



First Year Transfers: Checklist to Prepare for Fall 2020 Instruction

Enrollments

- Make sure I understand the rigor of being enrolled in more than 12 upper-division credits (numbered 100-199)
- Make sure I am enrolled in at least 12 credits
 - Note:** Contact my major adviser if I encounter any challenges with enrolling in lower or upper-division major courses.
- Verify my class schedule to confirm class times and make sure no classes have been canceled
- Determine if my courses will be taught [asynchronous or synchronous](#) before classes begin
- Plan to attend ALL of my classes, even ones I may swap out of, until I know for sure that I am accepted into an alternative course.
 - Note:** discussion sections generally do not meet before the first lecture takes place, check your email for instructions
- Make any necessary changes to my enrollment.
 - Note:** The last day to: add/drop/swap classes is October 21st, 2020 & change grading option for courses is December 4th, 2020.
- Make a time management grid using this outline:
<http://eop.ucsc.edu/content/time-management>

MyUCSC Portal

- Update address in myUCSC portal
- Update phone numbers in myUCSC portal
- Update emergency contact in myUCSC portal
- List a "billing address" in myUCSC portal.
 - Log onto myUCSC portal > Open "Personal Information and Options" > click on "Addresses," > and add a new address.
- Check for any holds
- Check To Do list in myUCSC portal for any important deadlines or missing records
- Explore myUCSC portal especially the "Student Advising Summary" and "Academic Advisement Report"

Virtual Learning

- Familiarize myself with the [Keep Learning Website](#) for resources to support my remote learning experience.
- Review the [Zoom UCSC FAQs](#)

Communications and Deadlines

- Activate email by logging-into my UCSC student email using my CruzID and Blue password
- Download the [Academic and Administrative calendar](#) and add important deadlines in my planner
- Complete Title IX and Slug Care Trainings to avoid a hold on my Winter 2021 Enrollment

Placement Exams (only for some students)

- [Math Placement Exam](#) (if I want to try and get into a math class this winter and I don't have math transfer credits or AP scores)
- [Language placement exam](#) (if I want to take a language class)