UNDERGRADUATE
WINTER QUARTER
2023

DEADLINES & REGISTRATION INFORMATION
CORE CURRICULUM INFORMATION – HONORS COURSES

OFFICE OF THE REGISTRAR
REGISTRAR@SCU.EDU
WWW.SCU.EDU/REGISTRAR
# Undergraduate Deadlines & Registration Information

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**Access Card Office** [www.scu.edu/access](http://www.scu.edu/access)

**Bursar’s Office (Tuition)** [www.scu.edu/bursar](http://www.scu.edu/bursar)

**Campus Bookstore** [https://www.scu.edu/auxiliary-services/bookstore/](http://www.scu.edu/auxiliary-services/bookstore/)

**Campus Safety** [http://university-operations.scu.edu/campus-safety](http://university-operations.scu.edu/campus-safety)

**Core Curriculum** [www.scu.edu/core](http://www.scu.edu/core)

**Cowell Health Center** [www.scu.edu/cshc](http://www.scu.edu/cshc)

**Drahmann Academic Advising & Learning Resources Center** [www.scu.edu/drahmann](http://www.scu.edu/drahmann)

**eCampus: Registering for Classes** [www.scu.edu/ecampus](http://www.scu.edu/ecampus)

**Family Educational Rights and Privacy Act FERPA** [www.scu.edu/ferpa](http://www.scu.edu/ferpa)

**Financial Aid Office** [www.scu.edu/financialaid](http://www.scu.edu/financialaid)

**Institutional Research (Graduation Rate)** [www.scu.edu/ir](http://www.scu.edu/ir)

**International Student Services** [www.scu.edu/f1](http://www.scu.edu/f1)

**Office of the Registrar** [www.scu.edu/registrar](http://www.scu.edu/registrar)

**Student Life** [https://www.scu.edu/osl/](http://www.scu.edu/osl/)

**Enrollment Service Center** [www.scu.edu/onestop/](http://www.scu.edu/onestop/)

**Admission & Enrollment Mgmt Bldg, 1st floor, 408/551-1000**

**Building 303, 408/554-4356**

**Parking structure, 1st floor, 408/554-4441**

**Building 701, 408/554-4501**

**Kenna Hall 101, 408/554-4318**

**Benson Center 106 and 200, 408/551-1647**

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### FALL QUARTER 2022
- **Apr 25-May 6** M-F Mandatory academic advising period
- **May 7-20** M-F Fall registration appointment period
- **Sep 15** Th Residence halls open at 8:30 am to new students
- **Sep 17-18** Sa-Su New student Welcome Weekend
- **Sep 18** Su Residence halls open at 9 am to returning students
- **Sep 19** M Classes begin
- **Sep 19-23** M-F Late registration/add period
- **Sep 23** F Last day to add a class
- **Oct 7** F Presidential Inauguration: Classes will not meet from 10:30 am – 1:15 pm. Classes scheduled to begin at 1 pm will begin instead at 1:15 pm.
- **Oct 7** F Last day to submit incomplete Spring 2022 and Summer Session 2022 work to faculty
- **Oct 7** F Last day to petition for degrees to be conferred in December 2022
- **Oct 14** F Last day to drop classes without a W
- **Oct 14** F Last day to declare P/NP grading option
- **Nov 4** F Last day to drop classes with a W
- **Nov 7-18** M-F Winter registration appointment period
- **Nov 21-25** M-F Academic holiday
- **Nov 24-25** Th-F Thanksgiving; administrative holidays
- **Dec 2** F Classes end
- **Dec 5-9** M-F Fall final examinations
- **Dec 9** F Residence halls close 9 p.m.
- **Dec 14** W Fall quarter grades due (faculty) Christmas recess; administrative holidays New Year’s recess; administrative holidays
- **Dec 30, Jan 2** F, M Final exams

### SPRING QUARTER 2023
- **Feb 17-27** F-M Spring registration appointment period
- **Apr 3** M Classes begin
- **Apr 3-10** M-M Late registration/add period
- **Apr 7** F Good Friday; administrative and academic holiday
- **Apr 10** M Last day to submit incomplete Winter 2023 work to faculty
- **Apr 28** F Last day to drop classes without a W
- **Apr 28** F Last day to declare P/NP grading option
- **Apr 28** F Last day to remove Winter 2023 incompletes (faculty)
- **Apr 28** F Last day to petition for degrees to be conferred in September 2023
- **Apr 24-May 5** M-F Annual mandatory academic advising period
- **May 8-19** M-F Fall registration appointment period
- **May 19** F Last day to drop classes with a W
- **May 29** M Memorial Day; academic and administrative holiday
- **Jun 9** F Classes end
- **Jun 12-15** M-Th Spring final examinations
- **Jun 15** Th Residence halls close 9 p.m. (non-graduating students)
- **Jun 17** Sa 172nd Undergraduate Commencement
- **Jun 18** Su Residence halls close 12 p.m. (graduating students)
- **Jun 20** Tu Spring quarter grades due (faculty)

### SUMMER SESSION 2023*
- **Mar 13** M Online application period begins for non-SCU students
- **Apr 17** M Registration appointment period begins (SCU students)
- **Apr 24** M Registration begins for non-SCU students
- **May 21** Su Financial clearance deadline

### Session 1
- **Jun 22** Th Classes begin
- **Jun 26** M Last day to add a class
- **Jun 26** M Last day to declare P/NP grading option
- **Jul 4** Tu Independence Day; administrative holiday
- **Jul 7** F Last day to drop classes without a W
- **Jul 21** F Last day to drop classes with a W
- **Jul 26** W Classes end
- **Jul 27-28** Th-F Summer session 1 final examinations
- **Aug 2** W Summer session 1 grades due (faculty)

### Session 2
- **Jul 31** M Classes begin
- **Aug 2** W Last day to add a class
- **Aug 2** W Last day to declare P/NP grading option
- **Aug 11** F Last day to drop classes without a W
- **Aug 25** F Last day to drop classes with a W
- **Sep 1** F Classes end
- **Sep 4** M Labor Day; administrative holiday
- **Sep 5-6** Tu-W Summer session 2 final examinations
- **Sep 11** M Summer session 2 grades due (faculty)

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*See Summer Schedule of Classes Session III and IV dates

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*All dates are inclusive
Registration dates are subject to change*
## WINTER QUARTER 2023 CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 7-18</td>
<td>M-F</td>
<td>Winter registration appointment period</td>
<td>Feb 3</td>
<td>F</td>
<td>Last day to drop class without a W</td>
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<tr>
<td>Dec 20</td>
<td>T</td>
<td>Financial clearance deadline</td>
<td>Feb 3</td>
<td>F</td>
<td>Last day to declare P/NP grading option</td>
</tr>
<tr>
<td>Jan 9</td>
<td>M</td>
<td>Classes begin</td>
<td>Feb 17-27</td>
<td>M-F</td>
<td>Spring registration appointment period</td>
</tr>
<tr>
<td>Jan 9-13</td>
<td>M-F</td>
<td>Late registration add period</td>
<td>Feb 20</td>
<td>M</td>
<td>President’s Day; academic/administrative holiday</td>
</tr>
<tr>
<td>Jan 13</td>
<td>F</td>
<td>Last day to withdraw from University with 100% refund (less applicable fees)*</td>
<td>Feb 24</td>
<td>F</td>
<td>Last day to drop classes with a W</td>
</tr>
<tr>
<td>Jan 13</td>
<td>F</td>
<td>Last day to add a class</td>
<td>Feb 24</td>
<td>F</td>
<td>Last day to petition for degrees to be conferred in June 2022</td>
</tr>
<tr>
<td>Jan 20</td>
<td>F</td>
<td>Last day to withdraw from University with 50% refund (less applicable fees)*</td>
<td>Mar 17</td>
<td>F</td>
<td>Classes end</td>
</tr>
<tr>
<td>Jan 16</td>
<td>M</td>
<td>Martin Luther King Day; academic and administrative holiday</td>
<td>Mar 20-24</td>
<td>M-F</td>
<td>Winter final examinations</td>
</tr>
<tr>
<td>Jan 27</td>
<td>F</td>
<td>Last day to withdraw from University with 25% refund (less applicable fees)</td>
<td>Mar 27</td>
<td>M</td>
<td>Financial clearance deadline for Spring</td>
</tr>
<tr>
<td>Jan 27</td>
<td>F</td>
<td>Last day to submit incomplete Fall 2022 work to faculty</td>
<td>Mar 27-31</td>
<td>M-F</td>
<td>Spring recess</td>
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<tr>
<td>Jan 27</td>
<td>F</td>
<td>Last day to petition for degrees to be conferred in March 2023</td>
<td>Mar 29</td>
<td>W</td>
<td>Winter quarter grades due (faculty)</td>
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<tr>
<td>Feb 3</td>
<td>F</td>
<td>Last day to remove Fall 2022 incompletes (faculty)</td>
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**For detailed refund information, refer to the Bursar link:** [http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm](http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm)

## University Communication Policy

The University will communicate with undergraduate students through a variety of formats. Information that is sent to undergraduate students from the University via their campus mailbox, local address, or their Santa Clara e-mail address is considered official communication and should be treated as such. Students are asked to check their campus mailbox and their Santa Clara e-mail account on a daily basis, and are responsible for reading and responding to the information they receive from the University.

## Students with Disabilities

Students with disabilities should contact Office of Accessible Education. The office is located in Benson 1.

## Student Responsibility

Students are personally responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the University. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the University. Failure to understand the policies and regulations does not relieve a student of his or her responsibility for adhering to the policies and regulations.
Registration Appointment Information

When can you view assigned fall registration appointments?
You will be able to view your assigned registration appointment on Monday, October 24, 2022, by using eCampus. Undergraduate classes will also be viewable on Course Availability on Monday, October 24, 2022.
https://www.scu.edu/registrar/frequently-asked-questions/registration-appointments/

How is the Registration Appointment Assigned?
Registration appointments are determined by academic level which is based on the number of units a student has completed and takes into consideration those units currently in progress. The following students qualify for priority registration which allows them to register ahead of the general population: students with documented disabilities, Honors Program students, LEAD Scholars, NCAA Athletes, Leavey Scholars, foster youth, and Military Science students.

Students with documented disabilities are given the first appointments at all levels (senior, junior, sophomore and freshmen, and in that order). They are followed by senior and junior level students who are members of Honors or LEAD scholars or are NCAA qualified athletes. They are mixed together and then put in order by the total number of units completed and including those units in progress. Then senior students who are Leavey Scholars or Military Science students are mixed together and ordered by the number of completed units and those units currently in progress. Following this group are seniors who are not members of a defined priority group and they are ordered by number of units including those units in progress.

Next is the junior level Leavey Scholars or Military Science students who are mixed together then ordered by number of completed units and units in progress. Junior level students who are not members of a defined student group are listed in order of number of completed units including units in progress.

The next group of students is sophomore and freshmen level students who are a member of Honors or LEAD scholars or are NCAA qualified athletes. They are mixed together then ordered by the total number of units including units in progress. Then sophomore students who are Leavey Scholars or Military Science students are mixed together and ordered by number of completed units and units in progress. Following this group are sophomores who are not members of a defined priority group and they fall in order by number of units including those units in progress.

Next are the freshmen level Leavey Scholars or Military Science students who are then mixed together and ordered by the number of completed units and those in progress. Freshmen level students who are not members of a defined student group are listed in order of number of completed units including units in progress.

Non-degree undergraduates are assigned the last appointment times for the term. Note that there are no appointments scheduled from 9:00 a.m. to 3:00 p.m., Monday through Friday (normal class times) or on the weekend or holidays.

Below is the URL that takes you to a chart that represents the order in which students are assigned appointment times. Again note that the groups listed under the "Group" heading are mixed together then ordered by number of units completed and also takes into consideration units in progress.

To view chart, click on: http://www.scu.edu/registrar/Registration-Appointments.cfm
Students must be officially registered for all classes in accordance with the regulations, procedures, and dates.

**Registration is subject to full payment of tuition, room and board charges, and other fees associated with enrollment.** The University reserves the right to deny registration to any student for reasonable cause. Santa Clara students may not be concurrently enrolled at another college or university except for extraordinary reasons with the approval of the Drahmann Center.

Students register for classes via University eCampus during the time assigned by the Office of the Registrar. Students who do not complete registration during the initial registration period may do so during the published late registration period for the term. Initial registration for a term or class additions are not accepted after the last day of the late registration period. Students not formally registered for credits by the end of the first week of the quarter, will be automatically discontinued from Santa Clara University. Students wishing to re-enroll with the University must notify the Office of the Registrar in writing of their intent to return using the Returning Student Form and should consult with a University Adviser in the Drahmann Center to review their academic plans. Students with a "hold" on their eCampus account must reconcile the “hold” prior being approved to re-enroll.

During the first week of each term, students may change their original registration schedule by adding and dropping classes in accordance with the procedures established by the Office of the Registrar. During the second, third, and fourth weeks of the term, a student may drop a class without receiving a mark of "W" for the class on their academic record. From the fifth week to the end of the seventh week of the term, a student may drop a class and receive a mark of "W" for the class on their academic record. Students may not drop classes after the last day of the seventh week of the term. Students who do not complete a course and do not drop the class in accordance with the required procedures will receive an appropriate grade in the class.

Students who have not earned 44 units, including transfer credit, may not enroll in upper-division courses without the written approval of the instructor, and the chair of the department offering the course. This restriction does not apply to upper-division foreign language courses for which a student has demonstrated sufficient proficiency or to engineering courses in the major program.

**Students may not sit in a class without formally enrolling in the class and will not receive academic credit.** Sitting in a class or obtaining an instructor’s signature on an add form does not constitute enrollment. Registration must be completed in accordance with the regulations, procedures, and dates in the Winter Quarter 2023 Undergraduate Deadlines & Registration Information virtual booklet, before the end of the add period is required for any student to receive academic credit for any course.

Students who do not attend the first day of a class may be subject to administrative cancellation of their enrollment in that class in order to make space available to other students. A student who must miss the first day of a class and wishes to remain in the course should contact the instructor in advance. No student who misses the first day of a class should assume that they have been dropped from the course. Students are responsible for checking the status of their enrollment in all courses prior to the end of the late registration period.
REGISTRATION eCampus

- Monday, October 24, 2022 - Course Availability will have classes that will be offered Winter Quarter 2023. [http://www.scu.edu/courseavail/](http://www.scu.edu/courseavail/)
- Monday, October 24, 2022 - Go to eCampus to find out your Winter Quarter 2023 registration appointment.

If you have a hold on your registration you MUST contact the office that placed the hold for reconciliation. The registration system will not allow you to register for classes if you have a hold.

REGISTRATION WINDOW 1 (Nov 7-18)

- Students may enroll for no more than 19 units during the first registration window. One 2-unit course or two 1-unit courses are not counted as overload units. To add a 2 unit or 1 unit course go to Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses and submit before the late registration deadline.

REGISTRATION WINDOW 2 (Nov 21-Jan 9)

- Students who have completed 131 units and have a cumulative grade point average of 2.20 or higher may enroll in up to 20 units without approval from a University Adviser in the Drahmann Center.
- Students who do not meet the above criteria may enroll for no more than 19 units. One 2-unit or two 1-unit courses are not counted as overload units. To add a 2-unit or 1-unit course, go Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses and complete the online form before the late registration deadline.

REGISTRATION WINDOW 3 (Jan 9-13)

- Students in the University Honors Program and/or students who have a cumulative grade point average at Santa Clara of at least 3.3 may enroll in up to 25 units without written approval by a University Adviser at the Drahmann Advising Center.
- Students who do not fit into the above category may enroll in no more than 19 units during the second registration window. One 2-unit course or two 1-unit courses are not counted as overload units. To add a 2-unit or 1-unit course, an Add/Drop Form which can be found at Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses and complete the online form before the late registration deadline.
- Students requiring permission to add overload units must obtain the signature of a University Adviser at the Drahmann Advising Center on the 'Permission for Unit Overload Form’ and submit that form to the Enrollment Service Center located in the Admission and Enrollment Service Building before the late registration deadline. If the class is closed, the instructor’s signature or permission number is required.

Exceptions to exceed maximum units are rare. Students must contact Drahmann Center if they wish to be reviewed for an exception.

The last day to add a class is Friday Jan 13, 2023.
Schedule of Classes via Course Availability

COURSE AVAILABILITY
http://www.scu.edu/courseavail/

The CourseAvail Web site provides access to class data for past, current and forthcoming terms, and course descriptions (where available). CourseAvail’s data is updated every minute (approximately) from the University’s administrative system database regarding seat information, and so the information available in CourseAvail’s search results may vary from the data displayed in eCampus.

Seat
From the CourseAvail home page, you can enter a "quick" or "advanced" search. To enter a quick search, you can submit a 5-digit class number, a subject abbreviation (ENGL), or subject and course number (ENGL 11), or a full subject description (English). The quick search will always search against the most active term's data ("most active" is the term most frequently selected by CourseAvail users). The advanced search gives you more control over the selection of records.

The class details display, which is shown when a 5-digit class number is selected, includes a description from the University Bulletin (if available).

Schedule
The Schedule search interface allows you to select a subject (or multiple subjects) from a specific school for a specified term. The search results will be grouped by undergraduate and graduate classes, and then grouped by subject. You can modify the sort order of the search results by clicking on the label at the top of a column (Class, Number, Title, etc.).

Additional Features:

1. Facebook Watch List

You can now save a list of classes to watch using the CourseAvail app on Facebook. CourseAvail on Facebook includes the same up-to-date information about scheduled classes and available seats, and also allows you to share and view Watch Lists with your friends on Facebook.
2. View course information

To view course information begin by selecting a Term and School, then select one or more items from the Subject and/or Core menus. [www.scu.edu/courseavail](http://www.scu.edu/courseavail)

Set appropriate quarter
Set the appropriate level undergraduate/graduate

Login to save watchlist

Type Course subject (i.e., ECON 1) for course options offered

For advance search details -- click on advanced link

For course details -- click on course number
**Description**

Introduction to microeconomics and its applications to business decisions and public policy. Topics include supply, demand, and the coordinating role of prices in a market economy; the behavior of business firms, including output and pricing decisions; competition and monopoly; government policies and regulations affecting markets. (4 Units)

**Other Sections of ECON 1**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Instructor(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>51070</td>
<td>closed</td>
<td>T. Shapiro</td>
<td>TR 2-3:40pm</td>
<td>O’Connor Hall 207</td>
</tr>
<tr>
<td>51043</td>
<td></td>
<td>M. Castro Soares Pinho</td>
<td>TR 3:00-4:30pm</td>
<td>O’Connor Hall 207</td>
</tr>
</tbody>
</table>

**Classroom location on campus map**

After viewing course details, close out by clicking on “x”

**Course description**

Other “like” section options offered
Add to “watchlist”

To “add to watchlist, click on the “eye” icon

To see your watchlist

Refresh – see seat availability

* You may already be pre-enrolled in certain classes, or you may still be able to enroll in closed courses if you have a permission number.
To see how a course will reflect on your schedule (“add course”):

Watchlist/“my plan”

IMPORTANT NOTE: “to add” on courseavail IS NOT REGISTRATION ON ECAMPUS
Reading the Schedule of Classes

Course offerings are organized by school: College of Arts & Sciences; Leavey School of Business; School of Engineering; and University Programs. Departments are listed alphabetically within each area and courses are listed sequentially 1 through 199 in each department. Courses numbered 1 through 99 are lower division and those numbered 100 through 199 are upper division. Students who have completed less than 44 units may not register for upper division courses without permission.

Each course shown in the schedule of classes is identified with a single line of information subdivided into ten parts. The line of identification information on each course includes the following items in this order:

1. Course subject abbreviation and number (e.g., ENGL 1)
2. Class number - a five digit number unique to this section (e.g. 16372).
3. Class Title - usually in abbreviated form, e.g. "CALC AN GEOM I" for "Calculus and Analytic Geometry I".
4. Days - scheduled meeting days for the section (M= Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday).
5. Time - beginning and ending times for the section.
6. Location – Building and room number where class is to be held
7. Instructor – There are courses listed to which an instructor had not been assigned when the schedule was created. In such cases the instructor is listed as “Staff.” You may wish to contact the relevant department to learn the name of the professor teaching the course. “TBA” will appear occasionally in the schedule in place of the “room,” “days,” and/or “hour” information. This information is “To Be Announced or “To Be Arranged” when classes begin. The appropriate department will provide the information when it is available.

When Classes Meet

Undergraduate classes meet on Mon/Wed/Fri for 65 minute periods, and on Tues/Thurs for 100 minute periods. Classes are scheduled at the following times:

<table>
<thead>
<tr>
<th>Mon/Wed/Fri</th>
<th>Tue/Thur</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:05 a.m.</td>
<td>8:30 – 10:10 a.m.</td>
</tr>
<tr>
<td>9:15 – 10:20 a.m.</td>
<td>10:20 – 12:00 p.m.</td>
</tr>
<tr>
<td>10:30 – 11:35 a.m.</td>
<td>12:10 – 1:50 p.m.</td>
</tr>
<tr>
<td>11:45 – 12:50 p.m.</td>
<td>2:00 – 3:40 p.m.</td>
</tr>
<tr>
<td>1:00 – 2:05 p.m.</td>
<td>3:50 – 5:30 p.m.</td>
</tr>
<tr>
<td>2:15 – 3:20 p.m.</td>
<td>5:40 – 7:20 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:35 p.m.</td>
<td>7:30 – 9:10 p.m.</td>
</tr>
<tr>
<td>4:45 – 5:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>6:00 – 7:05 p.m.</td>
<td></td>
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<tr>
<td>7:15 – 8:20 p.m.</td>
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<td>8:30 – 9:35 p.m.</td>
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Schedule for Studio Art

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<tr>
<th>Mon/Wed/Fri</th>
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<tr>
<td>8:00 – 10:20 a.m.</td>
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<td>10:30 – 12:50 p.m.</td>
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<td>1:00 – 3:20 p.m.</td>
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<td>3:30 – 5:50 p.m.</td>
<td>4:30 – 6:50 p.m.</td>
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<tr>
<td>6:00 – 8:20 p.m.</td>
<td>7:00 – 9:20 p.m.</td>
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</table>

The full schedule of classes is available on eCampus (www.scu.edu/eCampus), and the Course Availability website (www.scu.edu/courseavail).
Important Add Policy and Procedures
Friday January 13, 2023 – Last Day to Add a Class

If a class has filled to capacity, you may seek the instructor’s permission to add it. If you receive permission, the instructor will give you a unique, section-specific permission number that will override class capacity. Use the permission number to add the class through eCampus through the end of the first week of the term.

If the permission number does not work, send an email to registrar@scu.edu. Include your name, student ID number, 5 digit class number and permission number. The should be submitted no later than Friday, January 13, 2023 at 5pm.

Important Drop Deadlines

Friday, Feb 3, 2023--Last day to drop a class without a “W” grade being recorded
Dropping courses must be done on eCampus.

Friday, Feb 24, 2023--Last day to drop a class with a “W” grade being recorded
Dropping a class will result in a “W” be assigned to the student’s academic record. Confirmation of this drop will be sent to the instructor of record via SCU email.

Petition for an exception to University Policy

IMPORTANT – Petition for an exception

The Registrar’s office will not accept requests to add/drop courses after published deadlines. Exceptions may possibly be made depending on compelling reasons submitted by students.

If you have compelling reason(s) you want reviewed for an exception to University policy you must submit a petition using the website link below:

The Office of the Registrar Petition for Exception to University Policy

After submission of the petition, it will be reviewed by the University Registrar. A response will be returned to the student’s SCU e-mail account within 24 hours of receipt of the petition (weekend submissions will take a longer response time).

Please note: To complete this process, you must check the ‘Acknowledge’ box on the web form. This means that you understand it is your responsibility to check your SCU e-mail account within 24 hours of submission of your petition to find out what has been decided. You may not submit your petition without first acknowledging that you understand your responsibility.
Unit Overload Policy

Students may enroll for no more than 19 units unless they are in the University Honors Program, or their cumulative grade point average at Santa Clara is at least 3.3, or they have upper-division status and obtain approval from the Drahmann Center. One 2-unit course or two 1-unit courses are not counted as overload units. Students who meet the criteria above will not be permitted to register for more than 25 units without approval of the Drahmann Center. Students may register for courses that result in overload units only during the late registration period.

An additional one 2-unit class or two 1-unit classes can be added via an add form online form which can be found on the Registrar’s website at Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses. Complete this form before the late registration deadline.

Additional unit requests need to be approved at the Drahmann Center.

Auditing Courses

Students admitted to degree status at Santa Clara may audit one course in addition to their regular course load in a term. A maximum of three courses may be audited during a student’s academic career. Permission to audit a course will be given only at the end of the late registration period and only if space is available in the class. No credit is assigned for an audited course, but the successful completion of an audit will be indicated on a student’s transcript by the notation “AUD.” Students pay a $100.00 per course audit fee. Full-time matriculated undergraduate students will not be charged. Non-degree students may not audit courses. This form is online at Course Audit Form.

Administrative Cancellation of Course Enrollment

Students who enroll in a course for which they are not eligible are subject to administrative cancellation of their enrollment in that course. Prior to the end of the late registration period, an instructor may notify the University registrar to drop freshmen who registered in upper-division courses, to drop students who have not satisfied the prerequisites for the course, or to drop students lacking the instructor permission required for certain courses.

Tuition, Fees, and Financial Aid

For detailed tuition and fees, refer to the Bursar website link: http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm
For Financial Aid, logon to: http://www.scu.edu/financialaid/.

Withdrawal from the University

Students who wish to withdraw from the University during a quarter or at the conclusion of any quarter must complete a withdrawal form and an exit interview in the Drahmann Center. If the formal requirements for withdrawal are met, the student’s registration will be canceled without further academic penalty. Students who leave the University during a quarter without withdrawing in accordance with the required procedures will receive an appropriate grade in all courses in which they were registered and are not eligible for a refund of tuition or other fees.
Students who wish to withdraw from the University are responsible for meeting with a University Adviser in the Drahmann Center, and for completing all other withdrawal requirements. The effective date used for the determination of any refund of tuition is the date on which notification of withdrawal is received by the Enrollment Service Center, not the last date of attendance by the student. Neither dropping all courses via eCampus nor informing an individual faculty member, an academic department, or the Dean’s Office constitutes an official withdrawal from the University. The official date of withdrawal from the University cannot be backdated prior to the date on which the student submits the applicable withdrawal form or notification to the Enrollment Service Center.

Students who withdraw from the University fall, winter, or spring term will receive a tuition refund in accordance with the following:

- Students who withdraw from the University by the end of the first week of classes will receive a full refund of tuition for the term; less the applicable registration cancellation fee (dropping classes will NOT make one eligible for a refund).
- Students who withdraw from the University by the end of the second week of classes will receive a 50 percent refund of tuition for the term (dropping classes will NOT make one eligible for a refund).
- Students who withdraw from the University by the end of the third week of classes will receive a 25 percent refund of tuition for the term (dropping classes will NOT make one eligible for a refund).
- Students who withdraw from the University after the third week of classes will receive no tuition refund for the term.

Students who withdraw from the University are responsible for any outstanding financial obligations with the University. Students who used deferred payment plans or student loans during their attendance at the University must clear their financial obligations with the Office of Enrollment Services. Students who have unpaid bills or other unsettled financial obligations with the University will not receive academic transcripts or be eligible for re-enrollment until they have cleared all such obligations.

For detailed refund information, refer to the Bursar website link: [http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm](http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm).

### Re-enrollment

A student who withdrew from the University is eligible to re-enroll without special permission under the following conditions:

- The student left the University in good academic standing.
- The student has no outstanding financial obligations with the University.
- The student plans to return to the same college or school at the University.
- The student is returning within five years of the date of their withdrawal.

Students who do not meet the conditions above must seek permission to re-enroll from the dean of Academic Support Services. Re-enrolling students are subject to degree and curriculum requirements in the Undergraduate Bulletin in effect at the time of re-entry.

Students wishing to re-enroll must complete the following Returning Student Form. The Office of the Registrar will respond by email within 5 working days. Please be mindful of the following deadlines to apply to be re-enrolled:

- End of last week of fall classes to re-enroll winter quarter;
- End of last week of winter classes to re-enroll spring quarter;
- End of last week of spring classes to re-enroll summer session;
- Friday, two weeks prior to the first day of fall classes to re-enroll fall

Students should consult with a University Adviser in the Drahmann Center to review their academic plans. Students on leave who have attended another college or university are only permitted to transfer in a maximum of 10 units of elective credit and are required to forward to the Office of the Registrar an official transcript of all work completed during their absence.
Grading Policies and Regulations

Pass/No Pass (P/NP)
Some courses are offered only on a pass/no pass basis, and a student with junior or senior standing and a declared major may choose to take an elective course on a pass/no pass basis. The P/NP option cannot be requested for a course that satisfies a major, minor or core requirement or a major or minor elective requirement. Students may enroll in only one course per quarter on a pass/no pass basis. This option must be elected by Friday of the 4th week of class and may not be reversed.

A grade of “P” signifies that the quality of work done is equivalent to a letter grade of “C” or higher, while a grade of “NP” denotes work at the level of “C–” or lower. These courses are not used in calculating the student’s grade point average. A maximum of six courses taken under the pass/no pass option in which the student receives a mark of “P” can be used to fulfill the unit requirements for graduation. This form is online at Request for Pass/No Pass.

Audit (AUD)
The mark of "AUD" is assigned when a student enrolls in a class on an audit basis. A mark of "AUD" cannot be changed to any other grade. This form is online at Course Audit Form.

Withdrawn (W)
The mark of "W" is assigned by the Office of the Registrar when a student completes the formal requirements dropping a class or withdrawing from the University. A mark of "W" cannot be changed to any other grade or mark. A mark of "W" is included in the student’s academic record and appears on the student’s transcript, but is not included in the calculation of the student’s grade point average.
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Academic Credit Evaluation

**Units Taken at Other Institutions**

Credit is awarded for coursework completed at other colleges and universities subject to certain limitations. Courses from accredited institutions are generally transferable if they are similar in nature to courses listed in the Santa Clara University Undergraduate Bulletin. Courses from California community colleges are also generally transferable under the same conditions and if designated as transferable to the University of California. Courses of a trade or technical nature do not transfer. Courses from colleges not accredited, trade schools, extension programs, or correspondence programs do not transfer.

Students can receive credit for coursework completed at other colleges and universities prior to matriculation at Santa Clara for no more than half of the total number of quarter units required for a Santa Clara degree. The Leahey School of Business and the College of Arts and Sciences accept a maximum of 87.5 quarter units of transfer credit. The School of Engineering accepts credit for up to one-half of the total number of units required for each specific major. After enrolling at Santa Clara, students can receive credit for coursework completed at other colleges and universities for no more than 10 quarter units of free electives, subject to the limitation that no more than half of the total number of quarter units required for a Santa Clara degree can be earned at another institution. Transfer credit earned after initial enrollment at Santa Clara may not be used to fulfill University Core Curriculum, college or school, department, or program requirements.

Transfer credit for all coursework completed at other colleges and universities require approval from the Drahmann Center and the chair of the department offering the equivalent Santa Clara course. The student must have earned a grade of “C” or better in a course for transfer credit to be granted. Courses taken on a pass/no pass or credit/no credit basis are not accepted as transfer credit. Grades for units earned at other institutions are not included in a student’s Santa Clara academic history or in the calculation of the Santa Clara grade point average.

**Study Abroad and Domestic Study Programs**

Units and grades earned for coursework in University-operated study abroad programs, University-affiliated study abroad programs, University study abroad exchange programs, and University-affiliated domestic study programs are included in a student’s Santa Clara academic history. Units earned in approved study abroad and domestic study programs may be used to fulfill University Core Curriculum, college or school, department, or program requirements subject to prior approval by the appropriate dean’s office, department chair, or program director. However, such units do not satisfy the University residency requirement. Grades earned in approved study abroad and domestic study programs are included in the calculation of the Santa Clara grade point average.

Units earned for coursework in study abroad and domestic study programs not operated by or affiliated with the University are subject to the policies governing units taken at other institutions.

More information about Study Abroad Regulations can be found on their department website.

**Non-Degree Students**

The Santa Clara University undergraduate program is designed primarily for full-time, degree-seeking students. To maintain the University’s commitment to its primary undergraduate constituency of degree students, non-degree students are permitted to register in accordance with the following policies subject to space availability in classes.

**Santa Clara Alumni**

Santa Clara alumni who have been awarded a degree from Santa Clara University may enroll in undergraduate classes on a for-credit basis or may audit undergraduate classes. Alumni may enroll for no more than 10 units per term on a for-credit basis, or they may audit one course per term. They are certified for enrollment by the Office of the Registrar and register for
classes during the late registration period of the term. Contact Alumni Relations at
https://www.scu.edu/alumni/about/alumni-benefits/ to request appropriate forms.

University Employees
University employees who are students at another accredited college or university may enroll in undergraduate classes at
Santa Clara if they are in good standing and have a cumulative grade point average of “C” or better at their home
institution. They may not enroll concurrently at Santa Clara and another college or university. University employees who are
not currently admitted to degree status are certified for enrollment by the Office of the Registrar and may audit one course
per term.

Students from Other Colleges and Universities
Students from another accredited college or university may enroll in undergraduate classes at Santa Clara if they are in good
standing and have a cumulative grade point average of “C” or better at their home institution. They may not be enrolled
concurrently at Santa Clara and another college or university. Students from other colleges and universities may enroll for no
more than three quarters, not including summer session and are not eligible to audit classes. Students from other colleges
and universities are certified for enrollment by the Drahmann Center and the Office of the Registrar and register for classes
during the late registration period of the term.

Students from Other Colleges and Universities Participating in SCU Exchange Programs
Students from other colleges and universities participating in SCU exchange programs may enroll in undergraduate classes at
Santa Clara if they are in good standing and have a cumulative grade point average of “C” or better at their home
institution. They are not eligible to audit classes. Students from other colleges and universities participating in exchange
programs are certified for enrollment by the International Programs Office and the Office of the Registrar.

Students from Other Institutions Enrolling in SCU Study Abroad Programs
Students from other colleges and universities who meet the applicable eligibility requirements for SCU study abroad programs
may enroll in undergraduate classes at Santa Clara if they are in good standing and have a cumulative grade point average of
“C” or better at their home institution. They are not eligible to audit classes. Students from other colleges and universities
enrolled in SCU study abroad programs are certified for enrollment by the International Programs Office and the Office of the
Registrar.

The University is committed to academic excellence and integrity. Students are expected to do their own work and to cite any
sources they use. A student who is guilty of a dishonest act in an examination, paper, or other work required for a course, or
who assists others in such an act, may, at the discretion of the instructor, receive a grade of “F” for the course. In addition, a
student found guilty of a dishonest act may be subject to sanctions, up to and including dismissal from the University, as a
result of the student judicial process as described in the Student Handbook. A student who violates copyright laws, including
those covering the copying of software programs, or who knowingly alters official academic records from this or any other
institution is subject to similar disciplinary action.

The Family Educational Rights and Privacy Act (FERPA) of 1974, protects the confidentiality of the University records of Santa Clara
University students. The University is authorized under provisions of the Act to release directory information to any person on request,
unless a student explicitly requests in writing that the University not do so and keep directory information confidential.

A student’s directory information is designated as follows:

- Name
- Address (campus, local and/or permanent; e-mail)
- Telephone number
- Date and place of birth
- Photographic image
• Major field of study, classification, dates of attendance, expected graduation date, degrees, and honors received
• Most recent previous educational institution attended
• Participation in officially recognized activities, including intercollegiate athletics
• Height and weight of participants on intercollegiate athletic teams

During the registration period and throughout the academic year, students may request in writing through the Office of the Registrar that directory information be kept confidential. Once filed, the request remains in effect until the beginning of the next academic year or a shorter period if designated by the student. Graduating students must notify the Office of the Registrar in writing to remove the non-disclosure notation from their record.

Certain records are excluded by law from inspection, specifically those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Parents’ financial information, including statements submitted with scholarship applications, is also excluded by law from inspection. Third parties may not have access to educational records or other information pertaining to students without the written consent of the student about whom the information is sought.

Former or current borrowers of funds from any Title IV student loan program should note carefully that requests for nondisclosure of information will not prevent the University from releasing information pertinent to employment, enrollment status, current address, and loan account status to a school lender, subsequent holder, guarantee agency, the United States Department of Education, or an authorized agent.

Students have the right to inspect and review their educational records at the following offices:
• Official academic records, including application forms, admission transcripts, letters of acceptance, and a student’s permanent academic record are on file and maintained in the Office of the Registrar
• Working academic files are also maintained by the Drahmann Center
• Records related to a student’s nonacademic activities are maintained in the Office of Student Life
• Records relating to a student’s financial status with the University are maintained in the various student financial services offices

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. Students may direct complaints regarding academic records to the dean of the college or school in which they are enrolled or to the University Registrar. Students have the right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of the Act. Written complaints should be directed to the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Degree Requirements

Candidates for an undergraduate degree at Santa Clara University must complete all requirements for a bachelor’s degree as set forth by the University, their college or school, and academic departments or programs. Failure to understand those requirements does not relieve a student of his or her responsibility.

The requirements for a bachelor’s degree include:
Completing a minimum number of quarter units as specified below for each degree, no more than half of which may be satisfied with approved transfer credit:
• A minimum of 175 quarter units for the Bachelor of Arts or Bachelor of Science in the College of Arts and Sciences (a minimum of 193 quarter units for engineering physics majors)
• A minimum of 175 quarter units for the Bachelor of Science in Commerce in the Leavey School of Business
• The minimum number of quarter units specified by the major department for the Bachelor of Science in the School of Engineering
• Completing a minimum of 60 quarter units of upper-division courses
• Attaining a minimum grade point average of 2.0 for all courses completed at Santa Clara University and for all courses in the academic major and any academic minor (Candidates for a degree in the School of Engineering must attain a minimum grade point average of 2.0 for all courses taken in the School of Engineering.)
• Meeting the residency requirement of a minimum of 45 units at the Santa Clara campus after achieving junior standing
• Fulfilling the University Core Curriculum requirements
• Fulfilling the requirements for any declared academic majors and minors, including associated college or school requirements
Candidates for a degree must submit a completed “Candidacy Petition for the Bachelor’s Degree” according to the deadlines and procedures published by the Office of the Registrar. Forms are available at the Enrollment Service Center.

**Academic Majors**

Students must complete the requirements for a primary academic major in the College of Arts and Sciences, Leavey School of Business, or the School of Engineering, including University Core Curriculum and college or school requirements, to receive a bachelor’s degree. Requirements for academic majors can be found under the departmental listings in the chapters for each respective college or school.

Students should declare their primary academic major by the end of the sophomore year. Students may declare a major at the time of initial matriculation, except in the Leavey School of Business, where declaration of a major is normally made no sooner than the end of sophomore year. Students who initially matriculate without a declared major must obtain the approval of the department chair of the intended major and submit a Program Petition Form to the Drahmann Center. Students participating in study abroad or domestic public sector study programs must declare a major before participating in the program.

Students may declare a second academic major in addition to their primary major, except for students in the Leavey School of Business, who may declare only one major in that school. Students who want to declare a second major must obtain the approval of the department chair of the intended major and submit a Program Petition Form to the Drahmann Center. To be awarded a second major, a student must complete all requirements of the University Core Curriculum, college or school, and departmental requirements for that major. Requirements for a second major are as binding as those of a primary major and must be completed before a degree will be awarded. If a student decides to drop a second major, he or she must submit a Program Petition Form to the Drahmann Center.

**Academic Minors**

Students may declare an academic minor from amongst the departmental minors offered through the college or schools, the general minors in business and engineering, or one of the interdisciplinary minors offered by the University. Requirements for the academic minors can be found in the chapters of the respective college or school.

Students who want to declare an academic minor must obtain the approval of the department chair or program director of the intended minor and submit a Program Petition Form to the Drahmann Center. To be awarded a minor, a student must complete all requirements of the minor as prescribed. Requirements for a minor are binding and must be completed before a degree will be awarded. If a student decides to drop a minor, he or she must submit a Program Petition Form to the Drahmann Center.

**Second Bachelor's Degree**

A student may earn a second bachelor’s degree at Santa Clara University, but may not duplicate a degree (i.e., Bachelor of Arts, Bachelor of Science in a natural science, Bachelor of Science in a social science, Bachelor of Science in Commerce, Bachelor of Science in Engineering). Students who are interested in pursuing a second bachelor’s degree concurrently or without interruption must have an academic record showing a strong probability of success including a grade point average of 3.5 or higher in both majors. The student must present for approval a proposed program of study for the second degree that fulfills the degree requirements in effect at their original date of matriculation with at least 45 units of credit on the Santa Clara campus beyond the first bachelor’s degree. Approval to pursue a second bachelor’s degree must be granted by the dean of Academic Support Services and filed with the Office of the Registrar.

If a student is returning to the University after an absence, he or she must meet the criteria outlined above, but is subject to the degree requirements in effect at the time of re-entry. Approval from the dean of Academic Support Services is required to resume studies for a second degree after an absence.

Students whose first degree is from an institution other than Santa Clara must submit formal application for admission to the Office of Undergraduate Admissions. Students admitted for a second bachelor’s degree are subject to the degree requirements in effect at the time of admission. At least half the units required for the second bachelor’s degree must be earned at Santa Clara.

**Graduation with Honors**

Candidates for a bachelor’s degree with a grade point average between 3.50 and 3.69 graduate cum laude (with honors); candidates with a grade point average between 3.70 and 3.89 graduate magna cum laude (with high honors); and candidates with a grade point average of 3.90 or higher graduate summa cum laude (with highest honors). Awarding of honors is based
Course Numbering and Course Credits
Lower-division courses are numbered 1 through 99, and upper-division courses are numbered 100 through 199. In the College of Arts and Sciences and the Leavey School of Business, most lower-division courses carry 4 units of academic credit and most upper-division courses carry 5 units of academic credit. In the School of Engineering, unit values for courses vary.

Change of Academic Program
Students wishing to change their major or to transfer from one school or college to another within the University must submit a Program Petition Form to the Drahmann Center. A change of major requires the approval of the relevant department chair or program director. The action taken on a petition to change from one college or school to another will depend on the applicant’s past academic record and on the availability of space within that college or school.

Repetition of Courses
Students may only repeat a course in which they have received a grade of less than “C−.” In such cases, the grades of both the original and the repeated course are included in the calculation of the student’s grade point average, but units are awarded toward graduation only once for each course passed. Certain courses, such as special topics courses and performance courses, are repeatable, and students will receive a grade and units for each successful completion. Students should consult the chair of the department in which the course is offered to confirm that a given course may be repeated for credit.

Independent Study
Students may pursue independent study through directed reading, directed research, internships, practica, or cooperative education. To qualify, a student must have demonstrated a sufficient knowledge of the academic discipline involved to make independent study both possible and beneficial. No more than 20 units of independent study may be used to satisfy graduation requirements, and no more than 5 units of independent study may be taken per term. Students must enroll for the term in which the independent study occurs.

Directed reading and directed research are limited to upper-division students who undertake a research project or other well-defined study beyond the scope of a regular course under the supervision of a faculty member. Such work should be comparable to that required for courses of equivalent unit value.

Students can obtain practical learning experience through internships, cooperative education, and practica. Internships and cooperative education are approved work experiences in a non-classroom environment in industry, government, or other setting, generally available only to upper-division students. Students who enroll in an internship or cooperative education experience for academic credit must fulfill specified academic requirements in addition to the responsibilities expected by the organization hosting the internship or cooperative education experience. Practica provide practical experience in a discipline-specific field experience or an approved University program activity, such as participation on the school newspaper. Practica are generally available only to upper-division students, but some practicum experiences are available to lower-division students who meet specified eligibility criteria.

Students wishing to enroll in an independent study course must initiate the request for independent study with the appropriate faculty member and with the Career Center for cooperative education experiences. Complete and submit the Independent Study form. Final approval will come from the Drahmann Center prior to registering for the class.

Challenging Courses
Students may challenge certain courses to satisfy specific subject requirements for graduation. A student may petition to challenge any course listed in the Undergraduate Bulletin except those involving laboratory, studio, or specialized group work.
and those whose descriptions in the catalog are followed by the letters NCX. No more than one course may be challenged each term. Although course requirements may be fulfilled by challenging a course, a successful challenge neither earns units toward the total needed for graduation nor contributes to the fulfillment of the residency requirements.

In order to be eligible to challenge a course, a student must have completed at least one term at Santa Clara, have a cumulative grade point average of at least 3.3, and receive permission of the faculty member and the chair of the department in which the course is offered. Only currently enrolled students are eligible to challenge a course.

To challenge a course, the student takes a special examination on the material covered by that course and meets any additional requirements specified by the department chair. Challenge examinations are arranged by the department chair after the student files a Petition for Credit by Examination with the Office of the Registrar and pay the applicable fee.

**Course Requirements and Attendance**

Students are responsible for completing all course requirements as set forth by the instructor. Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors. Students are accountable for all course assignments, whether or not the assignments were announced during an absence.

**Community-Based Learning at SCU**

Community-Based Learning (CBL) supported through Santa Clara University is informed by the Jesuit tradition. It is designed to foster moral, spiritual, and intellectual development in students, encouraging vocational discernment and a commitment to active global citizenship. Equally important are the benefits CBL contributes to the community. By bringing the skills of faculty and students to support the work of community partners, CBL helps the University to build productive and sustainable community relationships.

In academic courses at SCU that involve CBL, students will engage in critical and reflective community-based activities as a component of the curriculum of the course. These community engagement experiences generally take place off campus, yet are fully integrated with the in-class component of the course.

SCU is committed to providing CBL opportunities to students that will allow them to connect more deeply to a rigorous academic curriculum; explore issues of power, privilege, and oppression; bring knowledge from their discipline into dialogue with knowledge from the community; and experience the realities of the world for the purpose of fashioning a more humane and just society.

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**Winter 2023 Final Exam Schedule**

Cumulative final exams occur on the date and time scheduled by the Office of the Registrar. Take-home exams may not be due before the scheduled final exam time. After ten weeks of class meetings, final examinations are scheduled for the eleventh week. Exams will be held over a four-day period. Exams begin Monday, March 20th thru Friday, March 24th. Each exam period spans three hours.
<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>Monday, March 20</td>
<td>Reserved for classes that start MWF at 10:30 am</td>
<td>Reserved for classes that start MWF at 2:15 am</td>
<td>Reserved for classes that start MWF between 4:00 pm and 8:00 pm</td>
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<tr>
<td>Tuesday, March 21</td>
<td>Reserved for classes that start TR at 10:20 am</td>
<td>Reserved for classes that start TR at 2:00 pm</td>
<td>Reserved for classes that start TR between 4:00 pm and 8:00 pm</td>
</tr>
<tr>
<td>Wednesday, March 22</td>
<td>Reserved for classes that start MWF at 8:00 am</td>
<td>Reserved for classes that start MWF at 11:45 pm</td>
<td>Reserved for classes that start MWF at 3:30 pm</td>
</tr>
<tr>
<td>Thursday, March 23</td>
<td>Reserved for classes that start TR at 8:30 am</td>
<td>Reserved for classes that start TR at 12:10 pm</td>
<td>Reserved for classes that start TR at 3:50 pm</td>
</tr>
<tr>
<td>Friday, March 24</td>
<td>Reserved for classes that start MWF at 9:15 am</td>
<td>Reserved for classes that start MWF at 1:00 pm</td>
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</table>

Students: Can view their exam schedule by logging onto their eCampus account, clicking on the other academic drop down menu, and selecting “Exam Schedule.” Please note that final exam locations may change due to conflicts, check eCampus for most up-to-date schedule.

Grades are due from faculty five calendar days after the last exam. Grades are posted to students’ records once each day after 6:00 p.m. during the grading period. Grades are available on eCampus as soon as they are posted.
Grades are due from faculty five calendar days after the last exam. Grades are posted to students' records once each day after 6:00 p.m. during the grading period. Grades are available on eCampus as soon as they are posted.
<table>
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<th>MWF</th>
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The University staff is committed to abiding by the guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA stipulates that each college/university in the U.S. maintain the privacy of student records, notify students of the location of all "official records" kept by the University on students, and make adequate provisions for students to examine their own records upon formal request. Please contact the Office of the Registrar for additional information.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION ACADEMIC YEAR 2022-2023

To: All Santa Clara University Students

The items listed below are designated as "Directory Information" and may be released at the discretion of Santa Clara University.

Under the Provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform the University not to release any or all of this "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused.

The University will honor your request to withhold any of the categories listed below, but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate category and affix your signature below to indicate your disapproval for the University to disclose the following public or "Directory Information."

1. ______ Name and any reference to your attendance, including all categories listed below.
2. ______ Address, telephone number (includes permanent, local and e-mail addresses).
3. ______ Dates of attendance, expected graduation date, class, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).
4. ______ Date and place of birth.
5. ______ Most recent previous institution attended.
6. ______ Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes). (Also contact Athletics Department)
7. ______ Photographic image

Are you in your last term of enrollment at Santa Clara?  ____ Yes  ____ No
(If you are in your last term of enrollment, non-disclosure status will remain in effect until you request in writing that it be removed.)

Student Signature __________________________________________ Date ______________________

Print Name ___________________________________________ Student ID # ______________________

If this form is not received in the Office of the Registrar prior to the second week of class, it will be assumed that the above information may be disclosed for the remainder of the academic year. The non-disclosure will remain in effect until just before the Fall 2022 term begins. *A new form for non-disclosure must be completed each academic year.*

Please Note:
"Former or current borrowers of funds from any Title IV student loan program should note carefully that your request for non-disclosure of information will have no effect on preventing Santa Clara University from releasing information about you pertinent to employment, enrollment status, current address, and status of your loan account to a school lender, subsequent holder, guarantee agency, U.S. Department of Education or an authorized agent."

If you decide to file this form please do so online by completing the Request to Prevent Disclosure of Directory Information located on the Office of the Registrar's forms page: [https://www.scu.edu/registrar/forms/](https://www.scu.edu/registrar/forms/)