

UNIVERSITY  
OF  
CALIFORNIA  
MERCED



# School of Social Sciences, Humanities & Arts



## New Instructor Handbook 2020-2021

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# SSHA Instructional Services Quick Reference Guide

SSHA Instructional Services Contact Information				
Megan Topete – Assistant Dean, Student and Instructional Services	mtopete@ucmerced.edu	209-228-4594	COB 227	
Angela Dixon – Manager of Instructional Services	adixon2@ucmerced.edu	209-228-7839	COB 225	
Casey Delfino – Course Scheduler	ssha.curriculum@ucmerced.edu	209-228-4495	COB 226	
Melissa Poe – Instructional Services Assistant	ssha.curriculum@ucmerced.edu	209-228-4495	COB 226	
Yazmin Colin – Course Articulation Analyst	ycolin@ucmerced.edu	n/a	n/a	
General SSHA Instructional Services	ssha.curriculum@ucmerced.edu	209-228-4495	n/a	

The SSHA Instructional Services Office utilizes generic email addresses to ensure requests are handled in a timely manner. Each email address is monitored by multiple staff members, allowing for continuous coverage when staff is unavailable due to vacation, illness, training or conference attendance.

## Curriculum-Related Inquiries:

### Copy Codes

Questions: [ssha.reception@ucmerced.edu](mailto:ssha.reception@ucmerced.edu)

### Course Evaluations

Requests for Evaluations from Previous Semesters:

<https://ssha.ucmerced.edu/PastCourseEvaluationRequest>

Questions: [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu)

### Independent Study Forms

Undergraduate Course Requests/Questions:

Melissa Poe via [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu)

Graduate Course Requests/questions:

[ssha.grad@ucmerced.edu](mailto:ssha.grad@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/student-form-processing>

### Course Over-Enrollment Requests

Undergraduate and Graduate Course Requests/Questions:

Casey Delfino via [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/student-form-processing>

### Textbook/Desk Copy Orders

TA Desk Copy Questions:

Melissa Poe via [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu)

Textbook Adoption Questions:

Jon Nepper via [textbooks@ucmerced.edu](mailto:textbooks@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/desk-copy-support>

### Scantron Machines

Training/Questions: [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/scantron-machine-support>

## Scheduling

Undergraduate Course Requests/Questions:

Angela Dixon/Casey Delfino via

[ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/course-scheduling>

## Miscellaneous Faculty Support:

### Undergraduate Course Proposals (CRFs)

Undergraduate Course Creation/Revision Process:

<https://ucmerced.curriculog.com/>

Questions: Angela Dixon via [adixon2@ucmerced.edu](mailto:adixon2@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/curriculum-support>

### Curriculum Committee

Support/Questions:

Angela Dixon via [adixon2@ucmerced.edu](mailto:adixon2@ucmerced.edu)

Website: <https://ssha.ucmerced.edu/faculty-resources/instructional-services/curriculum-support>

### Executive Committee/Full Faculty Meetings

Support/Questions:

Christine Howe via [chowe2@ucmerced.edu](mailto:chowe2@ucmerced.edu)

### SSHA Seminars and Events

Support & Questions:

Austyn Smith via [ssha.seminars@ucmerced.edu](mailto:ssha.seminars@ucmerced.edu)

Travel Arrangements and Event Logistics Information:

<https://ssha.ucmerced.edu/faculty-resources/department-support-services/events-seminars>

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# ACADEMIC DIFFICULTIES

## I have a student who can't write a paragraph—where can I send them for help?

Express your concerns to the student and refer them to the Bright Success Center for more assistance (<http://learning.ucmerced.edu>). The Bright Success Center offers workshops and tutoring for students who need assistance with writing and many other subjects. The Writing Center also offers support for students who need assistance with writing and research (<https://writingcenter.ucmerced.edu/>).

## I have a student who doesn't have the necessary mathematical preparation for my course. What should I do?

Express your concerns to the student and refer them to the Math Center ([mathcenter.ucmerced.edu](http://mathcenter.ucmerced.edu)) or to the Bright Success Center ([learning.ucmerced.edu](http://learning.ucmerced.edu)) for more assistance. The Math Center offers assistance for all current math courses and with all math-related questions; the Bright Success Center holds study sessions, offers peer assisted learning support and conducts a variety of workshops for students.

The student may need to drop your course if they do not feel mathematically prepared to be successful in the course. For a list of deadlines, including the deadline to drop a course, see [registrar.ucmerced.edu/schedules/deadlines](http://registrar.ucmerced.edu/schedules/deadlines).

## What is Academic Probation?

An undergraduate student is placed on academic probation if one of the following occurs:

- (1) The student's semester grade point average is less than 2.0, or
- (2) The student's cumulative University of California grade point average is less than 2.0.

## What is Academic Dismissal?

An undergraduate student is subject to academic dismissal from the university if one of the following occurs:

- (1) The student has been on academic probation for two or more semesters and their cumulative grade point average is less than 2.0, or
- (2) The student's semester grade point average is less than 1.5 and their cumulative grade point average is less than 2.0.

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# CONFIDENTIALITY

**I would like to inform my students of their grades on an exam, or for the course. Am I violating any laws posting a list of student ID numbers and grades outside my office door?**

Student ID numbers and grades are confidential, and posting such information (without prior written consent from every student on the list) is a violation of the Family Educational Rights and Privacy Act (FERPA) regulations. See <http://registrar.ucmerced.edu/policies/ferpa> for more information about FERPA. Particular care should be taken with student ID numbers, because it is now one of two keys used for accessing student records electronically. Instructors are strongly encouraged to use CatCourses to inform students of their grades, as students can easily look up their course grades using the “Grades” tab.

**Is it appropriate to leave my students' graded midterms in a bin outside my office door for them to pick up?**

No. Exams are considered student records. This is a FERPA violation.

**Is it appropriate to send my students their grades via email?**

If a student, whom you can positively identify, has submitted a written request (signed and dated) to you in person, authorizing you to send their grades electronically, you may do so to their UC Merced email account ONLY. Please inform the student that you will use only the official email address on record with the university, which can be found via CatCourses or BLink. If the student submits the request by email, the Office of the Registrar recommends that you do not provide the grade electronically as it can be difficult to verify that the email really came from the student. To ensure confidentiality, instructors are encouraged to utilize CatCourses for grading whenever possible.

**A student's parent contacted me regarding the student's work in my course and wants to know the following: courses taken, scores received, overall GPA, and current academic status. Am I allowed to release this information?**

Under no circumstances may you release information of this nature to any third party, including a student's own parents, unless you have written authorization from the student to release the information. Ordinarily, parents of UC Merced students obtain information about their students' records directly from their students. For more information about students' privacy rights under FERPA, please see <http://registrar.ucmerced.edu/policies/ferpa>.

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**A parent has telephoned my office in desperation. They said, "I need to contact my son because his sister has been seriously injured in an accident. Can you please give me his class schedule so I can locate him?" How should I respond?**

In emergency situations, refer the caller to the UC Merced Police Department at (209) 228-2677. At the discretion of the Police and the Office of the Registrar, disclosure of a limited amount of information may be made available to appropriate parties in connection with an emergency when the information is necessary to protect the health and safety of the student or other persons.

**Under what circumstances am I allowed access to a student's file?**

Instructors may have access to public information that the student has not restricted, and to confidential information for which the student has provided an appropriate written authorization, or under legitimate educational interest/need to know basis. Faculty members may view their own course rosters and email addresses of students enrolled in their courses via CatCourses and BLink. CatCourses is UC Merced's learning management system, and BLink is a tool through the Office of the Registrar's website that allows instructors to view course rosters, course times, confirm grade change processing, and view other student and course-related information at:

<http://registrar.ucmerced.edu/BLink>.

Contact the University Registrar at [registrar@ucmerced.edu](mailto:registrar@ucmerced.edu) for more information.

**Can I get a list of the email addresses for the students in my class?**

CatCourses has a built-in messaging system that allows instructors to email enrolled students, both as a group and individually. The student email addresses are pulled automatically from the campus directory. To comply with FERPA regulations, the students' email addresses are suppressed in the outgoing message.

Instructors also have access via CatCourses and BLink to the email addresses of students enrolled in their classes. As instructors have a legitimate educational interest in this information, you may email your students messages related to the course even if some of them have asked that their email addresses not be released. Please put the students' email addresses in the "Bcc" line (not the "To" line) of your message, so you will not inadvertently reveal their addresses.



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# DEADLINES

## When is the last day for students to make changes to their course schedules?

Deadlines vary by term. Refer to the Office of the Registrar website for specific dates at: <http://registrar.ucmerced.edu/schedules/deadlines>.

Instructors are encouraged to remind students to check and update their schedules early in the term. Lack of attendance or lack of knowledge about course enrollment does not constitute sufficient grounds for an exception to the deadline.

### Adding a Course:

During the first week of instruction, students may add courses online if space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction, students may add a course only with the permission of both the instructor and the Dean of the School with which the student is affiliated. This requires a Petition of Academic Policy (<http://registrar.ucmerced.edu/policies/petition-academic-policy>), and if approved, a fee will be assessed for adding a course after the third week. For more information on students adding, dropping and withdrawing from courses, please see the policies at: <http://registrar.ucmerced.edu/policies/adddropwithdraw>.

### Dropping a Course:

During the first three weeks of instruction, students may drop a course(s) without paying a fee and without further approval.

After the third week of instruction and until the end of the tenth week of instruction, a student may withdraw from a course for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Dean of the School with which the student is affiliated, provided:

- (1) The student is not on special probation,
- (2) Dropping the course would be to the educational benefit of the student and
- (3) The student is not being investigated for academic dishonesty in that course.

Withdrawing between the 4th and 10th weeks will be approved only provided the student submits a Course Withdrawal form including a written description of the special circumstances warranting this action; therefore, students should continue to attend the course until their request to withdraw is approved.

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For students withdrawing after the third week of instruction, a fee will be assessed, and a “W” notation will be assigned by the Office of the Registrar and appear on the student’s permanent transcript. Courses for which a “W” has been entered on a student’s record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student’s progress to their degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the third week of instruction. It does not indicate whether the student was passing or failing. At this time, there is no limit to the number of courses a student can request to withdraw from.

### Changing Grading Options:

First week of instruction: Students may change grading options online for courses that have a grading option other than Letter Grade.

Second week of instruction: Students may change grading options with the *Add/Drop Form* with instructor signature.

Third week of instruction and beyond: Students may change grading options only with the approval of the Dean of the School using the *Add/Drop Form* and *Petition of Academic Policy Form*.

## Where can I locate important dates for an academic term?

All information about semester start/end dates, holidays, and exams is noted on the campus Academic Calendar at:

<http://registrar.ucmerced.edu/schedules/calendars>

# ENRICHMENT

## How do I submit my course textbook/course materials request?

Instructors are responsible for submitting their course material orders online through the UC Merced Campus Store website (<https://www.bkstr.com/ucmercedstore/home>) by using the Online Adoptions link at the bottom of the page. Please note that it is important to submit your requests no later than the deadline. For issues with signing in or questions regarding course material adoptions, please email Bookstore staff at [textbooks@ucmerced.edu](mailto:textbooks@ucmerced.edu).

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## How do I obtain my own desk copy of a textbook for myself and/or my TA(s)?

Faculty members may source their own desk copies using the Faculty Center website, or by contacting publishers directly. SSHA Instructional Services staff works directly with the Campus Store to obtain desk copies of textbooks for Teaching Assistants and Graduate Student Instructors only. Email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu) if you have any questions.

## How do I set up a basic course website?

CatCourses (UC Merced's version of Canvas) is UC Merced's learning management system, which automatically generates a basic site for every course. Once assigned to a course as the instructor of record, you may enhance your basic site with links to your photograph, personal web page, syllabus, office hours, etc. To review your course site(s), log in at: <https://catcourses.ucmerced.edu>

A support hotline (844.329.3018) and Live Chat are available 24 hours a day, 7 days a week. Canvas online guides are available at: <https://community.canvaslms.com/community/answers/guides/>

## How can I learn more about using web-based instructional technology in my courses?

Information Technology's Classroom A/V Support Unit offers orientation sessions to introduce faculty to the course website options available, training sessions to teach instructors the basic skills necessary to use course management tools, and consultations to work with instructors on individual solutions. For more information contact IT at: <http://it.ucmerced.edu>.

## What is the process for visual and audio recording of my class, and making it available online?

In certain instances, Information Technology can work to produce live webcasts of selected courses. For more information contact IT at: [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu).

## How do I request a classroom with media equipment?

All classrooms are equipped with an A/V package designed to allow the instructor to project audio and video (DVD or computer images). If you do not have a laptop that can play DVDs or you need access to a VHS player, email IT at: [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu).

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## **What is the process for requesting digitized supplemental course materials from the library?**

The Kolligian Library has a special page dedicated to digitizing course materials:  
<http://library.ucmerced.edu/research/instructors/scr>.

## **What additional services are available to Faculty through the library?**

UC Merced Librarians can assist instructors with teaching research skills to students by providing in-person instruction, online tutorials, and custom research guides. For more information visit their website at:  
<http://library.ucmerced.edu/research/instructors/library-instruction-services>.

## **How can I be sure that the undergraduate students in my course know how to use the library for research?**

Encourage students to be confident researchers by sending them to a library workshop. Better yet, ask a librarian to tailor a presentation to the exact needs of your class. Contact the library for more information at:  
[library@ucmerced.edu](mailto:library@ucmerced.edu).

## **What steps should I take if I want to co-teach with someone in another School?**

You and your teaching partner should talk to your Dean(s) about your teaching loads and possible compensation issues. Will you cross-list your course, that is, offer it for credit in two or more disciplines or Schools? If so, you may need special scheduling arrangements. If it is a new or cross-listed course, it will need to be approved by the appropriate School Faculty committees as well as Undergraduate Council (UGC) before the schedule of classes goes live.

## **What is a Spark Seminar? How do I offer one? (And why should I?)**

Spark Seminars introduce students to life at a research university. They ask students to focus on the nature of inquiry by exploring a particular topic over the course of the semester; engaging with campus and local resources; generating research questions; and presenting original ideas in writing and other forms of communication. Topics should be broad enough to be viewed from multiple perspectives but focused enough to engage with the issues of the topic in some depth. Topics should be related to an area of research and/or interest to the instructor, allowing students to engage with a faculty member who is sharing their expertise and passions. Spark Seminars are a General Education requirement for students at UC Merced.

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Email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu) if you would like to offer a Spark Seminar. For more information about teaching a Spark Seminar, visit the General Education website at: <https://ge.ucmerced.edu/faculty-and-staff-resources/faculty-resources/teaching-spark-seminar>.

## **How can undergraduate students assist me with my research?**

Students typically enroll in a 195 course, usually called, "Supervised Undergraduate Research," when assisting Faculty with research. In many instances, students also have the option to enroll in a section of 199 as they pursue research with Faculty. Remember that "Supervised Independent Study" courses (199) are intended for student-initiated research, so while a student's project may be closely aligned to your research, the student's goals should take precedence in the contract for 199 units. The *Independent Study Form* can be found online at: <http://registrar.ucmerced.edu/forms>.

If you have funds to pay a student, please contact the Chief Administrative Officer about the steps necessary to advertise and hire a student assistant.

## **A student approaches me with an interesting research project. How do they get units for the research?**

Most disciplines offer a 199 course, usually called "Supervised Independent Study." This is appropriate for many projects but is available only on a P/NP basis. For more involved projects, where a letter grade would be appropriate, there are special research and/or senior thesis courses. Check with the Manager of Instructional Services or the Course Catalog for restrictions on enrollment in these courses at:

<https://catalog.ucmerced.edu/content.php?catoid=16&navoid=1521>.

The *Independent Study Form* can be found online at:

<http://registrar.ucmerced.edu/forms>.

## **Students tell me that they need a sponsor for an internship and that the agency offering the position requires them to receive units as a condition of the internship. Should I sponsor them for units? Is it appropriate to enroll them in a 199 course?**

Contact the staff in the SSHA Advising Office. There are some courses specifically designated for internships or experiential learning, and have special requirements for enrollment. These internship courses are numbered 092 & 192. A 199 course is reserved for independent study or research.

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More information about specific course descriptions are available through the following resources:

<http://catalog.ucmerced.edu/>

<http://registrar.ucmerced.edu/forms>

<http://ssha-advising.ucmerced.edu/forms>

## **Students ask me, "What can I do with this degree?" I know about academia, but I'm not really familiar with the market experience of recent graduates. How can I help these students?**

The UC Merced Center for Career & Professional Advancement offers services, including workshops, which give students an opportunity to hear from graduates in their field who have gone on to various sectors. For more information contact the UC Merced Center for Career & Professional Advancement at:

[http://hire.ucmerced.edu/.](http://hire.ucmerced.edu/)

## **ENROLLMENT**

### **What if a student wants to enroll in my class but it is closed? Can the student be placed on a waitlist?**

UC Merced does not have any type of waitlist system for closed courses at this time. Students are encouraged to regularly check for available space at the Office of the Registrar's website. Various factors assist in determining the maximum enrollment of a course. Sometimes a course's maximum enrollment is less than the maximum fire and safety capacity of the classroom where the course is scheduled. While over-enrollment is never encouraged in these instances, with the permission of the instructor, a student may submit a request to be over-enrolled into a course.

Instructors are provided with a list of courses not eligible for over-enrollment, and additional information about the over-enrollment process prior to the start of term. If you do not want to allow over-enrollment into your course, email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu) and your course will be added to the list of courses not eligible for over-enrollment.

Students can obtain an *Over-Enrollment Request Form* for eligible courses by submitting a request via the Over-Enrollment Form Request webform (<https://ssha.ucmerced.edu/faculty-resources/instructional-services/student-form-processing>). Requests for over-enrollment into eligible courses will be accepted and reviewed by the Office of Instructional Services beginning the first day of instruction. For more information, please email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu).

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## What do I do if a student attended class all semester and then I find out they are not enrolled?

Please check your course roster regularly, particularly during the first three weeks of instruction, and ask students to make necessary adjustments to their class schedules before the deadline. If you discover before the last day of instruction that a student is not properly enrolled, inform the student that they need to talk to their Academic Advisor.

## What do I do if a student's name does not appear on my CatCourses course roster?

If the student's name is not on your CatCourses course roster, the student is not enrolled in the course. Through week three, the student can enroll by filing the appropriate paperwork (see **DEADLINES**, p. 8), if classroom space is available. After week three, inform the student that they need to go through the Petition of Academic Policy process. Please keep in mind that requests to add courses after the add/drop deadline are rarely approved. <http://registrar.ucmerced.edu/policies/adddropwithdraw>

# GRADES

## Are there guidelines for assigning grades?

There are no campus-wide standards. In large lecture courses, however, instructors are expected to help section or lab leaders reach a consensus about grading policies on late assignments, and student requests to submit revised work or earn extra credit. Within reasonable limits, the way of assessing the quality of students' performance in a course and the guidelines for assigning grades in a course, are determined by the instructor in accordance with School practices.

## When are grades due?

Grades are normally due 3 business days after the last scheduled final exam as listed in the final exam schedule. Please consult the published final exam schedule on the Office of the Registrar's website at: <http://registrar.ucmerced.edu/schedules/exams>.

Mid-semester and final grade deadlines can be found at:  
<http://registrar.ucmerced.edu/grade-deadlines>.

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## What happens if I submit my grades after the deadline?

If grades are submitted after the grade processing is complete, the delay may affect students' academic status. If you know you will not be able to make the deadline, you *MUST* contact the SSHA Manager of Instructional Services as soon as possible. Furthermore, course evaluation results are delayed until all final grades are submitted. The Office of the Registrar will not accept class lists or memos with grades from an instructor who did not submit grades via CatCourses. Instructors are required to submit a *Grade Change Form* for each student whose grade is not processed electronically. Grade changes can be submitted using the online *Grade Change Form* at: <http://registrar.ucmerced.edu/grade-changes>.

## Under which circumstances should or may I change a grade that I already submitted? How do I do it? Is there a form to change a student's grade?

You may change a grade due to a **clerical or procedural error only**. Grade changes may not be made on the basis of a reassessment of the quality of the student's work. Grade changes can be submitted using the online *Grade Change Form* at: <http://registrar.ucmerced.edu/grade-changes>.

## What is the purpose of mid-semester grades? Why do I need to submit mid-semester grades?

Mid-semester grades provide students in lower division courses (000-099) with early feedback (both positive and negative) about their academic performance. These grades provide an opportunity for students to receive positive reinforcement and motivation if they are doing well, and to identify the courses in which they are struggling. Additionally, campus partners are informed when a student is struggling. It is important that mid-semester grades be submitted on time so that students earning a D+ or lower receive on-time notifications regarding the workshops they will need to attend. Your participation in this process allows the University to reach out to students who are having difficulties.

Mid-semester grades are notational grades which are used to help ensure the academic success of UC Merced students in lower division courses. These grades are not recorded in any permanent record or on a student's academic transcript. Mid-semester and final grade deadlines can be found here: <http://registrar.ucmerced.edu/grade-deadlines>.



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## **Do I have to submit mid-semester grades? What if I haven't given a midterm or graded any assignments yet?**

Mid-semester grades are mandated for all lower-division courses (000-099) and provide students with early feedback about their academic performance. Mid-semester grades **are not** required for upper division or graduate level courses. All grades are submitted as letter grades for letter-graded courses (regardless of whether the student has elected to take the course as P/NP). If a course is P/NP only, all grades will be submitted as P/NP.

If you have not given a midterm or graded any assignments prior to the deadline for mid-semester grades, submit the grade that best reflects the performance of the student in your course.

## **How do I submit my students' mid-semester grades electronically?**

Mid-semester grades are assigned in CatCourses for the Fall and Spring semesters during the eighth week of the semester. The Office of the Registrar and SSHA Instructional Services will send reminders of when the grading system is open, but this information is also available by selecting the “Mid/Final Grades” tab in CatCourses. The process for assigning mid-semester grades is the same as assigning final grades.

## **What constitutes a failing grade for a course? If a student fails a course, when can they repeat the course?**

A grade of F is a failing grade. Students earning a grade of D, D+ or D- receive unit credit towards graduation. A student may repeat the course if they received a D or F, following the Repetition of Courses Guidelines of the University listed in the General Catalog. For more information on the grading policy, visit:

<https://catalog.ucmerced.edu/content.php?catoid=16&navoid=1497>

## **Is it in student's best interest to assign an F instead of a D?**

You are not necessarily doing the student a favor by assigning an F rather than a D grade. A grade of D is considered a passing grade and the student will receive unit credit while a grade of F is a failing grade and carries no unit credit. Please note that some degree requirements require students to earn a C- or better, so while the student may receive unit credit for a D grade, the student may not have fulfilled their degree requirement. A student may repeat the course whether they received a D or F, following the Repetition of Courses Guidelines of the University, listed in the General Catalog at:

<https://catalog.ucmerced.edu/content.php?catoid=16&navoid=1497>

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When the student repeats a course, the grade received the second time they take the course will replace the original grade in the calculation of the student's grade point average. In effect, their GPA will reflect the most recent grade. Whether the student originally received a D or F, if they repeat the course and do better the second time, they will improve their GPA. A student can repeat up to 16 units to improve their GPA in this manner. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

To repeat a failed course, students must submit a Course Repeat Request form to their school. If a student is attempting to repeat the course for the third (or more times), the student will need to submit a Subsequent Course Repeat form to their school. The Subsequent Course Repeat form must include a typed statement explaining why the student wishes to repeat the course; the request will not be processed without it. The Subsequent Course Repeat form can be found online at:

<http://registrar.ucmerced.edu/forms>

### **This student was never in my class. What grade should I assign?**

It is likely that the student intended to drop the course and did not do so in the appropriate timeframe. Please assign the student a failing grade. An F or NP grade will not penalize a student who has dropped the course by the add/drop deadline or withdrawn from the University.

### **A student hasn't turned in their final paper yet. How can I assign them a final grade?**

If a student did not take the final exam, but has completed other work for the class, please assign the student a grade based on the work completed, averaged in with the F for the missed final exam. If there are extenuating circumstances for this student, it is the student's responsibility to contact you regarding the missed final. You are under no obligation to assign an Incomplete grade and are encouraged not to do so unless you have spoken with the student and determined that this is the appropriate course of action.

If, after grades are submitted to the Office of the Registrar, you determine that the student's failure to submit the paper was due to circumstances beyond the student's control you may submit an *Incomplete Grade Request Form* to the Student's First Center prior to the first day of instruction of the next semester. You can find this form at the Office of the Registrar Website at: <http://registrar.ucmerced.edu/forms>

If an I grade is turned in without the proper forms submitted to the Office of the Registrar prior to the first day of instruction of the next semester the grade reverts to an F, NP, or U. When a grade reverts, a notification is sent to the student and instructor.

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## What grade do I report in CatCourses if a student stopped attending class or did not take the final exam?

If the student stopped attending class at some point during the semester it is possible that they have dropped the course. Students are not required to inform you that they are dropping your course. If the student's name appears on your final course roster you should assign whatever grade is appropriate for the student based on work completed (if any) and on all assignments, tests, etc. that were missed. Please remember that an F grade will not penalize a student who has dropped the course by the add/drop deadline or has withdrawn from the University.

If the student did not take the final exam, but has completed other work for the class, again please assign the student a grade based on the work completed, averaged in with the F for the missed final exam. If there are extenuating circumstances for this student, it is the student's responsibility to contact you regarding the missed final. You are under no obligation to assign an Incomplete grade and are encouraged not to do so unless you have spoken with the student and determined that this is the appropriate course of action.

## What do I do if a student comes to me with a complaint about the grade that a TA assigned?

If you are the instructor of record for the course, you must be involved in the grade appeal. Grade grievances can be submitted by a student if they feel that issues such as race, politics, religion, sex or sexual harassment affected the grade or if their work was evaluated by other criteria that did not directly reflect the student's performance of the course requirements. More commonly, students will challenge a grade based on academic grounds. Please refer to the question "**What if a student wants to grieve a grade?**" (p. 19) for further information on grade grievance procedures.

## Can I let a TA decide on a contested grade?

As the instructor of record, you should be involved in any grade disputes. Remember that grades are to be adjusted only to correct errors in procedures or clerical mishaps, not due to a re-evaluation of the student's work. Whether you determined the final grade or not, any grade dispute in a course for which you are the instructor of record does involve you.

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## **What if a student wants to grieve a grade? What rights do students have? If it happens at the end of the semester, what grade do I assign? What are the procedures?**

A student has the right to file a grade grievance if they believe that "improper academic criteria" was used to evaluate their work. If a grade grievance is submitted at the end of the term, please assign the grade you believe is appropriate based on your grading policy and your evaluation of the work submitted by the student.

More commonly, a student will contest a grade based on academic grounds, i.e., they disagree with the grade assigned. If a student has a grade grievance based on academic criteria it is suggested that you either meet informally with the student to try to resolve the dispute or ask the student to address their concerns in writing. If you disagree with the student's challenge, you might offer to write a letter for the student's file describing in detail the reasons for the grade and any extenuating circumstances that may have influenced your grading. If a challenge arises, you can expedite its resolution by preparing a written description of the course content measures used to evaluate student performance, and a complete record of the individual student's work.

Grade changes may occur only as the result of clerical or procedural error. Grade changes should not occur as the result of a re-examination, or the submission of additional work after the close of the term. We encourage you to help students understand that academic integrity and fairness to other students prevents you from re-evaluating their individual work with the intention of a grade change. You are under no obligation to re-evaluate papers or exams except for clerical or procedural errors.

Clearly written grading policies on your syllabus will help to avoid grade disputes. Additionally, if you make changes to the written grading policy during the semester, it is recommended that you put the changes in writing and distribute them to your students. Careful record keeping throughout the semester will help in any grade challenge.

For more information regarding grade appeals, visit:  
<http://registrar.ucmerced.edu/policies/grades#Appeals>.

## **Do I have to give all students, even the ones taking the course P/NP or S/NS a letter grade?**

Yes. If a student chooses to take a course P/NP or S/NS they will still need to be assigned a letter grade and the grading system will convert the grade. However, if the course is a P/NP option or S/NS option only, the grading system will only allow you to enter P/NP or S/NS grades. If a student is taking a course P/NP, the calculated grade in CatCourses will need to be replaced using the Mid/Final grades tool. The calculated grade will show as a

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letter grade, but the instructor is required to enter an override grade that matches whatever the grade type is (P/NP) before the system will allow it to be submitted.

### **What is the lowest passing grade for a student taking my course P/NP?**

A student must receive a C - or better to qualify for a Pass grade.

### **When should or may I assign a No Report (NR) grade?**

**Please do not assign a No Report (NR) grade under any circumstances.** This designation is reserved for the Office of the Registrar only; it's used to note that the instructor for this course did not submit a grade. It should not be used in lieu of assigning a grade. Please assign an F or NP grade if the student has not attended your class nor turned in assignments. An F or NP grade will not penalize students who have dropped the course by the add/drop deadline of the semester or have withdrawn from the University.

### **What is the deadline for students who want to change their grading option?**

Students may change their grading option from P/NP to letter grade during the enrollment period if permitted for the course. No changes can be made after the first two weeks of classes without the approval of the appropriate Dean. Summer Session deadlines vary. The deadline dates are available on the Office of the Registrar website: <http://registrar.ucmerced.edu/schedules/deadlines>.

### **When should I assign an Incomplete grade? How do I determine whether or not an Incomplete grade is justified?**

An Incomplete grade is given at your discretion. You may assign an Incomplete grade if the student's work in your course has been of passing quality but is incomplete for reasons beyond the student's control (e.g., sudden illness). A student should make prior arrangements with you concerning the Incomplete grade, as you may be required to specify the reason for the Incomplete grade. Please note that the appropriate paperwork must be submitted before the first day of the following semester or the student's Incomplete grade will turn into a failing grade. You can find the *Incomplete Grade Form* online at: <http://registrar.ucmerced.edu/forms>.

For more information about Incomplete grades, please refer to the General Catalog at: <http://catalog.ucmerced.edu>.

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## How do I submit a grade once a student has fulfilled the requirements agreed upon on the Incomplete Grade Form?

Grade changes can be submitted using the online *Grade Change Form* at: <http://registrar.ucmerced.edu/grade-changes>.

## How much time do students have to complete the work agreed upon on the Incomplete Grade Form?

For an Incomplete grade given in the Fall semester, students have until the first day of instruction the following Fall to complete the work. For an Incomplete grade given in the Spring or Summer, students have until the first day of instruction the following Spring to complete the work.

## What happens when an Incomplete lapses?

Per the *Incomplete Grade form*, any Incomplete grade that has not been replaced before the deadline will, at that time, lapse to a grade of F (or NP if taken passed/not passed). After that time, but not retroactively, the grade is counted toward the student's grade point average. Once the grade has lapsed, a student may be allowed to repeat the course under the Repetition of Courses Guidelines of the University (listed in the General Catalog at: <https://catalog.ucmerced.edu/content.php?catoid=16&navoid=1497>

## Can a student remove an Incomplete grade by repeating the course?

No, a student cannot remove an Incomplete grade by repeating the course. If the student repeats the course, the Incomplete will revert to an F, NP or U. A student should NOT enroll in a course in order to make up an Incomplete. They should arrange to audit the course informally if that is required in order to make-up missing work for the course. You can find more about auditing a course at: <https://catalog.ucmerced.edu/content.php?catoid=16&navoid=1497>

## What can I do if I don't like the date set for my final exam?

The date and time of final exams are based on the day and time your course is offered. Talk to the Course Scheduler about your needs before the schedule of classes is finalized, ideally, in between the schedule going live and student registration. If you would like to change your final exam date after the schedule is set, it will require review by the Instructional Services Office to ensure that there will be minimal conflicts for currently enrolled students. If you would like to change your exam date after the semester begins, you are required to get written approval from all students in the class before your request is reviewed by the Dean's Office via the Course Scheduler.

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## **How do I respond to a student who would like to take my final at a time different from the one listed on the schedule of classes?**

Except for students who are registered with Student Accessibility Services (SAS) and who have been approved by the SAS for such accommodations, you are under no obligation to offer an alternative to the final exam period listed on the schedule of classes. If you wish to offer an exam at an alternate time, you will be responsible for finding a location and appropriate supervision for the exam. Check with your Instructional Services Staff to see if such options are available. If the student has a SAS recommendation for either extended time or a different location, the SAS Program Specialist for that student can provide necessary location and proctoring services. The student must make prior arrangements with both you and their SAS specialist for test accommodations. For more information, please refer to the SAS website: <http://disabilityservices.ucmerced.edu/>.

## **A student says that the final exam day is a religious holiday. For which religious holidays should I make accommodations?**

UC Merced seeks to accommodate any student whom, in observance of a religious creed, encounters an unavoidable conflict with an examination schedule. In order to request accommodation, the student is responsible for providing in writing, and at the beginning of the semester, notification of a potential conflict to the individual responsible for administering the examination. Instructors will consider such requests on a case-by-case basis and determine whether such conflicts can be resolved without imposing an undue hardship on the instructor or the other students in the class. If possible, the instructor will determine, in consultation with the student, a time during which the student can take the examination.

## **Can I assign a final exam or course assignment to be due after my scheduled final exam date?**

All due dates for course assignments and or exams must be scheduled no later than the course's scheduled final exam date and indicated in your course syllabus. If there is no final exam period scheduled, any final exam or assignment must be clearly outlined in the course syllabus.

## **Are instructors required to keep final exams and grading records? For how long?**

Instructors may opt either to return final exams (or copies of them) to students or to retain them. If final exams are not returned, then instructors should retain final exams for thirteen months after the final exam date. Grading records play a very important role in a dispute or challenge, should one arise. Since students have one semester after the completion of a course to file a grade grievance (<http://registrar.ucmerced.edu/policies/>

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[grades#Grades](#)), it is recommended that records be saved for the same 13-month period as recommended for final exams.

## Course Evaluations

### What can I expect in my course evaluation result data?

Course evaluation reports include both the instructors' overall average rating as well as a comparative line of SSHA's overall average rating for the concurrent term.

### Will I be able to see student names with each evaluation?

All course evaluations are conducted anonymously. Additionally, in an effort to preserve the integrity and anonymity of the Course Evaluation Process, effective Summer 2015, SSHA courses with enrollments of **4 or fewer** are no longer evaluated.

### How are course evaluations conducted?

Course evaluations are conducted online using a software called Class Climate. Online evaluations are scheduled and accessible for a pre-determined period of time. During this time, students receive one email, generated by Class Climate, with password-protected links for all of their SSHA courses. The course and instructor name are provided with each link to prevent confusion. Students will also be able to access information regarding their course evaluations using CatCourses. Using the Course Evaluations link, students will be able to see which course evaluations they have completed, and which evaluations are outstanding.

Students will receive automated email reminders throughout the survey period that they will continue to receive as long as they have outstanding course evaluations.

### When are course evaluations conducted?

The course evaluation period begins during the last two weeks of instruction and ends the day prior to the first day of scheduled finals.

### When and how will I receive my course evaluation results?

Course evaluation results are distributed to instructors once all final grades for SSHA courses have been submitted. Instructors will receive one email, generated by Class Climate, containing all respective course evaluations for the term.



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## **Is there a way for me to know the response rates for my course evaluations during the course evaluation period?**

Instructors receive two automated notifications from Class Climate throughout the survey period if their course evaluation response rate is below 50%. Instructors will also be able to see all Course Evaluations assigned to their courses as well as the current response rates through the Course Evaluation link in CatCourses.

## **Can I access my past course evaluation reports?**

Instructors can view a copy of their past course evaluation(s) using the Course Evaluation link in CatCourses. Instructors can also request a copy of their past course evaluation(s) by submitting the Past Course Evaluation Request Form, found at the following link: <http://ssha.ucmerced.edu/PastCourseEvaluationRequest>.

# **SPECIAL ARRANGEMENTS**

## **A student with a disability is enrolled in my class. What adjustments or other accommodations should I make?**

Providing accommodations for students with disabilities is a shared responsibility between the student, Student Accessibility Services, and the faculty or School. SAS will make sure that a student is entitled to accommodations in your class, and perform the professional assessment of what those accommodations should be. For more information, please refer to the SAS website:

<https://access.ucmerced.edu.672elmp01.blackmesh.com/>

## **What if I am concerned about, or object to, a recommendation in SAS's letter of accommodation?**

If you are concerned that the recommendation is not appropriate for your particular class, then you should contact the SAS Advisor. The Student Accessibility Services advisors know that their recommendations can occasionally inadvertently compromise the purposes or standards of a class, and are prepared to discuss such concerns with you.

The goal is to find a way to accommodate the student in a manner that does not fundamentally alter the essential performance standards of your class. If there is an unresolved disagreement after a good-faith effort, there is a process for pursuing the matter. Note, however, that the SAS Advisor's recommendations must be followed until they are overturned or modified. For more information, please refer to the SAS website:

<https://access.ucmerced.edu.672elmp01.blackmesh.com/>

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## How far in advance must students with disabilities inform an instructor about needed accommodations?

Students who work with Student Accessibility Services are strongly encouraged to communicate with instructors as soon as possible. However, the University is encouraged to make every feasible effort to accommodate students regardless of the notice. A specific answer to this question would need to be given in the context of the necessary accommodation. For example, a student who has a vision impairment may need to use a dark pen and write in large print. Perhaps they will need to write the short answers on a separate sheet of paper instead of in the blank spaces on the test document itself. This accommodation does not require any advance preparation, so not much advance notice may be needed. On the other hand, if a student's accommodation requires the arrangement of a separate, quiet room, a proctor, or both, then more notice is needed. For such matters, especially when a proctor must be arranged, it is reasonable to expect advanced notice of three to five working days prior to when the accommodations are necessary.

## How do I obtain exam room and proctoring assistance for a student registered with SAS?

If a TA is assigned to one of your courses, they should be your primary resource for proctoring assistance. If you do not have a TA, please contact Student Accessibility Services at [access@ucmerced.edu](mailto:access@ucmerced.edu).

## What can I do to help prevent issues related to students with disabilities in my classes?

Students are responsible for making their disability-related accommodation needs known to you in a timely fashion. You can facilitate this process by including a statement on your syllabus that invites students with disabilities to meet with you to discuss their needs. Below is an example of a syllabus statement:

*University of California, Merced is committed to creating learning environments that are accessible to all. If you anticipate or experience physical or academic barriers based on a disability, please feel welcome to contact me privately so we can discuss options. In addition, please contact Student Accessibility Services (SAS) at (209) 228-6996 or [access@ucmerced.edu](mailto:access@ucmerced.edu) as soon as possible to explore reasonable accommodations. All accommodations must have prior approval from Student Accessibility Services on the basis of appropriate documentation.*

*If you anticipate or experience barriers due to pregnancy, temporary medical condition, or injury, please feel welcome to contact me so we can discuss options. You are*

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encouraged to contact the Dean of Students for support and resources at (209) 228-3633 or <https://studentaffairs.ucmerced.edu/dean-students>.

## STUDENT CONDUCT

### What are a faculty member's best resources in cases of academic dishonesty?

Academic dishonesty strikes at the heart of the University's function and self-definition. When you suspect academic dishonesty, it is your obligation to investigate and if suspicions are confirmed, present the student with the fact and determine an appropriate penalty. The Office of Student Conduct may be of assistance at such times. At the request of the instructor, the Office of Student Rights and Responsibilities will investigate and help resolve suspected violations of the Code of Student Conduct, including both academic and non-academic issues. Even if you don't engage the Office of Student Rights and Responsibilities to help you resolve a violation, you are encouraged to report cases of academic dishonesty to the Office of Student Rights and Responsibilities, using the following form, so that their files will be as complete as possible.

Faculty Report Form for Academically Related Misconduct:

<http://studentlife.ucmerced.edu/files/page/documents/facultyreportform.pdf>

### What steps can I take to prevent academic dishonesty?

1. In your syllabus,
  - Include Academic Senate policies regarding academic dishonesty.
  - Attach copies of Office of Student Rights and Responsibilities handouts on plagiarism and unauthorized collaboration (available online and from the Office of Student Life).
  - Using examples, distinguish clearly between authorized collaboration and unauthorized collaboration both in and out of class.
  - Explicitly state your rules regarding use and citation of Internet sources.
2. Inform students of academic standards for scholarship and conduct;
3. Explain how cheating harms students and describe campus sanctions;
4. Minimize the opportunities for cheating and plagiarism;
5. Take visible actions to detect dishonesty so that students know you will not tolerate cheating;
6. Respond swiftly with disciplinary measures if cheating occurs.

For more strategies for encouraging academic integrity, visit:

[http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/strategies\\_for\\_encouraging\\_academic\\_integrity.pdf](http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/strategies_for_encouraging_academic_integrity.pdf)

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## What is plagiarism?

All written work submitted for a course, except for acknowledged quotations, must be expressed in the student's own words. It must also be constructed upon a plan of the student's own devising. Work copied without acknowledgement from a book, another student's paper, the internet, or any other source is plagiarism. Plagiarism can range from wholesale copying of passages from another's work to using the views, opinions, and insights of another without acknowledgement, to paraphrasing another person's original phrases without acknowledgement.

## What is the penalty for plagiarism?

The submission of such work will, under University rules, render the offending student subject to an F grade for the work in question or for the entire course, at the discretion of the instructor, and will also make the student liable for referral to Office of Student Conduct.

## What steps can I take to help prevent plagiarism?

1. Clarify the distinctions between plagiarism, paraphrasing and direct citation;
2. Ask students to seek permission before resubmitting previous academic work to you;
3. Change your paper topics and exam questions as often as is practical;
4. Request that students submit rough drafts before or along with final versions of papers;
5. Assign a variety of short in-class papers during the term;
6. Utilize an online anti-plagiarism program such as <http://turnitin.com> for checking student work.

For questions about access and this process email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu).

For more ways to prevent plagiarism, visit:

[http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/plagiarism\\_and\\_prevention\\_guide\\_for\\_faculty.pdf](http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/plagiarism_and_prevention_guide_for_faculty.pdf)

## Should I confront a student whom I suspect of plagiarism?

If possible, yes. Students who have plagiarized often confess when the evidence is clear, or after judicious questioning about their topic, style, etc. If you feel threatened or for some other reason uncomfortable, refer the matter to the Office of Student Judicial Affairs (SJA) at: <http://studentconduct.ucmerced.edu/misconduct/disciplinary-process>.

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## **What if I strongly suspect but have not proven plagiarism?**

You may not lower a grade or fail a student on a suspicion of plagiarism.

## **What if plagiarism exists and the instructor is a Graduate Student leading a secondary section?**

The TA is no different from any other instructor and may follow the course of action outlined above, including referral of an uncertain case.

## **What can I do to stop a student from disrupting class?**

If the disruption is non-threatening, try to meet privately with the student to review what is and is not acceptable behavior. Document all contact with the student, including dates, times, and locations when incidents occurred, and your response. It is your right to expel a disruptive student from your classroom—but only for that day's session. They have the right to return to class the following day and may remain in the course as long as the disruptive behavior is not repeated. If it is, the instructor should contact Office of Student Judicial Affairs, which can coordinate campus-wide resources to assist the instructor and the student.

If the student exhibits threatening behavior towards you or other members of the class, call the UC Merced Police Department at (209) 228-2677.

For more information about student disruptions, visit:

[http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/establishing\\_classroom\\_etiquette\\_and\\_dealing\\_with\\_disruption.pdf](http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/establishing_classroom_etiquette_and_dealing_with_disruption.pdf)

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# SSHA Printer, Copier, and Scantron Guides

## School of Social Sciences, Humanities and Arts Printer/Copier/Scantron Quick Guide

### How do I connect to a network printer?

In order to print or make copies using a network printer, you will need to install CatCard Printer Drivers onto your desktop/laptop. Instructions from UC Merced IT to install printer drivers can be found using the link provided below.

As CatCards will be needed in order to use campus printers, access has been established for new and current instructors. Additional users (i.e. TAs, graduate students, or research assistants) who need access can be added. Please email [ssha.reception@ucmerced.edu](mailto:ssha.reception@ucmerced.edu) with their email, name and which copy code they need access to.

If you have any technical issues regarding driver installation or printing, please submit a ticket with UC Merced IT.

For any questions regarding access, please email [ssha.reception@ucmerced.edu](mailto:ssha.reception@ucmerced.edu).  
Installing CatCard Printer Drivers: <https://it.ucmerced.edu/installing-catcard-printer>  
Printer Support: <https://it.ucmerced.edu/printing>

### How do I use the copy machines?

Directions for use of the copy machines are located in the Classroom and Office Building 2 (COB2) rooms 215 and 399, as well the Social Sciences and Management Building (SSM) rooms 256B and 350A. SSHA Reception staff will provide you information regarding accessing campus printers using your CatCard via email before the beginning of the term. If you have questions, please email [ssha.reception@ucmerced.edu](mailto:ssha.reception@ucmerced.edu).

### Where are the SSHA copy machines/printers located?

- COB2 215
- COB2 399
- SSM 256B
- SSM 350A

Of the locations listed above, only printers in COB2 399 and SSM 256B have color printing capabilities. Printers in COB2 215 and SSM 350A are capable of black and white printing only.

### Do I need a code to use the copiers?

You do not need a copy code in order to use the copiers. UC Merced currently utilizes the UC Merced Print service which uses your CatCard to authenticate and release your print job. Using UC Merced Print allows you to send your print job to a print queue, which can

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then be printed at any UC Merced Print device regardless of location. Documents sent to the print queue will be held for to 24 hours. In order to utilize this service, you will need to install drivers onto your computer. Directions for driver installation can be found on the IT website: <https://it.ucmerced.edu/printing>

Additional users (i.e. TAs, graduate students, or research assistants) who need access can be added. Please email [ssha.reception@ucmerced.edu](mailto:ssha.reception@ucmerced.edu) with their email, name and which copy code they need access to.

**Can graduate students (in their role as a grad student) print or copy their personal study-related materials free of charge?**

SSHA does not offer this service to graduate students. The only copies that may be made on designated copy machines are instructional copies for the courses in which a graduate student is serving as a TA.

**What are Scantron forms used for?**

Scantron forms are used for multiple choice responses for assignments, exams, and/or quizzes.

**What kind of Scantron forms can I use for exams?**

SSHA maintains two different Scantron machines that are available for scoring. These machines accept Scantron Form No. 882-E or F-288-PAR-L and F-289-PAR-L (if your course has not been added to ParScore by SSHA Instructional Services staff, the latter two must be used together; F-288-PAR-L for the first assignment, and F-289-PAR-L for all subsequent assignments).

Instructions for how to use the Scantron machines are located in the Scantron room. The Scantron room is located in COB2 215 and can be accessed by SSHA instructors and TAs using their CatCards. For help scoring these forms or for questions about Scantrons, email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu). At this time, SSHA is unable to provide complimentary Scantron forms to instructors. Forms are available for purchase at the Campus Store.

**Does SSHA provide instructors and TAs with complimentary Scantron forms?**

SSHA does not offer complimentary Scantron forms. SSHA recommends the Scantron machine that processes red forms for instructors who do not wish to purchase forms, as answer keys and reports can be processed without forms on this machine. If instructors would like to purchase test or Enrollment Forms, they are available at the Campus Store.

**Who can use the SSHA Scantron machines?**

SSHA has two machines, designated only for use by SSHA faculty, lecturers, and TAs, who can access the room by using their Cat Card. Undergraduate Course Readers may not have access to the Scantron room.

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Where are the SSHA Scantron machines located?

COB2 215

What is the difference between the machines? Which one should I use?

Machine #1 scans green forms, and simply scans and grades the assignments. Machine #2 scans red forms and is connected to a computer and uses ParScore software. ParScore software offers comprehensive data tracking and analysis of student results for each course.

How do I use the machines?

Instructions are located in the Scantron Machine Room (COB2 215). Instructors will receive an email with available training dates before the beginning of each term. Individual trainings are also available by appointment throughout the semester, and can be scheduled in advance by emailing [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu).

## Scantron Machines: Instructions

### Scantron Machine 88p+ (Machine #1)

#### Scantron Form 882-E (Green)

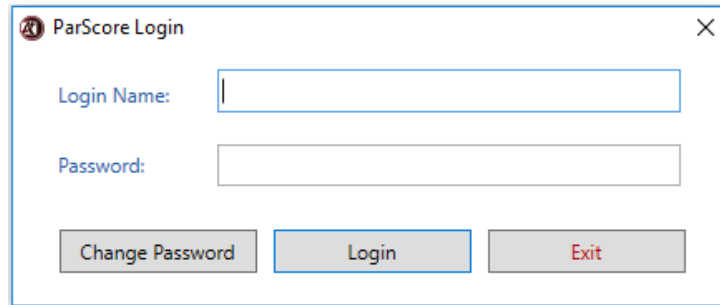
- Step 1 – Mark the answer key
  - Mark the key using the same form marked by students
  - Find the *key marking row* directly above question 1
  - Mark the scoring option that you prefer
  - Mark the correct answer to each question
- Step 2 – Score the test
  - Turn the Scantron machine on using the power switch located on the back-right side of the machine
  - Press *Start*
  - Feed the answer key
  - Feed the tests **one at a time**
  - *Optional:* Run an Item Analysis Form through the machine
  - Turn the machine off

### Scantron Machine OpScan 4ES Scanner (Machine #2)

#### Scantron Form F-288-PAR-L (Red Enrollment Form) and F-289-PAR-L (Red Form)

- Turn on both Scantron machine and computer
- Enter “.\ucmuser” – no password is required
- Double click the desktop program “ParScore”
- Enter your Login Name and password; both are the first letter of your first name and your entire last name
- Select “Login”





ParScore Login

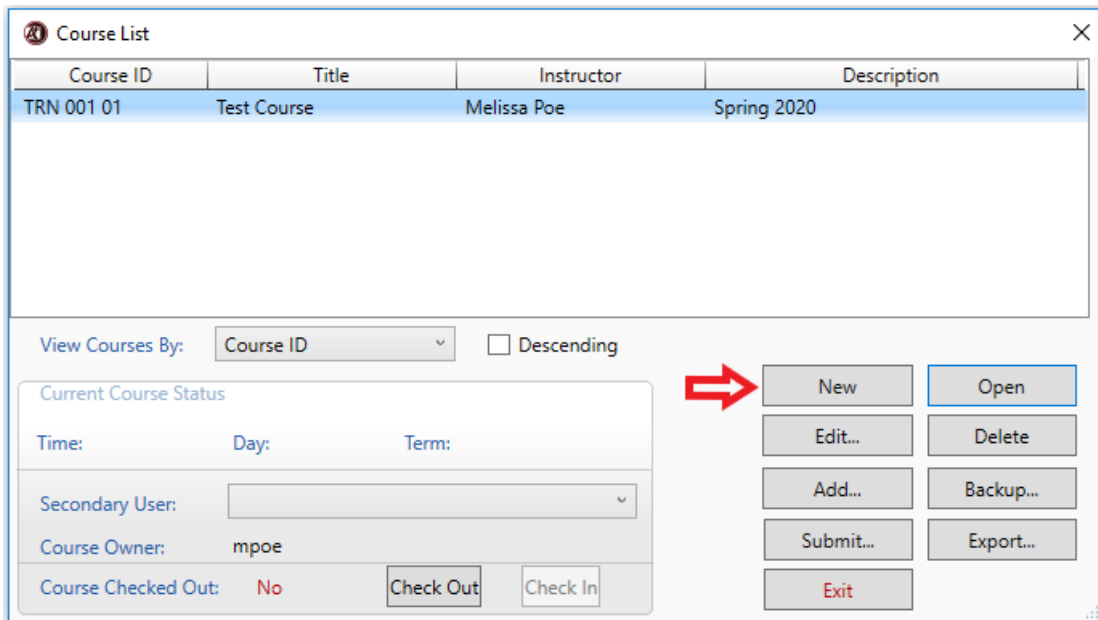
Login Name:

Password:

Change Password   Login   Exit

- **Creating A New Course**

- Select "New" from the Course List screen



Course List

Course ID	Title	Instructor	Description
TRN 001 01	Test Course	Melissa Poe	Spring 2020

View Courses By:   Descending

Current Course Status

Time:      Day:      Term:

Secondary User:

Course Owner: mpoe

Course Checked Out: No   Check Out   Check In

New   Open

Edit...   Delete

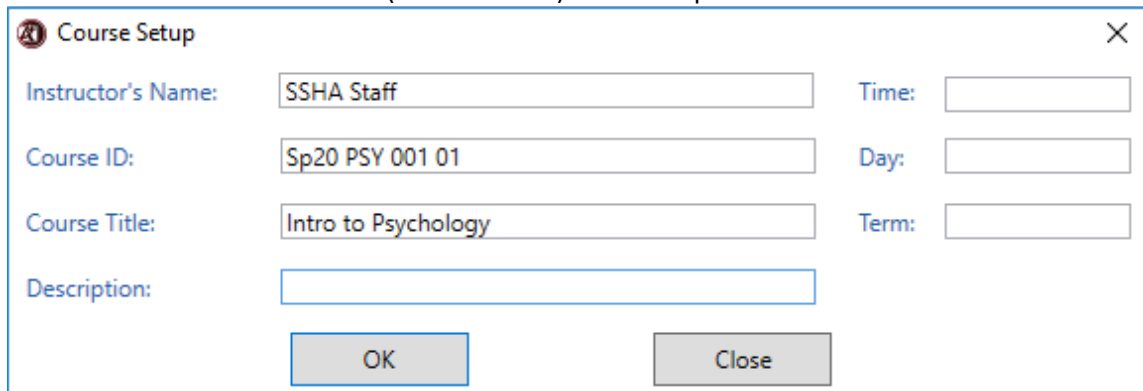
Add...   Backup...

Submit...   Export...

Exit

- Enter the (required) Information for the Course Setup

- Instructor (20 characters) Optional
- Course ID # (15 characters) Required
- Course Title (20 characters) Required
- Description (30 characters) Optional
- Time (10 characters) Optional
- Day (5 characters) Optional
- Term (10 characters) Optional



Course Setup

Instructor's Name:  Time:

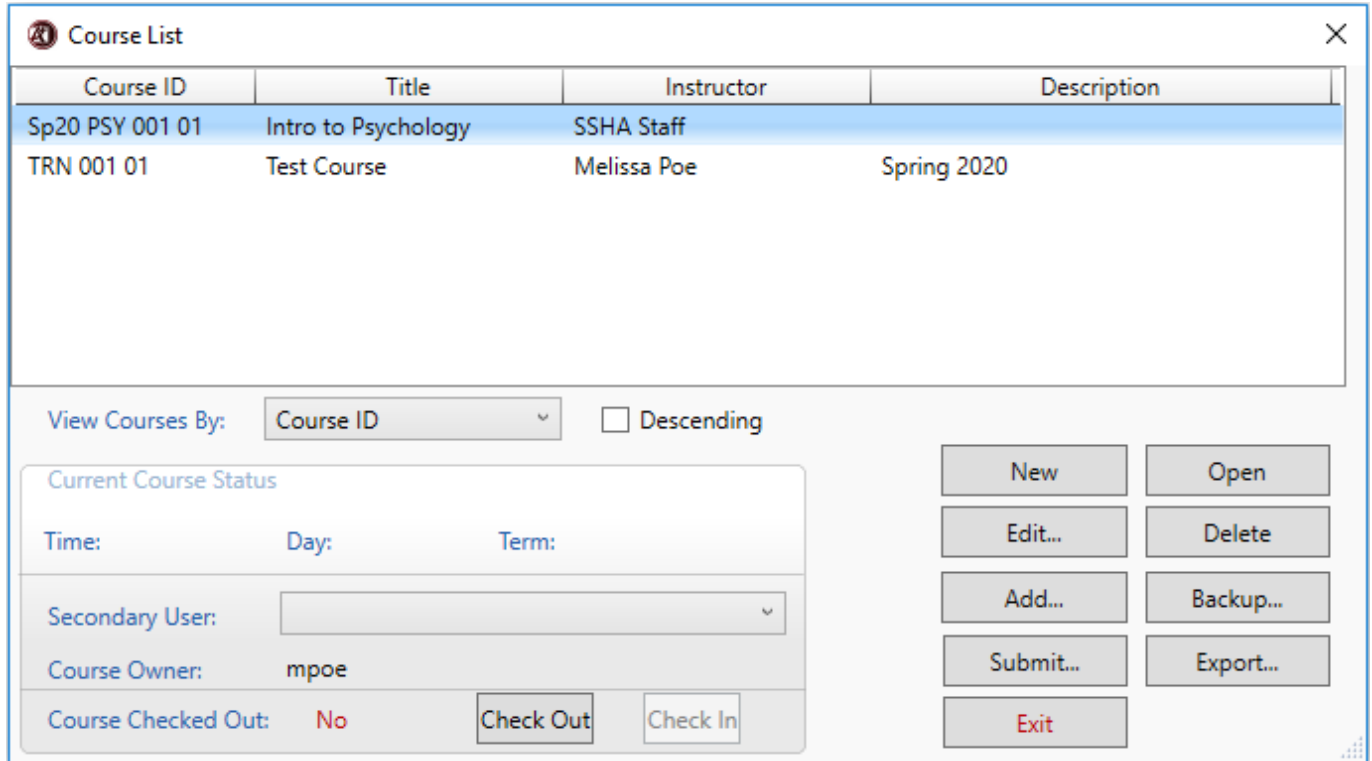
Course ID:  Day:

Course Title:  Term:

Description:

OK   Close

- Tip: Add the term information under the description or with the course ID. This would allow users to see the term information while viewing the Course List Screen.
- Select “OK” when finished
- You will be returned to the Course List screen



- **Opening a Course**

- Select the course for which you wish to score an assignment
  - EITHER: Select the “Open” button OR: Double click the course.

The “Course Backup Options” box will appear. With this box, you can create a password to back up your files onto your flash drive, or press cancel to continue. Please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files

- **Adding Score Columns**

- From the “Roster” tab, select the “Create Score Columns” icon on the tool bar

Test Course

No. of Students Enrolled:

Roster Criteria **Keys** Scoring Student

Current Record:

Current Score Status:

Student ID	Last Name	First Name	Initial	Code	Total	Grade
100000000	Garcia	Anna				
111111111	Smith	James				
222222222	Johnson	Mary				
333333333	Williams	John				
444444444	Jones	Patricia				
555555555	Brown	Robert				
666666666	Davis	Jennifer				
777777777	Miller	Michael				
888888888	Wilson	Linda				
999999999	Anderson	Thomas				

- You have the option of setting up all of your tests, quizzes, midterms, and other assignments at this time. You can also set them up individually. **Please note, “No. of Columns” = number of assignments.** The program will create one column for each assignment. If you wish to do your assignments individually, enter “1” under “No. of Columns” beside the type of assignment you are scoring. Enter the total value of the assignment
- Select “Add” when finished

Add Score Column

Category Order	Category	No.of Columns	Possible Score	Add Subtotal Color
1	Quiz	00	0.00	<input type="checkbox"/>
2	Midt	00	0.00	<input type="checkbox"/>
3	Exam	00	0.00	<input type="checkbox"/>
4	Labs	00	0.00	<input type="checkbox"/>
5	Essy	00	0.00	<input type="checkbox"/>
6	Rept	00	0.00	<input type="checkbox"/>
7	Xtra	00	0.00	<input type="checkbox"/>

Set Order... Edit Label... Add Close

- If you need to edit or delete a score column, use the “Edit Specific Score Column Setup” option. This option allows you to change the number of possible points, add a test date or description, or delete the score column.

- **Student Enrollment**

In order for ParScore to score a Scantron, it needs to have Enrollment Records for each student. Either method will produce similar results, though only option two would allow users to upload grades directly to CatCourses.

- The most direct way to create your student list is to use the Red Enrollment Form (**Scantron Form F-288-PAR-L**). Use this form for your first assignment, and follow the instructions for scanning in the “Scoring” section below, and be sure to select “Auto Enrollment” in your scoring options. If a student misses the first assignment, or you need to add a student later, you can enter their names manually. When you scan their test later, ParScore will not recognize the name or student ID, and will prompt you to add the student to the course manually.
- Instructors can email [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu) to request for their roster to be added to their ParScore account. Once a request is submitted, please expect up to 2-3 business days for the request to be processed; we will notify the instructor when the roster has been added. Please note that this is the only option that will allow users to upload grades to CatCourses. If you need to add a student later, you can enter their names manually. When you scan their test later, ParScore will not recognize the name or student ID, and will prompt you to add the student to the course manually.

- **Adding the Answer Key**

- Select the “Keys” tab
- Select the Category for the Answer Key you are adding (located on the right-hand side of the screen)

Make sure you have the correct answers and Test Form field (A, B, C, or D) marked. The test form indicates the version of the Answer Key. If you only have one version, be sure that only Version A is selected, and other versions are removed. **Please note: “Subjective Score” is only for essay points. “Subjective Score” should be blank, as we do not use forms with essay options. Any number besides ‘0’ in the “Subjective Score” section will cause inconsistencies with the grades, both on the test form and in the results. Please also note that if the student listed the test number on the Scantron form, the subjective score will automatically reflect the test number; re-check the “Subjective Score” after loading the Scantrons to ensure that it did not automatically change from 0. It should always be 0.**

**← NOTE: SUBJECTIVE SCORE MUST ALWAYS BE SET AT 0.**

- Scanning the Key
  - Select the “Scan Keys” button (located at the bottom right side of the screen)
  - ParScore will display an Edit screen for anything found invalid on the key. Select “End” when finished, on your Scanner’s LCD window
- Entering the Key Manually
  - Select the Category and Version of the key you want to add
  - Select the “Edit Answer Keys” icon in the upper right corner
  - Select “Add”
  - Enter the number of questions, select “OK”

- Enter each answer manually

**Edit Answer Keys**

Category: Quiz 1 Add

Version: D Delete

Item	Answer	Point	Penalt
1		1.00	0.00
2		1.00	0.00
3		1.00	0.00
4		1.00	0.00
5		1.00	0.00
6		1.00	0.00
7		1.00	0.00
8		1.00	0.00
9		1.00	0.00
10		1.00	0.00

Total Possible Points =  OK Cancel

- NOTE: If you would like to change the point value for any/all questions you can adjust them individually under the “Point” column OR you can change them using the “Edit” icon

Category: Quiz 1

Subjective Score:

- Select “Apply” when finished

**Edit Points and Penalty**

Replace Points with

On All Items

On Items From:  To:

Replace Penalty with

On All Items

On Items From:  To:

Apply Cancel

- The new values of each question will appear

No. of Students Enrolled: 10				
Roster   Criteria   Keys   Scoring   Student				
<input type="checkbox"/> Show Partial Credits				
Item	Answer	Point	Penalty	Bonus
1	A	4.00	0.00	<input type="checkbox"/>
2	B	4.00	0.00	<input type="checkbox"/>
3	C	4.00	0.00	<input type="checkbox"/>
4	D	4.00	0.00	<input type="checkbox"/>
5	A	4.00	0.00	<input type="checkbox"/>
6	C	4.00	0.00	<input type="checkbox"/>
7	E	4.00	0.00	<input type="checkbox"/>
8	D	4.00	0.00	<input type="checkbox"/>
9	C	4.00	0.00	<input type="checkbox"/>
10	D	4.00	0.00	<input type="checkbox"/>

- **Scoring the Tests**

- Select the “Scoring” tab

- Select the Category that matches the test you are scoring. Select the “scoring options,” (which include inspect multiple marks, inspect omitted marks, print date on form, print raw score, print total score, etc)
- Place forms to be scored/scanned on the Scantron feeder tray
- Select the “Score” button to begin the scanning process
- During scanning, an “Edit” box will be displayed for anything found incorrect on the form(s), including students who are not yet enrolled in the course or incorrect student

ID numbers. It will offer you the chance to correct the errors. Press the “End” button on the screen to complete the process

- For multiple batches, load another stack of forms after the previous has completed scanning; then press “START” on the Scantron machine
- Once all forms have been scanned, select “END” on the screen
- Select the “Roster” tab to view the results

- **Printing Results**

- Select the “Reports” pull-down menu

The screenshot shows the ParScore software interface. At the top, there is a menu bar with options: File, Edit, Course, Attendance, Reports, Options, View, and Help. The 'Reports' menu is open, displaying a list of report options: Report Heading Setup, Print Page Setup Guide, Answer Key Report, Class Response Report, Consolidated Item Analysis Report, Course List Report, Error Log Report, Grading Criteria Reports, Item Analysis Reports, Mastery Report and Chart, Progress Report, Roster Report, Score Distribution Report, Student Enrollment Report, Student Profile Report, Student Test Report, Subtest Reports And Charts, and Test Score Distribution Chart. On the left side of the interface, there is a 'Test Course' section with a 'No. of Students Enrolled:' field. Below this, there are tabs for 'Roster' and 'Criteria'. The 'Roster' tab is active, showing a table of student records. The 'Current Record' is highlighted as ID #: 10000000. The 'Current Score Status' section is also visible.

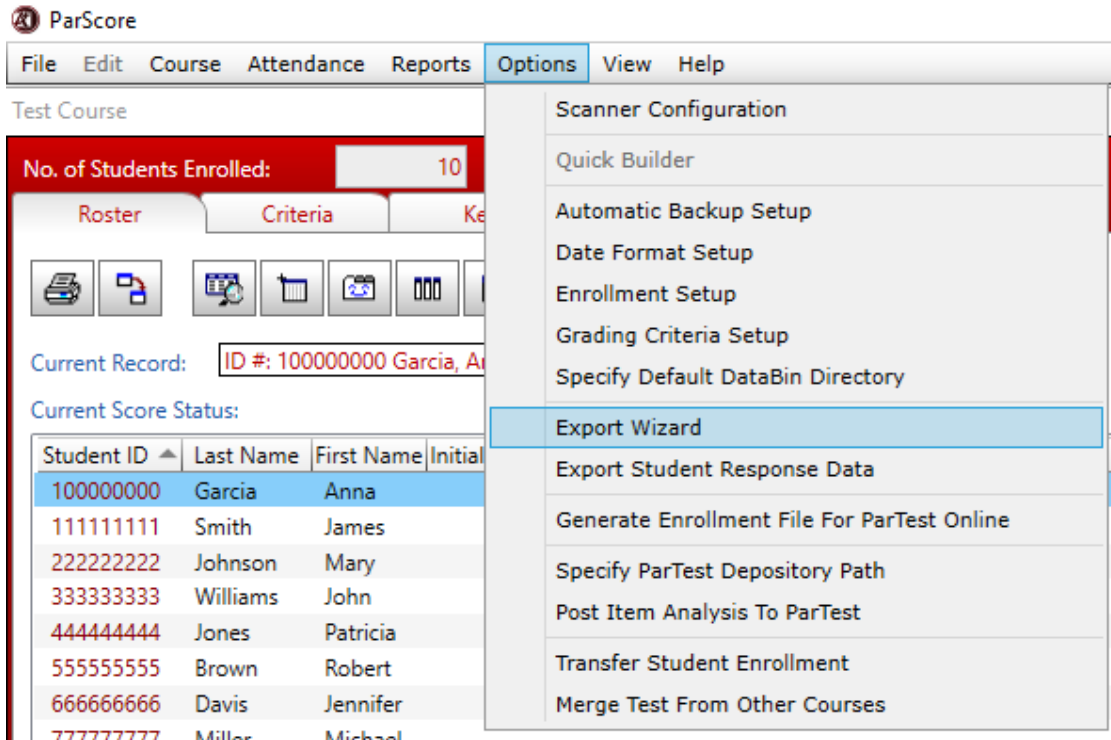
Student ID	Last Name	First Name
100000000	Garcia	Anna
111111111	Smith	James
222222222	Johnson	Mary
333333333	Williams	John
444444444	Jones	Patricia
555555555	Brown	Robert
666666666	Davis	Jennifer
777777777	Miller	Michael
888888888	Wilson	Linda
999999999	Anderson	Thomas

- Select the report(s) you want to print or preview (See documents in COB2 215 for samples of reports)

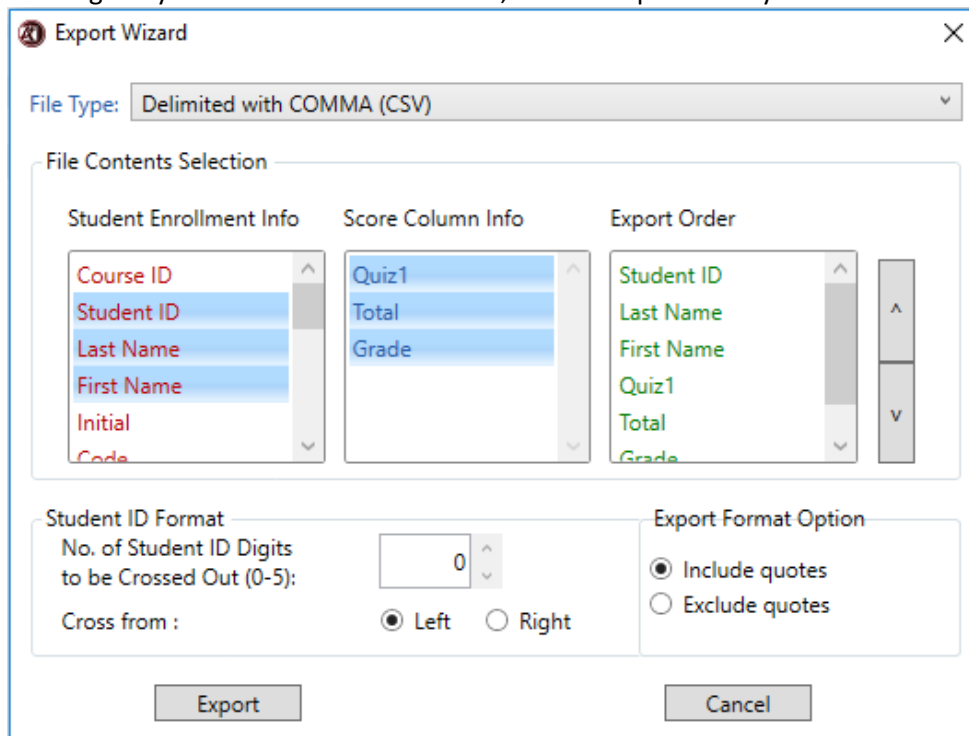
- **Exporting Test Results**

- Select the “Options” pull-down menu
- Select “Export Wizard”





- Select the “Delimited with COMMA (CSV)” for the File Type, then select “Export” to save as a CSV to your flash drive
- Select the information you want exported (recommended: last/first name, student id, score). Hold Ctrl Button down on the keyboard to make multiple selections
- Again, please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files



*\*\*Please save documents on a flash drive, or send them to yourself in an email, as documents on the desktop will be deleted periodically.*

- **Backing Up A Course**

The “Course Backup Options” option is located on the course selection screen. With this option, you can create a password to back up your files onto your flash drive. Please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files.

- Log into ParScore
- On the course selection screen, highlight the course you want to back up and select the “Backup...” option
- Select yes to confirm
- Here, you have the options to select the location to save the backup, and to protect the backup with a password. Click ok to back up the course

### **Uploading ParScore Grades in CatCourses**

1. Grade assignments in ParScore according the standard instructions (using either the F-288-PAR-L or F-289-PAR-L forms)
2. Export the data from ParScore into a **.csv file** (e.g. export.csv)
  - a. Select “Options” in the ParScore Menu and then click on “Export Wizard” and select the following fields: Last Name, Optional1, [Assignment Name] (e.g. Quiz 1, Exam 1, Midterm 1, etc.)

**Export Wizard**

File Type: Delimited with COMMA (CSV)

File Contents Selection

Student Enrollment Info	Score Column Info	Export Order
Phone	Quiz1	Last Name
Comment	Total	Optional1
Optional1	Grade	Quiz1
Optional2		
Optional3		
Optional4		

Student ID Format

No. of Student ID Digits to be Crossed Out (0-5):

Cross from :  Left  Right

Export Format Option

Include quotes

Exclude quotes

- 
- b. Open the ***CatCourses Import File Template***\* (please see ***The CatCourses Import Format*** section below for more information) located on the desktop.
  - c. Add an additional column(s) heading with the name of an existing CatCourses Assignment(s), or a new assignment name that you'd like to add into the gradebook. *(Note: If you add a new assignment name, you should check the Assignments tool after you import and move it to the correct group.)*
  - d. From the ParScore export.csv file copy the data under the **Last Name** row header and paste it below the **Student** column of the ***CatCourses Import File Template***
  - e. From the ParScore export.csv file copy the data under the **Optional1** row header and paste it below the **SIS Login ID** column in the ***CatCourses Import File Template***
  - f. From the ParScore export.csv file copy the data under the **[Assignment Name]** row header and paste it below the **[Assignment Name]** column in the ***CatCourses Import File Template***.
  - g. Save the document as an **.csv file** (e.g. import.csv)
3. Go to the gradebook for your course in Canvas, and import the **.csv file**.
    - a. Go to desired course
    - b. Click Grades
    - c. Click Import
    - d. Browse to choose import.csv.
    - e. Click Upload Data

**\*The CatCourses Import Format:** There are currently 5 required columns that must be in your CSV file in this order. They all must contain the following headers, which are case sensitive, but there does not have to be data populated under every column in order to import:

- **Student:** In CatCourses, this contains the student's First Name Last Name. You can leave this blank for the import, or use just a portion of the name in the import. A partial name can come in handy for troubleshooting if there are UCMNetIDs in ParScore that aren't in CatCourses, which is why we recommend adding the last name under Student in the process above.
- **ID:** The student's internal Canvas ID. You can leave this column blank.
- **SIS User ID:** The student's sourcedid.id from Banner. You can leave this column blank.
- **SIS Login ID:** The student's UCMNetID. Note, these do not have to be in the same order as they are listed in CatCourses.
- **Section:** You can leave this blank.

\*\*Please feel free to contact [ssha.curriculum@ucmerced.edu](mailto:ssha.curriculum@ucmerced.edu) if you have any questions or concerns. \*\*

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# Sample Forms and Flowcharts

In this section, you will find various sample forms for your reference. Below is a brief description of each:

## **Add/Drop Form**

Students may use this form when submitting an add or drop request after the online course change deadline has passed.

## **Requisite Override Form**

Students and instructors complete this form when seeking to waive a course prerequisite.

## **Over-Enrollment Request**

While over-enrollment is never encouraged, with the permission of the instructor, a student may submit a request to be over-enrolled into a course. Students do not have access to this form online, however, they can request one via the Over-Enrollment Form Request webform starting on the first day of instruction (see **Enrollment**, p.13).

## **Over-Enrollment Process Flowchart**

While over-enrollment is never encouraged, with the permission of the instructor, a student may submit a request to be over-enrolled into a course. This flowchart outlines the steps for a student to overenroll into a course.

## **Independent Study Form**

Students and faculty complete this form if a student wishes to enroll in Directed Group Study, Directed Independent Study, or Research.

## **Independent Study Flowchart**

This flowchart outlines the steps for a student to enroll in Directed Group Study, Directed Independent Study, or Research.

## **Course Evaluation Form**

Students complete an electronic version of this form during the last two weeks of each term. Student responses to these questions are included in a report sent to instructors after all final grades have been submitted.



5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / registrar.ucmerced.edu

**Personal Information**

Undergraduate  Graduate  Other

Choose term and year:  Fall  Spring Year: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

UCM ID Number 

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**Add Deadlines:** Students may add online if space is available through the 5th day of instruction. After the 5th day of instruction through the 15th day of instruction, students may add using this form, only with the Instructor approval, returning the form to the Students First Center during business hours. If a course has a requisite(s) that has not been met, instead of this form students must use the Requisite Override Enrollment Form. To confirm requisites for a course, go to <https://registrar.ucmerced.edu/go/schedule>.

**Drop Deadlines:** Students have until the 15th day of instruction to drop online without further approval. After the 15th day of instruction, students can withdraw from a course using the Course Withdraw form. See the Registrar web site for Course Withdraw deadlines <http://registrar.ucmerced.edu/schedules/deadlines>.

**Instructors:** After the first week of instruction, students are required to obtain your signature to enroll. During the first week of instruction, a student seeking your signature to override course requisite(s) must use the Requisite Override Enrollment Form.

A D D	CRN	Subject	Course	Sec	Units	Instructor Signature (required after first week)	D R O P	CRN	Subject	Course	Sec	Units	

*I understand that I must be registered for at least 12 units to be considered a full-time student (8 units for graduate student). Any changes in my course load may affect my financial aid, athletic, or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule through MyRegistration at any time.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Students First Center Use Only:

Updated: 08/01/2014

Total Units after all changes \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_



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**Personal Information**

Undergraduate  Graduate

UCM ID Number

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Email \_\_\_\_\_

The deadline to add a course with instructor permission is the 15th day of instruction. If a course has requisite(s) that has not been met, use this form to obtain Instructor signature. Requisite(s) include course prerequisites or corequisites and major or class level restrictions. To confirm requisites for a course, go to <https://registrar.ucmerced.edu/go/schedule>.

Obtain Instructor Signature on this form and return this form to the Students First Center during business hours by the established deadline. <http://registrar.ucmerced.edu/schedules/deadlines>.

If you are seeking a requisite(s) override for a course offered by the School of Natural Sciences or School of Engineering an additional signature from a School representative is required before returning this form to the Students First Center. You will receive an email from the School regarding the approval or denial of this request. If the School approves your requisite(s) waiver and it is the 5th day of instruction or prior, the email will include instructions to add the course online. If the School approves your requisite(s) waiver and it is after the 5th day of instruction, pick up this form and return it to the Students First Center by the established deadlines.

**Course Information**

Fall  Spring Year: \_\_\_\_\_

Have you previously attempted and not passed the requisite(s):  Yes  No If yes, when was your last attempt: \_\_\_\_\_

Use the space below to explain how you plan to be successful in this course without meeting the requisite(s).

A D D	CRN	Sub	Crs	Sec	Units	Instructor Signature <i>I am allowing the student to enroll without the requisite(s) of the course</i>	Date	D R O P	CRN	Subject	Course	Sec	Units	

*I understand that I must be registered for at least 12 units to be considered a full-time student (8 units for graduate student). Any changes in my course load may affect my financial aid, athletic or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule through MyRegistration at any time.*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**School of Natural Sciences and School of Engineering Courses ONLY:** Students seeking an override for a requisite that has not been met should return this form first to the School (where the course is being offered) after obtaining the Instructor signature.

**School Designee:** \_\_\_\_\_ Date: \_\_\_\_\_

Students First Center Use Only:	Updated on: 08/01/2014
Total units after all changes: _____	Processed by: _____ Date: _____



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**Personal Information**

Undergraduate  Graduate

UCM ID Number 

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Email \_\_\_\_\_

The deadline to add a course with instructor permission is the 15th day of instruction. Obtain Instructor Signature on this form and then take this form to the School or Program offering the course. Instructor signature does not guarantee over enrollment. Students cannot be added to a course, even with instructor and School approval if the classroom is at fire safety capacity.

You will receive an email from the School or Program regarding the approval or denial of this request. If the School or Program approves over enrollment of the course and it is the 5th day of instruction or prior, the email will include instructions to add the course online. If the School or Program approves over-enrollment of the course and it is after the 5th day of instruction, pick up this form and return it to the Students First Center by the established deadlines. To review deadlines, go to <http://registrar.ucmerced.edu/schedules/deadlines>.

If a course has a requisite(s) that has not been met students must use the Requisite Override Enrollment form in addition to the Over Enrollment Request form. To confirm requisites for a course, go to <https://registrar.ucmerced.edu/go/schedule>.

**Special Instructions for Instructors:** Instructor signature does not guarantee over enrollment. Final approval is at the discretion of the School. Students cannot be added to a course, even with instructor and School approval if the classroom is at fire safety capacity.

**Course Information**

Fall  Spring Year: \_\_\_\_\_

A	CRN	Sub	Crs	Sec	Units	Instructor Signature	Date	D R O P	CRN	Subject	Course	Sec	Units
	<i>I am allowing the student to enroll beyond the capacity of the course.</i>												
D													
D													

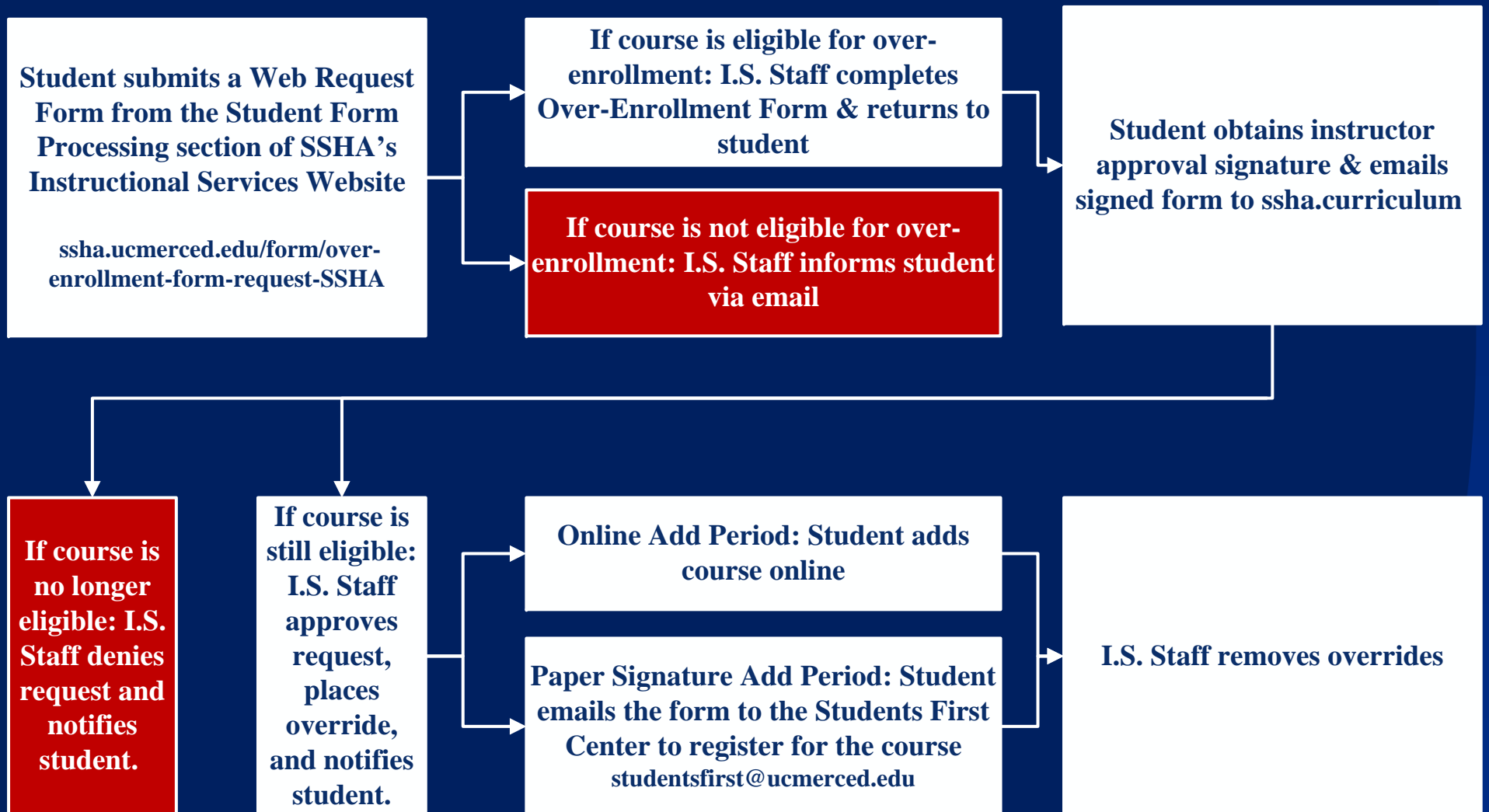
*I understand that I must be registered for at least 12 units to be considered a full-time student (8 units for graduate student). Any changes in my course load may affect my financial aid, athletic or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule through MyRegistration at any time.*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
(from the School or Program offering the course)

Students First Center Use Only:	Updated on: 08/01/2014
Total units after all changes: _____ Processed by: _____ Date: _____	

# Over-Enrollment Process







Complete all information, sign your request, and return this form to the Students First Center. You must be formally admitted to UC Merced to participate. Incomplete forms will be returned to the student.

### Personal Information

Undergraduate  Graduate

UCM ID Number 

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Add Deadlines:** Through 15th day of instruction: Students may add using this form only with Instructor approval. You must return this completed form to the Students First Center.

**Drop Deadlines:** Through 15th day of instruction: Students may drop online without further approval. After 15th day of instruction, students may withdraw using the Course Withdrawal form. \$10 fee.

**Grade Mode Deadlines:** Through 10th day of instruction: Student may make adjustments to grade mode, when applicable, by coming to the Students First Center.

### Course Information

Fall  Spring Year \_\_\_\_\_

Select School/Program:

SoE  SNS  SSHA  MWP  Graduate

Specify course subject code: \_\_\_\_\_

Specify one course number from the following:

Research (095, 195, 295) \_\_\_\_\_ Directed Group Study (098, 198, 298) \_\_\_\_\_ Individual Study (099, 199, 299) \_\_\_\_\_ Other \_\_\_\_\_

Number of units \_\_\_\_\_ x 3 hours of work per week = \_\_\_\_\_ total weekly hours of work

1 unit equivalent to 3 hours work per week

Printed name of Instructor(s): \_\_\_\_\_

Coursework completed relevant to research \_\_\_\_\_

### Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Grading option for CHEM 095, CHEM 195, QSB 299 are instructor preference. Instructor must specify grading option after their signature on this form.

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Dean or Designee\* \_\_\_\_\_ Date \_\_\_\_\_

\*Required for **undergraduate** students adding a course

### Office Use Only

Updated on: 03/21/2018

CRN Assigned: \_\_\_\_\_ Course Section #: \_\_\_\_\_ Date Completed: \_\_\_\_\_ by \_\_\_\_\_

Student Registered on: \_\_\_\_\_ by \_\_\_\_\_

**Print Form**

## **Instructions for submitting Independent Study Form (for undergraduate students):**

### **School of Engineering (SoE):**

- 1) Find professor to work with
- 2) Sign up for one of the SoE subjects
- 3) Select units. Up to 4 units of Independent Research may be used for technical elective credit for engineering majors.
- 4) Complete Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to the School of Engineering Dean's Suite (SE2 315)
- 6) Once approved, you will be e-mailed and notified to pick up the form and submit it to the Students First Center to be registered for the course

### **School of Natural Sciences (SNS):**

- 1) Find professor to work with
- 2) Based on major, sign up for one of the SNS prefix subjects. For students registering for PHYS 196, use the Other box to complete the course number
- 3) Select units
- 4) Fill out Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to Natural Sciences' Dean's Suite (SE1 270)
- 6) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

### **Merritt Writing Program (MWP):**

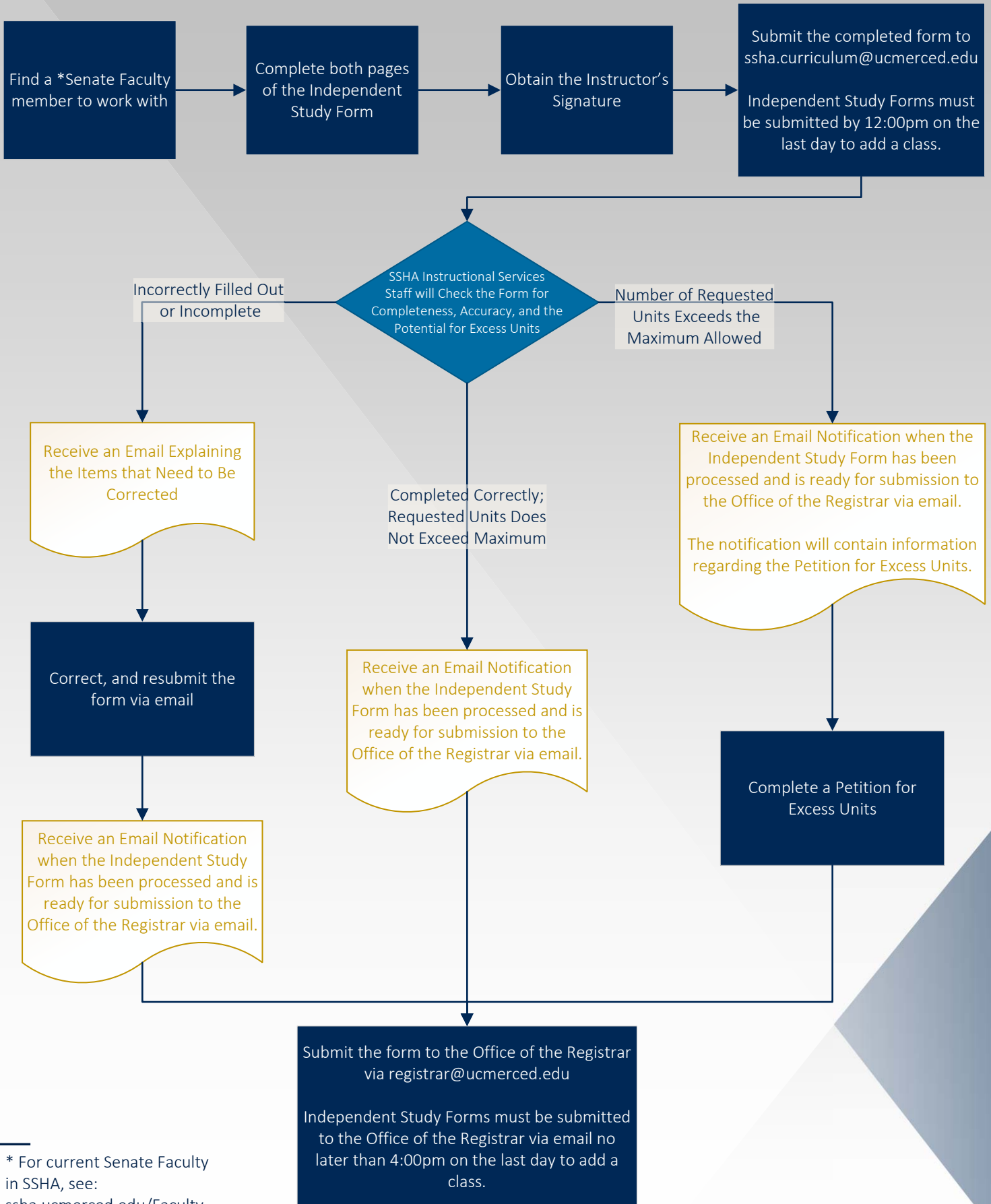
- 1) Drop off completed form to Academic Office Annex (AOA) 128
- 2) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

### **School of Social Sciences, Humanities and Arts (SSHA):**

- 1) Completely fill out independent study form and answer the following questions in the text box below
  - a. How many contact hours/week are you requesting and how will those hours be used? How many hours will be spent doing research/ project and how many hours will you be working with the Faculty member? (ex: 3 hours of independent research in lab plus 1 hour meeting w/ Faculty member per week)
  - b. What will your primary responsibilities include?
- 2) Drop off form to SSHA Reception Desk (COB 259)
- 3) Return to SSHA Reception Desk in 3 full business days to pick up your form and submit it to the Students First Center to be registered for the course

# Student Process for Independent Study

Updated July 20, 2020



\* For current Senate Faculty in SSHA, see: [ssha.ucmerced.edu/Faculty](http://ssha.ucmerced.edu/Faculty)



Mark as shown:      Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction:      Please follow the examples shown on the left hand side to help optimize the reading results.

**1. Academic Program Information:**

- 1.1 Please indicate how this course fits in with your academic program. It is:
- in my major                       in my minor                       a general education requirement
- an elective                       other

**2. Instructor and Course Questions:**

neither agree or disagree    somewhat disagree    disagree    strongly disagree  
 somewhat agree    agree    strongly agree    not applicable

- |  |                          |                          |                          |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2.1 This instructor was effective overall.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 The instructor's explanations were clear.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 In this class, I was treated with respect.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Materials used in this course (text, readings, notes, websites, etc.) were useful. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 Assigned work was valuable to my learning.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6 This class was well organized.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7 I knew what was expected of me in this class.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.8 The instructor was well prepared for class.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.9 There was sufficient time in class for questions and discussion.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.10 The instructor displayed enthusiasm for the subject matter.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.11 Methods of evaluation in this course were fair.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.12 Feedback on my work was valuable to my learning.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.13 The instructor was available for consultation outside class.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.14 I learned a great deal in this course.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Please continue on the back.**



3. Open Response Questions:

3.1 What do you like most about the course and instructor?

3.2 What could the instructor do to improve the course, if anything?

3.3 Other comments or suggestions.

**Thank you for your participation.**



# TOP TEN THINGS TO REMEMBER ABOUT THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

University of California, Merced  
Office of the Registrar (Updated 8/19)

**#10** The purpose of FERPA is good! It affords rights to students to:

- Inspect and review their education records (access allowed within 45 days after written request)
- Seek changes to these records
- Control disclosure of information from their records
- File a complaint with the Family Policy Compliance office in Washington, DC

**#9** UCM's policies on release of student information are widely available

- On the web at [registrar.ucmerced.edu/policies/ferpa](http://registrar.ucmerced.edu/policies/ferpa)
- In the UCM Catalog at [catalog.ucmerced.edu](http://catalog.ucmerced.edu)

**#8** **Never** post grades using any part of students' ID numbers

- Instead, assign individual numbers to students at random. Only the student and the faculty member who assigned the number should know the number. The order of posting should **never** be alphabetic by student name.

**#7** **Never** leave stacked graded papers for students to pick up—not even in sealed envelopes (unless you have a student's permission to do so)!

- Instead, try these alternatives (and add info to your syllabus to alert your students)
- At the end of the semester, mail graded papers/exams via campus or U.S. mail in envelopes that students pre-address, pre-stamp, and provide for you
- If space and personnel allow, students may pick up papers/exams from School assistants or faculty colleagues (they are responsible for checking student identification, however)

**#6** **Never** circulate a printed class list for attendance purposes if it shows the combination of name and ID

**#5** **Never** discuss student progress with anyone other than the student without the student's consent, including the student's parents or spouse!

- Do not include grades and GPA in letters of recommendation unless you receive a signed release from the student to do so.
- Contact Erin Webb at 228-4501 if you need a template release form for this purpose.

**#4** **Never** provide anyone with a student's schedule or help anyone find a student on campus.

- Instead, contact Students First Center at 209-228-7178

**#3** **You** Are Responsible to Protect All educational records in your possession!

- This includes paper documents in your office such as computer printouts, class lists, display screen data, and advising notes. These are practical tools that you need to do your job; however, they should be protected like you would protect a purse or wallet. Do not leave these items out in open areas, but store them out of sight, preferably in a locked cabinet or drawer when not in use.

**#2** Official transcripts are available through the Office of the Registrar

- The Office of the Registrar is responsible for student record information and maintenance

**#1** **If in doubt, don't give it out!** Call Erin Webb at 228-4501 with questions/concerns!

- Want to read more? Go to [registrar.ucmerced.edu/policies/ferpa](http://registrar.ucmerced.edu/policies/ferpa)
- Want to know even more? Take the 30-minute course available at [ucm.edu/v/uclearningcenter](http://ucm.edu/v/uclearningcenter) (search for FERPA)

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# Links to Important UC Merced Resources

## Academic Senate Policies and Procedures

<http://senate.ucmerced.edu/policies>

- Establishment or Revision of Academic Degree Programs
- Course Request/Modification
- Undergraduate Instruction and Education
- Graduate Groups
- Graduate Instruction and Mentoring
- Research and Scholarship
- Faculty Rights and Interests

## Room Reservation System

<https://it.ucmerced.edu/content/room-reservation-system-ems>

## Emergency Contact Information

<http://emergency.ucmerced.edu>

## Office of the Registrar Student Forms that Require Instructor Consent

<http://registrar.ucmerced.edu/faculty-and-staff/faculty/forms>

- Add/Drop
- Course Withdrawal
- Independent Study Enrollment
- Petition of Academic Policy

## Calendars and Schedules

- Course Add/Drop Schedule and Deadlines:  
<http://registrar.ucmerced.edu/schedules/deadlines>
- Academic Calendar: <http://registrar.ucmerced.edu/schedules/calendars>

## Resources for Faculty

Office of the Registrar Resources - <http://registrar.ucmerced.edu/faculty>

SSHA Resources - <https://ssha.ucmerced.edu/faculty-resources>

UC Merced Resources - <http://ucmerced.edu/faculty>

- FERPA – basic rules for Faculty
- Academic calendars and deadlines
- Administration and research support
- Grading policies and procedures
- Guidelines for accommodating students with disabilities/student religious observances

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## SSHA Instructional Services Resources

<http://ssha.ucmerced.edu/instructionalservices>

- Course Evaluations
- Course Scheduling
- Curriculum Support
- Grades
- New Instructor Orientation
- Scantron Machine Support
- Student Form Processing
- Textbook/Course Materials

## UC Merced Fast Facts

<http://ucmerced.edu/fast-facts>

## UC Merced Trainings

- Queer Ally Program: <http://queer.ucmerced.edu/>
- UndocuAlly Training: <https://undoc.ucmerced.edu/undocually>
- Diversity Awareness Certificate Program (DACP):  
<https://diversity.ucmerced.edu/Diversity-Awareness-Certificate-Program>
- Office of Equity, Diversity and Inclusion Workshops and Trainings:  
<https://diversity.ucmerced.edu/resources-partners/educational-awareness/training-workshops>
- Professional Learning Academy: <https://hr.ucmerced.edu/training/programs-and-certificates/professional-learning-academy>
- Talent Development Programs, Services, and Tools: <https://hr.ucmerced.edu/Programs-Services-and%20Tools>
- UC Learning Center (UCLC): <https://hr.ucmerced.edu/uclc>



# UNIVERSITY OF CALIFORNIA MERCED



### Academic / Instructional Buildings

- ACS - Arts & Computational Sciences Building
- ADMIN - Administration Building
- AOA - Academic Office Annex
- BSP - Biomedical Sciences and Physics Building
- COB1 - Classroom and Office Building 1
- COB2 - Classroom and Office Building 2
- GLCR - Glacier Point
- GRAN - Granite Pass
- KL - Leo and Dottie Kolligian Library
- SE1 - Science and Engineering Building 1
- SE2 - Science and Engineering Building 2
- SRE - Sustainability Research & Engineering Building
- SSB - Student Services Building
- SSM - Social Sciences and Management Building

- |                                   |  |                          |  |
|-----------------------------------|--|--------------------------|--|
| Buildings                         |  | ATM                      |  |
| Bus Route                         |  | Bus Stop                 |  |
| Main Pedestrian Paths             |  | Food                     |  |
| Public Vehicle Pathways and Areas |  | Parking Permit Dispenser |  |
| Service Vehicle Pathways          |  | Welcome Center           |  |

**Campus is a Smoke Free & Tobacco Free Environment**   
Gov Code 7597.b

### For Emergency:

Dial 9-9-1-1 from Campus Phone  
Dial 9-1-1 or (209) 228-2677 from Cell Phone

### Request a Safety Escort:

Dial: (209) 228-2677 (CAT-COPS)

### For Non-Emergency:

Dial (209) 228-8273 (Business Hours)  
Dial (209) 228-2677 (24 Hours)



## School of Social Sciences, Humanities and Arts

### General Contact Information

Many of the SSHA departments utilize generic email addresses to ensure requests are handled in a timely manner. Each email address listed has at least two or more staff members who monitor it regularly. This allows for continuous coverage when staff are unavailable due to vacation, illness, training or conferences. When submitting requests, please refer to the below email addresses.

Academic Personnel:	SSHA Academic Personnel: <a href="mailto:ssha.ap@ucmerced.edu">ssha.ap@ucmerced.edu</a>
Accounts/Budget/Financial Reporting:	SSHA Finance: <a href="mailto:ssha.financial@ucmerced.edu">ssha.financial@ucmerced.edu</a>
Academic Advising:	SSHA Academic Advising: <a href="mailto:ssha.advising@ucmerced.edu">ssha.advising@ucmerced.edu</a>
Building Access/Keys:	Christine Howe: <a href="mailto:chowe@ucmerced.edu">chowe@ucmerced.edu</a>
Cell Phone Ordering:	SSHA Finance: <a href="mailto:ssha.financial@ucmerced.edu">ssha.financial@ucmerced.edu</a>
Conference Room Reservations:	EMS Room Reservation System: <a href="https://it.ucmerced.edu/content/room-reservation-system-ems">https://it.ucmerced.edu/content/room-reservation-system-ems</a>
Copy Codes:	SSHA Reception: <a href="mailto:ssha.reception@ucmerced.edu">ssha.reception@ucmerced.edu</a>
Course Scheduling (Undergraduate & Graduate):	SSHA Curriculum: <a href="mailto:ssha.curriculum@ucmerced.edu">ssha.curriculum@ucmerced.edu</a>
Curriculum/Instructional Services: (Course scheduling and enrollments, Course Proposals and other curricular changes, Independent Study, grades, course evaluations, signage for class cancellations, etc.)	SSHA Curriculum: <a href="mailto:ssha.curriculum@ucmerced.edu">ssha.curriculum@ucmerced.edu</a>
Desk Copies for TAs and Graduate Student Instructors:	SSHA Curriculum: <a href="mailto:ssha.curriculum@ucmerced.edu">ssha.curriculum@ucmerced.edu</a>
Events Planning:	SSHA Seminars/Events: <a href="mailto:ssha.seminars@ucmerced.edu">ssha.seminars@ucmerced.edu</a>
Faculty Liaisons:	Faculty Liaisons: <a href="mailto:facultyliaison@ucmerced.edu">facultyliaison@ucmerced.edu</a>
FedEx Labels (daily deadline is 1:00 pm):	SSHA Reception: <a href="mailto:ssha.reception@ucmerced.edu">ssha.reception@ucmerced.edu</a>
Finance:	SSHA Finance: <a href="mailto:ssha.financial@ucmerced.edu">ssha.financial@ucmerced.edu</a>
General Questions:	SSHA Reception: <a href="mailto:ssha.reception@ucmerced.edu">ssha.reception@ucmerced.edu</a>
Graduate Support:	SSHA Graduate Services: <a href="mailto:ssha.grad@ucmerced.edu">ssha.grad@ucmerced.edu</a>
Grant Support:	SSHA Grants: <a href="mailto:ssha.grants@ucmerced.edu">ssha.grants@ucmerced.edu</a>
Hires (Non-Academic/Staff & Students):	SSHA Finance: <a href="mailto:ssha.financial@ucmerced.edu">ssha.financial@ucmerced.edu</a>
Hires (Academic):	SSHA Academic Personnel: <a href="mailto:ssha.ap@ucmerced.edu">ssha.ap@ucmerced.edu</a>
Lab Furniture:	ACT Service Now: <a href="https://act.ucmerced.edu/">https://act.ucmerced.edu/</a>
Office Furniture:	Allison Costa: <a href="mailto:acosta@ucmerced.edu">acosta@ucmerced.edu</a>
Purchasing:	ACT Service Now: <a href="https://act.ucmerced.edu/">https://act.ucmerced.edu/</a>
Reimbursements: (General, Entertainment & Travel)	ACT Service Now: <a href="https://act.ucmerced.edu/">https://act.ucmerced.edu/</a>
Scantron Machine Support:	SSHA Curriculum: <a href="mailto:ssha.curriculum@ucmerced.edu">ssha.curriculum@ucmerced.edu</a>
Seminars:	SSHA Seminars/Events: <a href="mailto:ssha.seminars@ucmerced.edu">ssha.seminars@ucmerced.edu</a>
Textbook Orders:	UCM Bookstore: <a href="http://www.bkstr.com/ucmercedstore/home">www.bkstr.com/ucmercedstore/home</a>
Travel Arrangements:	ACT Service Now: <a href="https://act.ucmerced.edu/">https://act.ucmerced.edu/</a>
Work Orders (Facilities):	Christine Howe: <a href="mailto:chowe@ucmerced.edu">chowe@ucmerced.edu</a>

# Emergency Information

**DIAL 209-228-2677 (CAT COPS)**

IT IS RECOMMENDED THAT YOU ADD THIS NUMBER TO YOUR CELL PHONE DIRECTORY

## Important Campus Phone Numbers

### UC Merced Main Number

209-228-4400

### UC Merced Emergency Information Line

1-866-993-0969

### UC Merced Department of Public Safety

209-228-2677 (*Cat Cops*)

## Emergency Preparedness and Response

### UC Merced Fire Marshal

209-228-4473

### UC Merced Environmental Health & Safety

209-228-4234

## Other Emergency Help

### Facilities Management

209-228-2986

### Information Technology

209-228-4357 (*Help*)

## Personal Safety

### Campus Escort Service

209-228-2677 (*Cat Cops*)

## Campus Mediation Programs

### Campus Ombudsperson

209-228-4410

### Student Crisis Response Team

209-228-2677

### Campus Health and Counseling Services

209-228-2273 (*Reddy Student Health Center*)

### Employee Assistance Program

800-422-5322

### Counseling and Psychological Services

209-228-4266

## Community Services

### Merced Police Department

209-385-6905

### City of Merced Fire Department

209-385-6891

### Merced County Sheriff's Office

209-385-7445

### Mental Health Services

209-381-6800

### Mercy Medical Center

209-385-7000

### Valley Children's Hospital

559-353-3000

For complete information on emergency plans and procedures, visit [emergency.ucmerced.edu](https://emergency.ucmerced.edu).







**GO BOBCATS!!**

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