2014

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### Core Seminar

- [Congress \(Quarter and Semester\)](#)

This thematic research seminar will explore the history and current practices of Congress—the first branch under the Constitution—and its role in making public policy. The course is designed to provide students with an understanding of how the...

- [General Research \(Quarter and Semester\)](#)

This seminar complements the internship experience of participants in the UCDC Quarter in Washington program and is the keystone classroom component of...

- [General Research \(Quarter and Semester\)](#)

This seminar will draw on your internship, intellectual interests and your major to help you craft an original research paper...

- [International Policy and the Global System of the 21st Century \(Quarter and Semester\)](#)

This course's first objective is to provide academic background and guidance to students whose internships involve international policy, international organizations, globalization, and international relations in general. Its second objective is to...

- [The Presidency and Executive Branch \(Quarter and Semester\)](#)

The White House, located in the heart of downtown Washington and just a ten minute walk from UCDC, is an international symbol that simultaneously highlights the lofty promise of American democracy and reflects the significant flaws in the American...

- [Washington Media \(Quarter and Semester\)](#)

This seminar will explore the rapidly changing relationship between the news media, political communication and governing. Washington offers the perfect backdrop with the opportunity to visit iconic institutions, such as the White House Press Room,...

## Fall Quarter 2014

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### Core Seminar

Faculty Resources

Special Programs

Summer Program

UCDC Law Program

# How You Will Enroll in an **Elective** (not required unless you are enrolled in 6 units of POLI 197I)

At **UCDC**: If you take an elective, Alfreda Brock at UCDC will assist you in enrolling in one of following:

- “Green Politics: Science, Policy, Polarization of Modern Day U.S. Environmentalism”
- “The History, Theory, and Practice of Non-Profits”
- “U.S. Foreign Policy”
- “The Politics of Museums”

At **UCSD**: In order to receive academic credit, you will need to enroll in the elective placeholder course on WebReg:

- EXPR 100 (The section ID of EXPR 100 and of the Research Seminars is located on the 3<sup>rd</sup> sheet in the academic packet folder).

# FALL 2014 Electives- (Tentative)

- Green Politics: Science, Policy, Polarization of Modern Day U.S. Environmentalism (allowable for the Political Science major)
- The History, Theory and Practice of Non-Profits (allowable for the Political Science major)
- U.S. Foreign Policy (allowable for the Political Science major)
- The Politics of Museums (not allowable for the Political Science major)
- **Course descriptions and meeting times are located on the UCDC Website <http://www.ucdc.edu/>**

If you are a **Political Science major** and are taking an elective that is allowable for the major, it must be taken for a **letter** grade. If you are enrolling in an elective that is NOT offered through UCSD you need to enroll in EXPR 100 (placeholder course).

If you are **not a Political Science major**, you must check with your major department which UCDC classes will be allowable for your major.

## UCDC Courses Allowable for Political Science major

- The Internship Seminar **is not** allowable for the Political Science major.
- The Research Seminar **is** allowable for the Political Science major.
- If you take an elective at UCDC, it **MUST** be taken for a **letter grade** in order for it to count for the Political Science major. Some electives are allowable for the major, some are not.
- If you are not a Political Science major, check with your major advisor to inquire what will be allowable for your major or College requirements.

# Overview:

## How You Will Enroll in UCDC Courses

(1<sup>st</sup> Sheet in Academic Packet)

- Internship Seminar(8 units) and Research Seminar (4 units) = 12 units; **OR**
- Internship Seminar (8 units) and Research Seminar (4 units) and Elective (4 units)= 16 units; **OR**
- Internship Seminar (**6 units**) and Research Seminar (4 units) and Elective (4 units) = 14 units

You must enroll in at least 12 units at UCDC

Enroll in all courses via WebReg **EXCEPT** Internship Seminar (bring form to the Registrar). Enroll in Research Seminar and Elective by using the section ID on WebReg (in other words, use the section ID instead of the course number since these courses are suppressed in the schedule of classes). *If you are taking an elective, you must enroll on BOTH WebReg AND the UCDC Website. You cannot take more than 1 elective at UCDC.*

**Remember, that you must enroll in the Research Seminar and the elective (if you are taking one) on the UCDC system as well. You do not need to enroll in the Internship Seminar on the UCDC system because you will not be sitting in class. Alfreda Brock at UCDC will assist each one of you with enrolling in the relevant courses at UCDC. This presentation provides instructions on how to enroll in the UCSD system only.**

# President's Scholarship

Estimated expenses are based on results from surveys distributed to other UC undergraduates participating in UCDC programs. If you are accepted to the program and are eligible for Financial aid, your financial aid allocation will be adjusted to help meet the increased costs of participating in this program. The President's Washington Scholarship Program provides Additional funding to students who can demonstrate **financial need and have a minimum 3.0 GPA.**

DATE	ACTIVITY
<b>Fall 2014 EXTENDED QUARTER I - \$4,447</b>	
Sunday, August 24 <sup>th</sup>	Extended Quarter Students Arrive
Monday, August 25 <sup>th</sup>	
Monday, August 25 <sup>th</sup>	Residential Orientation (Mandatory) UCDC Washington Center Multipurpose Room, First Floor, 7pm
Tuesday, August 26 <sup>th</sup>	Internships Begin
<b>Fall 2014 EXTENDED QUARTER II - \$4,087</b>	
Tuesday, September 2 <sup>nd</sup>	Extended Quarter Students
Tuesday, September 2 <sup>nd</sup>	Residential Orientation (Mandatory) UCDC Washington Center Multipurpose Room, First Floor, 7pm
Wednesday, September 3 <sup>rd</sup>	Internships Begin
<b>Fall 2014 REGULAR QUARTER (12 weeks) - \$3,326</b>	
Sunday, September 21 <sup>st</sup>	Students Arrive
Monday, September 22 <sup>nd</sup>	The UCDC Washington Center 1608 Rhode Island Avenue, NW Washington, DC 20036
Monday, September 22 <sup>nd</sup>	Residential Orientation (Mandatory) UCDC Washington Center Multipurpose Room, 7:00 pm Academic Orientation Multipurpose Room, 8:00 pm
Tuesday, September 23 <sup>rd</sup>	Continental Breakfast – 9:00 am (Alcove/Gallery) Campus Breakout Meeting (Mandatory) Conference Room 210 – 9:30 am
Tuesday, September 23 <sup>rd</sup>	Courses Begin 6-9 pm
Tuesday, September 23 <sup>rd</sup>	Group Photo The White House 2:30 pm
Wednesday, September 24 <sup>th</sup>	Internships Begin
Wednesday, September 24 <sup>th</sup>	Congressional Intern Training 3:30am – 6pm, Auditorium
Friday, December 12 <sup>th</sup>	Courses End Internships End/Quarter Students
Friday, December 12 <sup>th</sup>	Closing Dinner UCDC Washington Center Multipurpose Room, 6:00pm-2:00pm
Saturday, December 13 <sup>th</sup>	Quarter Students Depart

**UC Washington Center  
Undergraduate Program/UCDC  
Student Participation Agreement**

The following policies and procedures are intended to contribute to the highest quality program possible, and to the welfare of all students, faculty and staff associated with the UC Washington Center Undergraduate Program. These rules apply to all aspects of the program, including internships, academic work, residential life and other activities.

**General Conduct:**

1. All students participating in the Washington Program take on a dual identity as both a UC campus (UCB, UCSD, UCI, UCLA, UCM, UCR, UCSB, UCSC, or UCSD) student and a representative of the University of California to the organization for which they work as interns.
2. Campus and Program standards of conduct apply to students not only on the premises of the Washington Center (residence halls, academics classrooms, administrative offices), but also at the locations of their internships and in the community. Students in the Program agree to conduct themselves at all times with this in mind.
3. Students who violate these standards of conduct are subject not only to Program discipline (for example, reprimand or termination of Program participation), but also to campus discipline (such as Probation, Suspension, or Dismissal from the campus)
4. Students are expected to fulfill all academic requirements of the Program. These include the internship and the obligations pertaining to it, the core seminar, and upper division elective class(es) (if applicable).
5. Any problems related to residence life will be referred to the Resident Director of the UC Washington Center and, if deemed necessary, to relevant campus personnel. The Resident Director, in coordination with other UC Washington Center staff, will make every effort to resolve any such problems in as fair and as timely a manner as possible, with the best interests of all parties in mind. At no time will conduct seriously dangerous to other individuals or disruptive to their ability to participate effectively in the Program be tolerated.
6. Students agree to abide by all relevant University and campus policies. Copies are available from your campus upon request.
7. Students agree to reside at the UC Washington Center for the full fixed term of the contract as stipulated in the University of California, Washington Center Residential Services Housing Contract. A student may not depart from the Center prior to the end of the contract without permission from the campus director or administrator responsible for that campus's UCDC program, or the Executive Director of the UC Washington Center, or his/her designee at the UC Washington Center.

Our philosophy is to make every effort possible to work with students to resolve any problems. However, substantial or persistent violation of any of the above policies can be grounds for termination of participation in the Program. Any such decisions are to be made by the UC Washington Center Executive Director, or the Director of the student's campus UCDC program, subject to consultation with the student and other pertinent parties.

I agree to abide by these policies.