



Please initial next to every paragraph and return this form to your UCSC Extension contact.

ENROLLMENT

- EW You must submit an enrollment form each academic term at least 30 days prior to the start of the term.
- EW Enrollment forms must be filled out completely and submitted through the online form.
- EW Your case manager must authorize your enrollment. Your pre-approved program schedule on file will satisfy this requirement.

Enrollment Deadlines

Term	Start Date	Enrollment forms Due No Later Than:
Winter	January 1	December 1
Spring	April 1	March 1
Summer	June 16	May 16
Fall	September 1	August 1

Some courses, especially labs, fill up quickly. Early enrollment is necessary to secure a place in these course. Funded students are not guaranteed a seat in any course.

Students can verify enrollment with Student Services or by checking the UCSCX Student Portal.

DROPS AND REFUNDS

- EW Changes to an approved program schedule are only permitted if a course cancels, offering date(s) change, or due to documented mitigating circumstances.
- EW If you cannot attend a course that you are enrolled in, it is your responsibility to notify your retraining advisor and your UCSC Extension contact.
- EW All enrollment policies must be adhered to, including those for drops and refunds (see page 2). It is your responsibility to follow and understand policy requirements. Your UCSC Extension contact can help clarify policy requirements.
- EW Your case manager must approve any changes to your original program schedule. Any changes that you request may affect the total cost of your training program and you will be responsible for paying the fee difference.

CERTIFICATE REQUIREMENTS

- EW You must meet all requirements to earn your certificate.
- EW You must take all courses for a letter grade. Pass/no pass is not an option.
- EW You must declare candidacy for your certificate early in your program.
- EW You must maintain an overall cumulative GPA of 3.0 and at least a C or better in all courses.
- EW You will be required to pay to re-take any courses in which you do not meet the minimum requirement.

ATTENDANCE

- EW Students are expected to be active and attend all course meetings. This includes logging in and participating in online courses.
- EW If a student fails to sign the attendance sheet, his/her case manager will be notified on the following business day after the course meeting.

OBTAINING YOUR CERTIFICATE

- EW Your certificate application and fee will be processed with your approved program schedule.
- EW When you have completed your last course(s) and all final grades have been posted, contact extensionprogram@ucsc.edu to request your certificate review.
- EW A copy of your certificate will be sent to your case manager.

BOOKS

- EW You must independently purchase all required course materials and/or textbooks.
- EW Please check with your case manager to find out if there are WDB funds available to pay for your books.

STUDENT PAYMENT

Occasionally a student's total program cost will exceed the total allowed by the agency. In this instance:

- EW Students must complete a Student Payment Agreement and return it prior to initial enrollment. Failure to do so may compromise the program start date, which may result in a loss of funding.
- EW Payment for all outstanding fees is due prior to enrolling in courses for your final quarter. (see "Enrollment Deadlines"). Enrollment will not be processed until amount is paid in full.
- EW UCSC Extension reserves the right to hold a Certificate of Completion until the student account is paid in full. This deems a student's program incomplete.

RELEASE OF INFORMATION

I authorize UCSC Silicon Valley Extension to release my student information to the Workforce Development Board, which is funding my courses. I understand that a copy of my certificate will be sent to my case manager.

Erik Williams

Student Name

Internet Programming and development

Certificate Program

Erik Williams

Student Signature

3/5/18

Date

Department Representative Signature

Date