

Take UC Davis graduate and undergraduate courses without formally applying



UC Davis Open Campus

2011-2012

www.extension.ucdavis.edu/opencampus

UC DAVIS
EXTENSION
OPEN CAMPUS



CONTINUING AND PROFESSIONAL EDUCATION

About UC Davis Open Campus

Open to the public, UC Davis Open Campus (concurrent) provides access to UC Davis courses, on a space-available basis, without being formally admitted to the university. Most UC Davis courses are open to you through the Open Campus program, so you have hundreds of courses to choose from each quarter.

UC Davis Open Campus can help you:

- **Complete prerequisites** before entering a degree program.
- **Explore new subjects** if you're considering returning to school
- **Finish your degree**—contact your college advisor to confirm your options.
- **Improve your GPA** for readmission to UC Davis.
- **Obtain academic credit** that you can transfer to a college or university.
- **Get a head start in college**—this is a great option for motivated high school students.
- **Expand your horizons**—take a university class for personal enrichment.

For more information, contact UC Davis Extension at (800) 752-0881 or talk to your college advisor or high school counselor.



Frequently Asked Questions

Who can enroll in UC Davis Open Campus courses?

Anyone can take courses through Open Campus on a space-available basis. Students who have been regularly enrolled at UC Davis and have not earned a degree cannot enroll within 12 months of their last quarter of enrollment.

When can I take Open Campus courses?

During fall, winter and spring quarters most UC Davis courses are available through the Open Campus program on a space-available basis. During the summer UC Davis courses are available through UC Davis Summer Sessions (separate enrollment processes, fees and deadlines apply).

Which courses can I take?

Most regular UC Davis courses are open to Open Campus enrollment on a space-available basis. Each department reserves the right to regulate admissions to its courses. Instructors of the course you plan to enroll in must first admit all regularly enrolled UC Davis students.

Can I get academic credit through UC Davis Open Campus?

Yes. You can earn academic credit for the courses you take through the Open Campus program. Talk to your academic advisor before enrolling if you plan to transfer credits earned through Open Campus toward a degree to ensure that your Open Campus work will be accepted.

Can I transfer the credits I earn to another university or toward a degree?

Maybe. If you are planning to do this you should talk to your college advisor first to be sure your credits will be accepted.

Do I have to take my class for a grade?

No. You can opt to take Open Campus courses on a passed/not passed basis or for noncredit. Simply submit a petition to take the class passed/not passed or noncredit when you enroll.

Can I audit a course through Open Campus?

Yes. However, unlike registered UC Davis students, you will have to pay the full course fee. You'll also need to submit a petition to take the class noncredit.

Where can I find all of the forms I'll need for Open Campus?

All of the forms you need for Open Campus can be downloaded from our website. The forms are also available from the Student Services office at UC Davis Extension.

2011-2012 Open Campus Deadlines

	A C A D E M I C Q U A R T E R		
	FALL	WINTER	SPRING
Instruction and in-person enrollment begins	9/22/11	1/09/12	4/02/12
Deadline for petition to exceed unit maximum	10/13/11	1/30/12	4/23/12
Deadline to enroll*	10/26/11	2/13/12	5/04/12
Deadline for passed/not passed or noncredit	11/02/11	2/21/12	5/11/12
Final day for schedule adjustment (add or drop)	11/02/11	2/21/12	5/11/12
Instruction ends	12/02/11	3/19/12	6/07/12
Quarter ends	12/09/11	3/24/12	6/14/12

Please note: Open Campus deadlines are not the same as UC Davis deadlines.

*Late enrollment fee of \$50 per class required after this date.

General Information

Units

As an Open Campus student, you can take up to 8 quarter units of undergraduate work (course numbers 1-198), 4 quarter units of graduate work (course numbers 200 and above) or 5 units of combined graduate and undergraduate courses per quarter. Talk to your academic advisor before enrolling if you plan to transfer credits earned through Open Campus toward a degree to ensure that your Open Campus work will be accepted.

Petition to Exceed Unit Maximum

If you want to request to take courses that have a combined unit total exceeding the limits noted above, you must submit a petition to exceed unit maximum. This form must be returned by the deadline to the UC Davis Extension Student Services office for approval. If your petition is approved, you may complete your enrollment. Your petition to exceed unit maximum must be completed prior to enrollment.

Students taking courses for readmission to UC Davis must attach an academic plan, approved by a UC Davis academic advisor, to the petition to exceed unit maximum.

Fees

Enrollment Fee

Enrollment fees are due at the time of enrollment.

\$300 per academic unit.

The per unit enrollment fee is subject to change without notice.

Fees for courses that are part of the self supporting master's degree programs in Forensic Science and Maternal and Child Nutrition are at the rate paid by the students in those programs.

Late Enrollment Fee

A \$50 late enrollment fee per class is required for processing enrollments after the deadline to enroll. All late enrollments must be submitted with a written request indicating the extenuating circumstances for the late enrollment and will be reviewed on a case-by-case basis.

Activities and Recreation Center Fee

Open Campus students participating in physical education classes held at the Activities and Recreation Center will need to purchase a pass for the quarter. Open Campus students are eligible for the affiliate rate at the ARC.

Discounts

UC Davis Alumni Association members are eligible for a 10 percent discount (up to \$100 maximum discount per course) on one Open Campus course per quarter. Proof of current CAAA membership is required upon payment of fees.

UC Davis career and academic staff are eligible to receive 20 percent (up to \$200 maximum discount per course) off all Open Campus courses. Current eligibility will be confirmed at the time of enrollment/payment.

Please note: Discounts should be requested at time of enrollment and cannot be applied after enrollment is submitted.



Financial Aid

While Open Campus students are not eligible for federal or state-funded financial aid, options for financing your education do include private alternative loans and direct to consumer loans. For more information about private alternative loans please visit our website. (See links on page 4).

How to Enroll

1. **Choose the courses you want to enroll in.** Refer to the UC Davis General Catalog and the Quarterly Class Schedule and Registration Guide for a list of all available courses (see links). Some restrictions apply, so be sure the courses you are interested are available for Open Campus enrollment (see limitations).
2. **Complete an Open Campus enrollment form** for each course you want to enroll in.
3. **Obtain the instructor's signature** for each course. Take your enrollment form to the first class meeting and let the instructor know that you'd like to take the course through UC Davis Open Campus. Ask the instructor to sign your application. Your enrollment is on a space-available basis so some instructors may wait up to three weeks to confirm that space is available. Please note: some courses also require the signature of the department chair or dean (see limitations).
4. **Submit your enrollment form in person.** To finalize the enrollment process, bring your completed and signed enrollment form, along with payment to the UC Davis Extension Student Service's office by the published deadline.

Enrollment Policies

Please note: As an Open Campus student it is your responsibility to submit all necessary forms, petitions and fees in person on or before the published deadlines. Failure to comply could result in additional fees and/or no credit.

Withdrawals

A request to withdraw from a course must be received in writing (by mail, fax, email or in person) at the UC Davis Extension Student Services office by the published final day for schedule adjustment (add or drop) deadline. Requests for late action due to academic reasons or simple failure to drop the course prior to the deadline will not be approved. Failure to complete the work in a class or file a withdrawal request by the deadline may result in a failing grade.

Refund Request

Refunds for course withdrawals will be granted, minus a \$30 processing fee for each course, if the request to withdraw with a refund is received in writing (by mail, fax, email or in person) by the published final day for schedule adjustment (add or drop) deadline.

Transfer of Credits

Some colleges and universities may limit the number of transfer credits. It is important to contact the institution you plan to apply to prior to enrolling in Open Campus classes. Former UC Davis students taking Open Campus courses for credit toward readmission to UC Davis should consult with their school or college academic advisor before enrolling. Prospective graduate students are advised to contact their graduate program advisor before enrolling in courses to be applied to a graduate degree. UC Davis limits the use of Open Campus course work to 12 units toward graduate degree requirements, if taken prior to admission to a graduate program.

Limitations

Most UC Davis courses are open for enrollment on a space-available basis with consent of the instructor. However, some courses have special requirements for enrollment or are not available to Open Campus students:

Courses Requiring Two Signatures

Enrollment in the following courses requires two signatures (one from the instructor and one from the dean of the school or college, or chair of the department):

- Directed Group Study courses with numbers 98, 198, 298 and 398
- Any course taken in the College of Engineering
- MGT 11A and 11B (Elementary Accounting offered by the Graduate School of Management)
- Self supporting master's degree programs in Forensic Science and Maternal and Child Nutrition.

Prerequisites

The following courses have specific requirements for enrollment:

Chemistry – All students interested in enrolling in Chemistry 2A (General Chemistry) or 2AH (Honors General Chemistry) must pass qualifying exams for both Chemistry and Precalculus. (Please see the UC Davis General Catalog for additional information.)

Mathematics – Students interested in enrolling in MAT 12 (Precalculus), 16A (Short Calculus), 17A (Calculus for Biology and Medicine) and 21A (Calculus) must satisfy the mathematics placement requirement (see links). Students who do not take the examination or do not receive a qualifying score must withdraw by the published deadline in order to receive a refund.

For more information on the chemistry and mathematics exams, contact the UC Davis Learning Skill Center (see links on page 4).

Exceptions

The following courses are not available through the Open Campus program:

- Credit by examination.
- Special Study, Individual Study or Research courses with numbers 99, 199, 299 or 399
- School of Medicine professional courses (any series 300 or 400 course)
- School of Veterinary Medicine professional courses (any series 300 or 400 course)
- Courses in the Law School and the Graduate School of Management (except MGT 11 A & B)
- Select Mathematics courses: MAT B Elementary Algebra; MAT C Trigonometry; MAT D Intermediate Algebra
- Applied Study of Music courses: MUS 130 and MUS 131
- Online Health Informatics courses: MHI 211 and MHI 215

UC Davis Students

While courses taken in the Open Campus program can count toward a degree at UC Davis, those seeking a degree from this campus should contact an academic advisor in the school or college they plan to attend before enrolling in Open Campus. Former UC Davis students planning to use Open Campus courses toward readmission to UC Davis should consult with the academic advisor of their school or the dean's office of their college before enrolling in Open Campus courses.

UC Davis students on Planned Educational Leave and undergraduate students who have left UC Davis and not earned a degree cannot enroll in the Open Campus program until 12 months after the end of their last quarter of enrollment at UC Davis unless an exception letter from the dean's office of their college is sent to UC Davis Extension prior to enrolling in Open Campus courses.

The academic records of Open Campus students are separate from the students' UC Davis academic record. Applying credit for Open Campus courses toward a UC Davis degree is considered after a UC Davis Extension transcript, requested by the student, is received by the UC Davis Admissions office.



Grades and Transcripts

Grades

All Open Campus courses are graded and subject to the same grading policies as UC Davis students. Grade reports are mailed to the student four to six weeks after the end of the quarter. Open Campus grades are collected by and maintained at UC Davis Extension and can be transferred to UC Davis or other institutions by official transcript.

Passed/Not Passed

Students wishing to take a course as Passed/Not Passed rather than for a letter grade must submit a petition by the published deadline. Petitions for *P/NP* are available at UC Davis Extension, or you can submit a written request to UC Davis Extension by mail, fax or in person.

Under the UC Davis *P/NP* grade policy, undergraduate students are assigned a P grade for course work receiving a C- or better, while graduate students are assigned an S grade for graduate level course work receiving a B- or better or undergraduate level course work receiving a C- or better. If you plan to transfer credit earned on a *P/NP* basis, you should verify the acceptability of *P/NP* grading with the institution to which you plan to transfer credit.

Noncredit

Students wishing to take a course as Noncredit rather than for a grade must submit a petition by the published deadline. Petitions for *NC* are available at UC Davis Extension, or you can send a written request by mail or fax.

Auditing

Auditing of classes is allowed in the UC Davis Open Campus program only with payment of full course fees and submission of a petition for noncredit grading.

General Education Requirements

For those taking Open Campus classes toward an undergraduate degree at UC Davis, please keep in mind that all courses taken to fulfill the General Education requirements at UC Davis must be taken for a letter grade. In addition, you must satisfy the university Entry Level Writing Requirement before you take any writing experience course for General Education credit. For additional information on the ELWR and GE requirements, see the UC Davis General Catalog.

Incomplete

An *I* grade may be assigned in an Open Campus course by an instructor when a student's work is of passing quality for a significant portion of the class requirements, but is incomplete for a good cause as determined by the instructor. At the time of the *I* grade assignment, UC Davis Extension will send a letter advising the student how to replace the *I* grade upon completion of the course work identified by the instructor. An *I* grade must be replaced by a valid grade (letter, *P*, or *S* grade) before the end of the third succeeding quarter (excluding summer sessions) in which you were enrolled in courses at UC Davis (as a regularly enrolled UC Davis or Open Campus student). Incomplete grades not resolved by that time will revert to a failing grade. Please see the UC Davis General Catalog for more information on grading policies that apply to Open Campus students.

Transcripts

To request an official transcript of your Open Campus courses (for UC Davis, another institution, or for personal use) complete a transcript request form and submit it to UC Davis Extension by mail, fax or in person. Your academic record at UC Davis Extension is separate from any record you may have at UC Davis. Your Open Campus course credit may be added to your UC Davis record upon admission or readmission based on submission of an official UC Davis Extension transcript. UC Davis will compute grade points for Open Campus courses that are accepted for a degree upon admission or readmission.



Resources and Services

Advising

If you have questions or need advice about Open Campus registration procedures and guidelines, please contact UC Davis Extension before you enroll in any courses. Inquiries about UC Davis admission policy, graduation requirements and other matters pertaining to a degree program should be directed to UC Davis Undergraduate Admissions, the dean's office of the appropriate UC Davis college or Graduate Studies.

International Students and Scholars

International students and scholars holding a DS-2019 and planning to enroll in Open Campus may need to obtain clearance from their sponsoring institution each quarter. If you are in J-1 status and have a DS-2019 issued by UC Davis Services for International Students and Scholars (SISS), please complete the International Student Clearance Form prior to enrolling. If you are in F-1 status and have an I-20 issued by UC Davis Extension, contact the UC Davis Extension Student Services office to see if additional paperwork is required.

Parking

Parking on campus requires a valid parking permit on weekdays and weeknights for automobiles, motorcycles or mopeds. Students may purchase a C permit to park on campus from Transportation and Parking Services. Open Campus students must present their course confirmation (or other proof of enrollment) and a driver's license when applying for a permit (see links below).

UC Davis Library

When enrolling in an Open Campus course, students may request a library card application, which can be taken to the Shields Library circulation desk to obtain a UC Davis library card for the quarter.

Contact Us

UC Davis Extension Student Services Office

1333 Research Park Dr., Room 151
Davis, CA 95618

Directions: We are located just south of I-80 at the Richards Blvd. exit. Visit our website for more detailed directions and a map.

Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.

Phone: (800) 752-0881

Email: opencampus@ucdavis.edu

Website: extension.ucdavis.edu/opencampus

UC Davis Computing Account

Open Campus students are eligible to create a UC Davis computing account once their enrollment is final. Having a campus computing account allows you to have a UC Davis email account and access to the campus computing labs, MyUCDavis and SmartSite. Some courses require that you access these websites.

My UC Davis is a Web portal that enables each visitor to personalize features to reflect his or her interests and needs.

Instructors often use SmartSite to organize their courses, and to interact and collaborate with students. SmartSite features discussion boards, chat rooms, virtual office hours, wikis and more.

You can create your campus computing account online at <http://computingaccounts.ucdavis.edu> or by phone at 530-754-HELP (4357.) You must provide your birth date and social security number to create a campus computing account (see links below).

Activities and Recreation Center

Open Campus students may join the ARC at the affiliate rate for the quarter in which they are enrolled (see links below).

Services for Students with Disabilities

UC Davis Extension is committed to assisting students with disabilities—including mobility, visual, hearing, communication and learning disabilities—to participate fully in our programs.

Please call (530) 757-8777 if you would like to register for a course and you have disability-related needs or concerns. Please contact us at least 30 days before the start of the quarter to ensure that necessary accommodations can be made.

Forms

- Open Campus Enrollment Form
- Petition to Exceed Unit Maximum
- Transcript order form
- International Student Clearance Form
- Petition for Passed/Not Passed or Noncredit Grading

All forms are available at the UC Davis Extension Student Services office or online at: extension.ucdavis.edu/open_campus/forms.asp.

Links

UC DAVIS EXTENSION/OPEN CAMPUS	extension.ucdavis.edu/opencampus
UC DAVIS	ucdavis.edu
UC DAVIS SUMMER SESSIONS	summer-sessions.ucdavis.edu
UC DAVIS GENERAL CATALOG	registrar.ucdavis.edu/ucdwebcatalog
UC DAVIS OPEN COURSES LIST	registrar.ucdavis.edu/OCL/opencourses.html
UC DAVIS QUARTERLY CLASS SCHEDULE AND REGISTRATION GUIDE	registrar.ucdavis.edu/csrg
UC DAVIS MATH PLACEMENT REQUIREMENT	math.ucdavis.edu/undergrad/math_placement
UC DAVIS LEARNING SKILL CENTER	lsc.ucdavis.edu/placement.html
UC DAVIS COMPUTING ACCOUNT	computingaccounts.ucdavis.edu
TRANSPORTATION AND PARKING SERVICES	taps.ucdavis.edu/parking
ACTIVITIES AND RECREATION CENTER	campusrecreation.ucdavis.edu
FINANCIAL AID	extension.ucdavis.edu/student_services/resources/financing.asp

What people are saying about UC Davis Open Campus

“I was very lucky to be able to take the courses that I need at a reputable university with well-respected professors.”

– Debbie Sigal

“For someone like me, needing to fill the considerable gaps between a B.A. in English and graduate study in toxicology, Open Campus made it possible to go forward. UC Davis’s Open Campus provided the access I needed to essential courses in preparation for graduate school; without them, I would not have been accepted.”

– Laurie Hopkins

“I enrolled in the Open Campus program to meet the upper division requirements for veterinary medical school. I was a managerial economics major and had limited classes in biological sciences.”

– John Kim

“I was ‘between degrees’, and the courses at UC Davis Open Campus facilitated my admission to a Ph.D. program.”

– Teresa Ellis

“I always wanted to return and finish what I started. The Open Campus program allowed me to get back into school without having to be an officially enrolled student, and I am now on track to be re-admitted and complete my degree.”

– Jeffrey Wingert

“The Open Campus option allowed me to take challenging, interesting and pertinent courses taught by exceptional professors while I worked on admission to the Ph.D. program. The Open Campus program facilitated resumption of academic studies and entry into the formal program.”

—Phillip Pellette

“My counselor from junior college recommended the program, and I [enrolled] so I could get some classes out of the way. I was then accepted for fall quarter.”

– Danielle Adragna

UC Davis Open Campus (Concurrent) Enrollment Form

Enrollment Deadlines:

Fall: Oct. 26, 2011 Winter: Feb. 13, 2012 Spring: May 04, 2012

ENROLLMENTS MUST BE SUBMITTED IN PERSON – DO NOT MAIL OR FAX.

Please print

STEP 1

First Name Middle Initial Last Name Birthdate Social Security Number*

Home Address Apt # City State Zip Code Daytime Telephone

Email Address If you do not wish to receive periodic announcements, check this box .

Please add extension@ucdavis.edu to your address book or safe list to ensure that our email messages are delivered properly.

STEP 2

CRN	Dept.-Number-Section	Course Title (from UC Davis Class Schedule)	Units	Instructor's Full Name (print)
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STEP 3

Instructor: I certify that no regularly enrolled student has been denied admission.

Instructor's Signature Date

Dean or Chair Approval Date

*Second signature is required for Engineering, MGT 11 A & B, Forensic Science, Maternal & Child Nutrition and courses numbered 98, 198, 298 & 398. See **Course Exceptions** on page 2.*

Please complete and sign

STEP 4

Paid by Check Cash Credit Card Other
 Please charge my Visa/MasterCard/Discover/American Express:

Account Number Expiration Date CCV
The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front of the card).

Cardholder's name (print)

Authorized signature

STEP 5

Please answer the following questions and sign your enrollment form.

Are you a citizen or permanent resident of the U.S.? Yes No

Have you completed your degree at UC Davis? Yes No

Have you been a regularly enrolled student at UC Davis in the past two years (excluding Open Campus or summer sessions)? Yes No

Complete if UC Davis department is paying course fee

Department _____

DaFIS Account: _____

Review academic warnings

1. I understand that restrictions on credit for Open Campus courses in undergraduate and graduate programs are set by colleges, graduate and credential programs. Prior to enrolling in Open Campus courses, I must confirm transfer limitations with the appropriate school or college—at UC Davis or another institution. Further, I am aware that I must provide a UC Davis Extension transcript of Open Campus course work when applying for admission or readmission to UC Davis.
2. I understand that the UC Davis General Education Requirements indicate that all courses taken to fulfill the GE requirements must be taken for a letter grade. I understand that I must satisfy the university Entry Level Writing Requirement (ELWR) requirement before I take any writing experience course for GE credit. (For additional information on ELWR and GE Requirements, please see the UC Davis General Catalog.)
3. I understand that if I stop attending a course, I must formally withdraw through UC Davis Extension by the published deadline or receive a failing grade for the coursework completed.
4. As an Open Campus student, I realize that I am responsible for knowing all deadlines and returning all necessary forms, petitions and fees in person on or before the dates listed on the calendar (see www.extension.ucdavis.edu/opencampus). I understand that UC Davis Extension will provide my student information to the course instructor and the academic department.

STEP 6 I have read and understand all of the above.

Student's signature Date

For office use only	Quarter	FALL / WINTER / SPRING
Petition _____	Excep. Ltr. _____	Discount _____
Date rec'd _____	Course fee _____	
Receipt number _____	Late fee _____	
Verified by _____	Amount due _____	

*UC Davis Extension is required by federal law to report your Social Security Number (SSN) and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. UC Davis Extension also will use the SSN you provide to verify your identity. This notification is provided to you as required by the Federal Privacy Act of 1974.