

SSHA Update

School of Social Sciences, Humanities, and Arts Academic Advising Newsletter

Course Withdrawal

In order to drop a course (with a "W" grade on your record), you will need to complete the Course Withdrawal form.

Below are the steps for completing this form:

1. Fill out a [Course Withdrawal Form](#) completely.
2. Have the instructor of the course sign the form.
3. Pay the \$10 fee. This fee must be paid prior to submitting the form for processing and will not be refunded if your course withdrawal request is denied.
4. Turn the form into COB 208 (SSHA) for processing.
5. SSHA will process your form and notify you if it has been approved. If approved, the form will be forwarded to the registrar on your behalf. There is no need for you to pick up the form for processing once it has been submitted to SSHA.

The deadline to submit this form is Thursday, November 7, 2014 at 4:00pm to COB 208.

Contents

- Page 2 -Semester at a Glance
-Tutoring and Workshops
- Page 3 Graduation Application FAQ
- Page 4 Career Services Events
- Page 5 SSHA Advising FAQ

Walk-in Hours (COB 208)

Monday – Thursday:

10am-12pm; 1-4pm

Friday: 10am-12pm

Semester-at-a-Glance: Fall 2013

- **Tuesday, October 15** – Spring 2014 Class Schedule is released
- **Thursday, November 7** – Deadline to withdraw from a course (Will receive a “W” on transcript)
- **Monday, November 11** – Veterans Day – Campus Closed
- **Tuesday, November 12** – Spring 2014 registration opens (check your Portal for your registration time)
- **November 28-29** – Thanksgiving Holiday – Campus Closed
- **Friday, December 13** – Instruction ends
- **December 14-20** – Final Exams

Tutoring

UC Merced offers tutoring in a variety of subjects – from Biology to Writing, the Bright Success Center can help!

Location: Kolligian Library Rm KL 222

Online: learning.ucmerced.edu

Bright Success Center Workshops

Tuesday, September 24 – 8pm – Summits Meeting Rm (Tenaya 170)
“Succeeding in Introductory Courses”

Thursday, September 26 – 7pm – Summits Meeting Rm (Tenaya 170)
“Help! I am already behind in my reading!”

Tuesday, October 8 – 7pm – Summits Meeting Rm (Tenaya 170)
“Know your Learning Preference”

Thursday, October 10 – 8pm – Summits Meeting Rm (Tenaya 170)
“Time Management”

Graduation Application FAQ

I will be finishing all my degree requirements in Spring 2014. Can I apply to graduate?

-Yes! You should confirm you will be meeting all degree requirements by seeing a SSHA Advisor. After you confirm this, you can fill out the Online Undergraduate Graduation Application through a link in your Portal. You have until February 15, 2014 to apply for Spring 2014 graduation. If you apply for graduation by the deadline, you can also participate in the Commencement Ceremony.

I will be finishing all of my coursework in Summer 2014, but want to walk in the Spring 2014 ceremony. What should I do?

-You should confirm you will definitely be completing all coursework in Summer 2014 by speaking to a SSHA Advisor. After you confirm this, you will need to apply for **Summer 2014 graduation** (not Spring 2014) by filling out the Online Undergraduate Graduation Application on your Portal prior to April 1, 2014 (the application is currently open). The application will have a section that asks you if you want to participate in Commencement.

I will be finishing my coursework in Fall 2014, but want to walk in Spring 2014 Ceremony. What should I do?

-The Fall 2014 Online Undergraduate Application will not be open until February 16, 2014. Confirm you are eligible to apply for Fall 2014 graduation by seeing a SSHA Advisor. Once you confirm you can complete all degree requirements in Fall 2014, apply for Fall 2014 graduation before April 1, 2014 to ensure you can participate in Commencement. **Do not apply for Spring or Summer 2014 graduation!**

Career Services Events

Fellowship:

Capital Fellows Programs Info Session
Tuesday, September 24th from 5:00-6:00pm in SAAC 211

Professional Development:

Surpass the Competition with SSHA Skills (an employer panel)
Thursday, September 26th from 5:00-6:00pm in SAAC 211

Graduate School Prep:

Quest to Graduate School (panel)
Thursday, October 3rd from 12:00-1:00 in Bobcat Lair

Internship:

2014 Legislative Internship Program Info Session
Thursday, October 3rd from 2:00-3:00 in SAAC 209

Employment:

Southern Wines & Spirits Info Session (bring resume)
Thursday, October 3rd from 12:00-1:00 in SAAC 219

Contact Lisa McMullen (lmcmullen@ucmerced.edu) for more information!

<h1>Drop In Hours</h1> <p>Come talk to Career Center staff about any topic you like! We'll cover resumes, interviews, networking and career paths in an informal setting. No appointment needed. Drop-in session is 10 to 15 minutes long.</p>		
Lezly Juergenson (Undeclared Career Specialist)	Lisa McMullen (SSHA Career Specialist)	Robert Goodman (STEM Career Specialist)
Wednesdays 10AM - 11AM KL 222	Mondays 10AM - 11AM COB 218 Wednesdays 3PM - 4PM COB 218	Wednesdays 1:30PM - 3PM 2nd Floor S&E Atrium Thursdays 1:30PM - 3PM 3rd Floor S&E Atrium
Center for Career & Professional Advancement careercenter@ucmerced.edu		



COB 208

ssha-advising.ucmerced.edu

ssha.advising@ucmerced.edu



SSHA Academic Advisors

Alisha Kimble

akimble@ucmerced.edu | (209) 228-7962

Advises: Anthropology, English, History, Literatures & Cultures, Spanish, and all SSHA minors (for non-SSHA majors)

Marsha Bond-Nelson

mbond-nelson@ucmerced.edu | (209) 228-3028

Advises: Political Science, Sociology, and Undeclared SSHA Transfer students

Alexis Holladay

aholladay@ucmerced.edu | (209) 228-4131

Advises: Cognitive Science, Economics, and Management

Horacio Mercado

hmercado@ucmerced.edu | (209) 228-3029

Advises: Psychology, and Undeclared SSHA students

How should I contact my SSHA Advisor?

Choose one method and stick to it - either email only or come to our walk-in advising hours.

Do SSHA Advisors make advising appointments?

No, but we have ample walk-in hours to most efficiently serve our students. During peak advising times, we extend our walk-in hours!

Where can I find SSHA Advisors?

You can access SSHA Advising walk-in hours by checking into COB 208 during the hours listed on our website.

Where do I turn in forms?

All forms except Over-Enrollment and Independent Study Forms should be turned in to COB 208 during normal business hours. All forms, if necessary, will be available for pickup in COB 259.