The Campuswide Honors Program
Student Handbook
(your guide for making the most of your CHP experience)

2018 - 2019

Prepared by the Honors Program Staff
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*Fireside Chat with Professor Dabdub in honors housing*
Welcome!

Welcome to the University of California, Irvine and the Campuswide Honors Program (CHP)! This handbook has been designed to provide you with an easy reference to most of the important information you will need to know about the Program and the opportunities that UCI provides its honors students. We hope you will find it useful, and if you have comments or suggestions, please let us know.

Whether you are a new or continuing student, you will be better able to formulate your goals as an honors student if you take a moment to consider what you think your college education, and honors education in particular, “should be.”

Being accepted into the Campuswide Honors Program is an honor, one that you earned as a result of outstanding academic achievement in high school and/or college. This acceptance also includes a challenge and the responsibility for you to actively participate in the process of your education. What you ultimately gain from your years at UCI and in the Honors Program will be in direct proportion to the effort you put in, both within the classroom and in the activities and experiences you pursue outside the classroom.

We want and expect you to be successful as an undergraduate student at UCI, and hope you will use these years and the framework of the Honors Program wisely. The CHP will enable you to test and expand your limits, skills, and knowledge. Although your education will not always be easy, and what you learn may not always seem immediately relevant or purposeful, in many ways the educational process is more important than the individual facts you collect along the way. You come to the college experience filled with energy, enthusiasm, some anxiety, and lots of excitement and expectations. We want you to leave UCI with many of these same qualities and emotions, but transformed by experience and confidence, with skills that will enable you to apply yourself to any career or graduate/professional school — and to your life in general, no matter what its course.

The Honors Program will not “guarantee” you a place in medical/law/graduate school, decide the best major for you, ensure you better grades, or make your career decisions. You are responsible for the decisions you make and the degree of success you achieve during your undergraduate years. However, the CHP is an important academic and social resource that can help you succeed at UCI and beyond. It is an honor to be invited to the Program; it will be a greater honor and a mark of high achievement for those who complete it.

The CHP Staff

Professor Ted Wright - Faculty Director
Dr. Lisa Roetzel - Director, Administration
Mary Gillis - Senior Honors Advisor
Christina Treble - Honors Advisor
Karissa Sorenson - Honors Advisor
Theresa Nguyen - Honors Advisor
Rachel Roberts - Office Manager
Jamisyn Atlas, Andrea Porras, Sunny Kim, Dominique (Nikki) Oei - Honors Peer Academic Advisors
History and Goals of the Campuswide Honors Program

The CHP began in fall 1988 when it admitted its first freshmen class. Since then, the CHP has grown to include over 900 active students from almost every major on campus. Many of our students continue their studies after graduation at prestigious graduate and professional schools around the country.

The CHP provides talented and successful students with the rigor and personal attention of a selective liberal arts college and the opportunities of a dynamic research university. It is a place where a select group of students and faculty come together to instruct, challenge, and sustain one another. It is a community of scholars — one in which development of the mind goes hand-in-hand with the development of the whole person. It is a place where the faculty — an extraordinary group of respected scientists, artists, musicians, and writers — are passionate about scholarly issues and are also dynamic, concerned teachers.

The goal of the Honors Program is to provide outstanding UCI students with a special honors curriculum consisting of close interaction with peers, instruction and mentorship by UCI's top faculty, and the opportunity to participate in undergraduate research. Enhanced advising support provides students with assistance in applying for scholarships, internships, graduate/professional schools, education abroad, and work experience. The Program provides a blend of interdisciplinary coursework, benefits, and experiences that maximize the students' opportunities and accomplishments at UCI, and helps prepare them to be tomorrow's leaders, researchers, and educators.

How does the Program work? The Honors Program emphasizes breadth and depth of learning. Complementing their regular school/major requirements, CHP students take three honors core sequences, which satisfy many categories of General Education requirements. They are primarily designed to challenge CHP students by exposing them to the various disciplines on campus as well as some of our best faculty from within those disciplines.

Each honors core sequence introduces interesting topics, issues and methods of inquiry across disciplines, while helping students develop sophisticated reading, writing, mathematical, analytical, and speaking skills. The unique combination of theoretical concepts and practical skills enhances students' experiences at UCI and provides them with useful tools that can be used in other courses and areas of interest.

Through the CHP, students have the opportunity to deepen their knowledge and develop a close relationship with a faculty member as they work together for at least two quarters on an individual research project and write it up as their honors thesis. Students are exposed to the excitement of discovery, and learn, through direct experience, the research methods in their discipline.
Minimum Requirements for Completion of the CHP

In addition to meeting the major, school, and university requirements for graduation, CHP students must complete the following in order to graduate from the Campuswide Honors Program:

1) Achieve an overall grade point average (GPA) of 3.2 or above by graduation
2) Enroll in a minimum of 12 graded units each quarter
3) Complete an approved honors thesis/project
4) Complete the required honors core courses with a letter grade of C or better

GPA Requirement

Freshmen
CHP students should attain a minimum GPA of at least a 2.8 by the end of their first year. Those who drop below a 2.8 will be placed on probation for the following quarter. Students on probation will meet with an honors advisor during their probationary quarter to discuss their situation and monitor subsequent progress during the quarter. CHP students will be allowed to continue through the first year on probation if they are making progress toward raising their GPA and attend the required meetings with an honors advisor. However, if they do not raise their GPA to the required minimum or do not attend the advising meetings, they will not be allowed to continue in the honors program. Those who fall below a 2.8 during spring quarter only will be placed on probation for fall quarter (and are required to meet with an honors advisor during summer/fall quarter).

Sophomores
CHP students should attain a minimum GPA of at least a 3.0 by end of their sophomore year. If their GPA is below a 3.0 at the end of fall quarter, sophomore year, students receive a warning and are placed on probation for winter and/or spring quarter. The same probation process outlined above for freshmen year applies. CHP students must have earned a minimum GPA of 3.0 in order to continue beyond their sophomore year.

Juniors and Above*
A minimum overall GPA of 3.2 is required for graduation from the CHP. Students who fall below a 3.2 in any quarter from the beginning of their third year onward will receive a warning and be placed on probation with the CHP.

*Honors to Honors transfer students should attain a minimum GPA of at least 3.0 by the end of their first year in the CHP. A 3.2 is required for Honors to Honors transfer students to graduate from the CHP.

Students who fall below a 3.0 GPA during their junior and/or senior year, or who are involved in incidents of academic dishonesty, are subject to dismissal from the CHP (decided at the discretion of the director). Students’ GPAs will be recalculated at the end of each quarter on probation to make sure student is able to raise their GPA to the minimum required.

Unit Requirement
CHP students must enroll in a minimum of 12 graded units per quarter, although most students try to take around 16 units and some take even more than that. Furthermore, students must take all of their required honors core courses for a letter grade (not “pass/ no pass”).

Undergraduate Research and Honors Thesis/Project Requirement

Usually completed senior year, but students are encouraged to start research as early as possible depending upon their readiness as well as faculty availability and approval.

The capstone work you will do in the Campuswide Honors Program will be an honors thesis/project/report. It may prove to be one of the most rewarding parts of your education at UCI. With some variation, this project will involve a minimum of two quarters of research with a UCI faculty advisor (who is tenured or on the tenure track) and the completion of an honors thesis or publication-quality paper. Most students will fulfill this requirement through one of the school/major upper-division honors programs on campus. All information related to this is included in the CHP Research/The Thesis and Senior Year Handbook. All CHP students are required to meet with an honors advisor by their junior year to go over their research/thesis and senior year plans.
Course Requirements + Options
Honors courses are designed and taught by experienced faculty and intended to provide an honors-level experience during undergraduate studies while giving students breadth and depth in several critical areas often outside their field of study.

There are no direct course equivalencies to honors core courses, even at UCI, so Advanced Placement (AP) and/or International Baccalaureate (IB) exam credit will NOT exempt CHP students from taking these required courses. AP/IB classes will, however, prepare students to do well in Honors core courses.

We often hear from CHP students that their honors courses help them feel more prepared and confident in upper division classes, graduate/medical school exams and interviews, life after college, etc. In addition, honors core courses will fulfill many of UCI’s General Education (GE) requirements. More information on how honors core courses will fulfill GE requirements can be found in Appendix F and via the “Curriculum” section of the CHP’s website.

Beginning in fall 2017, CHP students will pursue one of two CHP core course tracks: CHP Classic Track or Sustainable Societies. While each track focuses on a different series of topics, their goal is the same: to provide a thought provoking and intellectually inspiring experience to actively engaged honors students. All CHP courses are taught by some of UCI’s top faculty. Students should plan to follow their chosen track from beginning to end. Students may pursue their track based on personal interest or space available in classes on that track.

Each student in the CHP will take designated CHP courses which are determined by their curriculum track. As a rule of thumb, CHP students should expect to complete around 20 percent of their academic units with honors classes and research. CHP courses are only offered fall-winter-spring and may need to be taken in a certain order. All CHP courses must be taken for a letter grade.

Course Requirements for CHP Transfer Students
- CHP transfer students admitted through the Honors to Honors program are required to complete 1 CHP course within their first year at UCI.
- CHP transfer students admitted by application are required to complete 1-3 CHP courses as stated in their letter of admission to the CHP. At least one CHP course should be taken per quarter until CHP students have completed the assigned honors curriculum.

CHP Classic Track
3 quarters Humanities Core + 3 quarters Social Science Core + Honors Science requirement, which is determined by each student’s major

Humanities Core (Humanities 1A-B-C and H1AS-BS-CS)
Taken freshmen year
The Humanities Core Course is team-taught by professors from various disciplines in the Humanities (e.g. English and Comparative Literature, History, and Philosophy) and is organized around major themes, which change every three years. The current theme is “Empire and Its Ruins.” More information and a detailed description can be found on the Humanities Core website. The honors component for this course resides in honors seminar sections, led by outstanding faculty and advanced lecturers from various academic disciplines. 8 units each quarter. Must be taken in order.

Critical Issues in the Social Sciences (Social Sciences H1E, H1F, H1G)
Usually taken sophomore year, but all or part may be taken freshman or junior year
This sequence is team-taught by professors from the Schools of Social Sciences and Social Ecology. The topics presented in this sequence are studied from the perspectives of various social science disciplines, including anthropology, economics, epistemology, political science, psychology, social ecology, sociology, and urban studies. Social Science Core asks students to consider the intersection of various disciplines and promotes an understanding of the role of the social sciences in our world. 6 units each quarter. May be taken in any order.

“CHP core classes provide an overall great way to satisfy GE's in a challenging and impactful way.”
- CHP Alumnus Sean Dunn, Computer Science ’15
Sean is a Full Stack Developer for a social hiring analytics company
Course Requirements, continued

The Idiom and Practice of Science (Offered as Biology/Chemistry/Earth Systems Sciences/Physics H90)

*Usually taken junior year, but all or part may be taken sophomore year*

Students take three of the four possible H90 courses to fulfill this sequence. The three options offered each year are designated by the Honors Program Board, Faculty Director, and Director of Honors Science Core. Current offerings are: Bio Sci H90, Physics H90, and Chemistry H90. This sequence is an interdisciplinary science core, which gives non-science majors an understanding of the role science plays in addressing socially significant problems. Students develop the ability to understand scientific models and to judge the content, merit, and limitations of many issues in science in the modern world. Attention is also paid to analytical and writing skills. Topics have included earthquakes, chemistry in the environment, radiation/radioactivity, viruses/diseases, evolution/aging, the history of scientific inquiry, the physics of music, and biodiversity/conservation. 4 units each quarter. May be taken in any order. Computer Science majors on this track are required to complete CHP Science Core.


*Beginning fall 2017, CHP Bio Sci majors are required to complete all Bio Sci classes offered on Honors Biology series. These classes will count toward both major requirements and CHP requirements.*

These honors Biology courses are specially designed for CHP Biological Sciences majors. They cover similar topics as the non-honors versions, but offer smaller class sizes, provides opportunities for increased interaction with faculty, and cover material in greater depth. 4 units each quarter. Must be taken in order.

Honors General Chemistry (Chemistry H2A-B-C and H2LA-LB-LC labs)

*CHP science majors who are required by their major to take a year of general chemistry will enroll in Honors General Chemistry during their freshman year and will not be required to take the Idiom and Practice of Science. Beginning fall 2017, CHP Bio Sci majors enrolled in the Honors Biology sequence are exempt for the Honors General Chemistry requirement. Other CHP science majors, work with your major advisor. All CHP students may elect to enroll in Honors Chemistry. Usually taken freshman year, but may be taken sophomore year. This course in general chemistry is designed for members of the CHP and other highly qualified students. It covers similar topics to Chemistry 1A-B-C, but offers smaller class sizes, provides opportunities for increased interaction with faculty, and covers material in greater depth. 7 total units each quarter. Must be taken in order.

Honors Seminars

*Open to CHP sophomores, juniors, seniors, and transfer students*

The CHP offers specially designed honors seminars about a variety of topics each quarter taught by top UCI faculty. These courses are open to all sophomores, juniors, seniors, and transfer students. Topics have included Jurisprudence & Constitutional Law, Memory Across the Disciplines, Philosophy of Quantum Mechanics, Philosophy & Biology of Sex, What is Space, What is Time, the Vietnam War, and Scientific Realism & Instrumentalism. CHP students may take as many of these seminars as they wish, and can even use one of them to fulfill one quarter of their CHP course requirement. ONLY ONE SEMINAR TOTAL PER STUDENT MAY AUTOMATICALLY COUNT TOWARD THE CHP COURSE REQUIREMENT. Information about upcoming Honors Seminars is published on the CHP website and in CHP-News.

Sequence of Courses on CHP Classic Track

CHP students must take the Humanities Core Course during their first year. Social Science Core is open to both freshmen and sophomores, and a few students have taken all or part of the Social Science Core during their first year. The Science Core sequence is open to both sophomores and juniors. Students may switch the order in which they complete the Social Science and Science sequences (between sophomore and junior year) or take them both at the same time. If you have a situation that may require rearranging the core courses, please talk to an honors advisor in advance, as a petition may be required. CHP students on the Classic track may use one Honors Seminar to count toward their CHP course requirements. This seminar would replace one total quarter of a designated CHP core course (Social Science or Science Core).
Sustainable Societies Track
3 quarters Humanities Core + 6 quarters of H30 and Honors Chemistry or Honors Biology as required by each student’s major

Humanities Core (Humanities 1A-B-C and H1AS-BS-CS)
Taken freshmen year
The Humanities Core Course is team-taught by professors from various disciplines in the Humanities (e.g. English and Comparative Literature, History, and Philosophy) and is organized around major themes, which change every three years. The current theme is “Empire and Its Ruins.” More information and a detailed description can be found on the Humanities Core website. The honors component for this course resides in honors seminar sections, led by outstanding faculty and advanced lecturers from various academic disciplines. 8 units each quarter. Must be taken in order.

Taken freshmen and sophomore years
*Beginning fall 2017, CHP Bio Sci majors are required to complete all Bio Sci classes offered on Honors Biology series. These classes will count toward both major requirements and CHP requirements. These honors Biology courses are specially designed for CHP Biological Sciences majors. They cover similar topics as the non-honors versions, but offer smaller class sizes, provides opportunities for increased interaction with faculty, and cover material in greater depth. 4 units each quarter. Must be taken in order.

Honors General Chemistry (Chemistry H2A-B-C and H2LA-LB-LC labs)
Usually taken freshman year
*CHP science majors who are required by their major to take a year of general chemistry will enroll in Honors General Chemistry during their freshman year and will not be required to take the Idiom and Practice of Science. Beginning fall 2017, CHP Bio Sci majors enrolled in the Honors Biology sequence are exempt for the Honors General Chemistry requirement. Other CHP science majors, work with your major advisor. All CHP students may elect to enroll in Honors Chemistry. Usually taken freshman year, but may be taken sophomore year. This course in general chemistry is designed for members of the CHP and other highly qualified students. It covers similar topics to Chemistry 1A-B-C, but offers smaller class sizes, provides opportunities for increased interaction with faculty, and covers material in greater depth. 7 total units each quarter. Must be taken in order.

Critical Analysis of Health Science Literature (Chemistry H30A)
Taken fall quarter of sophomore year
In this course, students will learn to critically evaluate a variety of types of scientific literature in the context of several public health concerns. The course will 1) introduce students to foundational aspects of scientific inquiry, including the scientific method, scientific research design, statistical analysis, and publication processes; 2) examine scientific inquiry as a process that cannot be separated from sociocultural influences and concerns; and 3) apply these understandings to the analysis of research on health-related case studies. 4 units each quarter.

Environmental Issues Facing Sustainable Societies (Earth System Science 30B-C)
Taken winter-spring quarters of sophomore year
Over two quarters, this course will explore 3-4 environmental challenges facing the world: e.g. universal sustainable access to fresh water, universal sustainable food production, and becoming carbon neutral. The treatment of each topic will begin by laying out the science underlying the problem. The focus will then turn to solutions. After exploring the scientific and technical constraints on possible solutions, the course will delve into the social science issues that arise when communities must agree on and implement solutions. 4 units each quarter.
Course Requirements, continued

Social Science Perspectives on the Sustainability of Societies (Social Sciences 30D)
Taken fall quarter of junior year
This course will introduce the conceptual and methodological approaches of social science disciplines (e.g., economics, political science, psychology, ethnic studies) and draw examples from different countries and states to: 1) explore the ways social issues are influenced by a society's economic and political structures, and; 2) examine how economic, political, and other social choices can affect the sustainability of societies. Examples of issues that may be covered include: overuse and depletion of resources; social injustices including income and other forms of inequality, as well as corrupt government; the internet, social networks and the spread of sharply contrasting views and “false” news stories; mass migration as both a result and cause of sustainability problems.

Cities: Focal Point for Sustainability Problems and Solutions (Social Ecology 30E-F)
Taken winter-spring quarters of junior year
Much as cities, and urbanization generally, can function as both a focal point for environmental, health, and social problems and as part of the solution to these problems, in this two-quarter course, cities will provide a focus to explore how the issues raised in earlier quarters in this sequence can be understood in a local context. Using cities in Southern California as a text, the course will look at the various dimensions of urban design and how design choices contribute to the sustainability of cities and the quality of life of citizens. Specifically, the course will explore the role of urban economies, urban energy and transportation choices, and how urbanization can affect waste and pollution. A theme running through these discussions will be how choices of material – what we use to build buildings or pave roads, but also what we use to maintain the environment or power our devices – can impact health and sustainability. In the second quarter, students will work in small teams to explore a sustainability issue they have chosen and prepare a report that lays out the issue and the pros/cons of alternative ways to deal with it in an urban context.

Sequence of Courses on Sustainable Societies Track
CHP students must take the Humanities Core Course during their first year. From there, students on the Sustainable Societies track enroll in six sequential courses (one per quarter for two full years) sophomore and junior year. Freshman who complete Honors Humanities Core are eligible to begin the track in the fall of their sophomore year. Sophomores who are interested in completing the six-class sequence should contact the CHP office to discuss their options, as should students who are planning on studying abroad.

Other honors courses:
Not required by the Campuswide Honors Program, but many CHP students choose to take them to meet school, major, or GE requirements.
UCI sometimes offers other optional lower-division honors course sequences. These sequences offer smaller class sizes than their non-honors equivalents, and provide opportunities for increased interaction with faculty. The honors sequences expand on conventional course options by covering material in greater depth. Course offerings have included Honors Organic Chemistry Lab and Honors Math (H3A, H2D-H2E). More information about these individual courses is available from the school advisors.

Please see Page 15 of this handbook for information about Major-Specific and school Honors Programs.

CHP Research/Thesis Seminar (University Studies H176A-H176C)
Strongly recommended for CHP students who will not be participating in a school or major specific honors program.
From time to time the CHP may offer a special class designed just for honors students completing their research/thesis requirement. This optional course is taught by the Director of the CHP and will help students identify, understand, refine, and become proficient at the research process.
**Academic Course Plan**

All CHP students complete a course plan through graduation during their first year in the program indicating all classes they intend to take to meet CHP, GE, school/major requirements, and research/thesis. Although subject to change, this plan encourages students to focus on both short term and long term planning and goals. Once students have drafted their initial plan, students must discuss it with their school honors counselor and have it signed and then turn in/file their signed course plan with the CHP.

At a designated time during freshman year, all CHP students with a declared major must file a proposed academic course plan up to graduation with the CHP. Undeclared freshmen who are still deciding on a major may file a two-year plan, indicating what they plan to take in order to decide and declare a major. Once they declare their major or change majors, CHP students have one quarter to complete an approved course plan incorporating their major.

Honors to Honors transfer students must file an academic plan through graduation no later than the end of winter quarter of their first year at UCI. This plan should include the same information as listed in the first paragraph.

During winter quarter, the CHP staff and peer academic advisors put on a series of workshops to assist freshmen with this process (fall quarter for Honors to Honors transfer students). More information about how to develop a course plan can be found in Appendix G. Students are also welcome to discuss their course planning one-on-one with a CHP peer academic advisor or an honors advisor, if desired. We encourage students to update this plan at least once a year.

**Exceptions** to any of the curriculum requirements or policies described in this handbook (including postponements or waivers of any of the honors core curriculum) may be sought individually by petition and only for unexpected or unusual academic planning problems.

Exceptions are not guaranteed, and MUST be submitted online and approved by the director of the CHP in advance of making any changes to one’s overall plan. Please see page 11 for more complete details on the petition process.

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**The Withdrawal Process**

Students in the Campuswide Honors Program who wish to withdraw from the Program should make an appointment to see an honors advisor and fill out the CHP Withdrawal Survey (if applicable). There are no transcript notations stating that the student has withdrawn from the Program, nor when or why. Students who withdraw from UCI for one or more quarters and want to continue with the CHP at a later time should discuss this carefully with an honors advisor BEFORE they withdraw.
The Petition Process

Who needs a petition?
CHP students who have unexpected or unusual academic planning problems which do not allow them to follow/complete the normal honors curriculum plan or who need an exception to stated CHP requirements or policy may file a petition for special consideration.

Alternatives
Before moving forward with a petition, please consider whether taking another CHP course would resolve your issue. Please note that Social Science Core and Science Core can be taken in any order, and are NOT sequenced (vs. Humanities Core and the Sustainable Societies track, which ARE sequenced). Please also note that CHP students may use only ONE total CHP seminar for their entire time at UCI to automatically substitute for a maximum of ONE total QUARTER of a CHP core course as designated by the CHP. See http://honors.uci.edu/academics/curriculum for more information on the honors courses.

Week 8 Deadline
Petitions may be submitted no later than the end of week 8 of the quarter PRIOR to when your proposed change will take effect. For example, a petition dealing with winter quarter must be submitted no later than the end of week 8 of fall quarter. (We accept petitions early as well, so if you want to avoid the rush, plan ahead and submit your petition early!)

The process for filing a petition:
All petitions should be submitted online using the CHP Petition for Exceptions form and must contain the following:
1. A statement of your request and an explanation of your circumstances, detailing what you are asking for and why
2. A copy of your currently filed course plan
3. A proposed alternative course plan that shows all courses planned from now through graduation (assuming that the petition gets approved). Include the alternate class(es) you plan to take to satisfy your GE requirements (if petitioning to waive) or when you propose to complete the honors courses (if petitioning to postpone).

Tips on preparing your petition request:
- Prepare your petition carefully — clearly stated and well-thought out — as it may be delayed or denied if it lacks necessary detail.
- State the purpose of your request. (What do you want: a postponement, substitution, waiver, or extension?)
- Describe your circumstances and the rationale for your request. (Why is this a sound academic request for you? If you are asking for a waiver of a particular honors course requirement, and this course would have helped you satisfy a certain area of General Education, explain how you will meet the GE requirement).
- You might also want to meet with your school academic counselor if your petition relates to a conflict between an honors class and something “required” for your major. Sometimes there is flexibility regarding when you can take certain courses for your school/major requirements.
- You may schedule an appointment with a CHP advisor should you wish to discuss a draft of your petition and proposed course plan.

Remember, petitions are only accepted for exceptional circumstances and are subject to the review and approval of the Director of the Program. The Director will look at your academic plan and the rationale for your request, but also will consider the goals and spirit of honors education when reviewing petitions. There are no guarantees! (Please note that petitions will not be granted simply because you have failed to register for a CHP course, or have already departed from the CHP curriculum requirements without approval.)

Special Notes
- Most declared science majors and some minors (Engineering, Biological Sciences, Physical Sciences majors and some health sciences majors) DO NOT need to petition out of Honors Science Core.
- Former science majors who have completed one or more quarters of science courses at UCI may petition to substitute those quarters for part or all of the honors science core. Discuss this with an honors advisor to see if a petition is required.
The CHP advising system is an important resource for honors students, but it is up to you to use it to fullest advantage. It is designed to provide a comprehensive support network for all students in the Program.

Within the CHP, there are four full-time honors advisors and four honors Peer Academic Advisors (PAAs) available for appointments or drop-in advising in 1200 Student Services II. They are the experts on the CHP. The full-time advisor are available for walk-in or scheduled appointments M-F 9-4. Office hours for the peer advisors change each quarter and a schedule is posted on the peer advisors’ office door, on their website, and on bulletin boards outside the CHP office and by the Locus. Please see Appendix C for a message from the PAAs.

For major- or school-specific concerns, each academic unit (i.e., Soc Sci, Humanities, Bio Sci) has a designated honors counselor as part of its advising unit, as well as its own peer academic advisors. A few schools also assign faculty advisors to their lower-division students. Faculty teaching in honors classes may also sometimes function informally as faculty advisors. And, when a student’s research experience begins, their research advisor will become an additional faculty advisor/mentor. It is important to get to know the honors advisors, your honors peer advisors, and your school honors advisor, and to develop a working relationship with them. Together, they know UCI’s policies and procedures, resources, and opportunities. They are aware of the graduation requirements for each school and major, and can assist with curriculum planning, problem-solving, referrals, and recommendations. Please see Appendix D for helpful tips from the CHP honors advisors and faculty for succeeding at UCI.

Because CHP students have priority enrollment during the initial enrollment period, they should get into the classes they need, as long as they meet the prerequisites for the courses and register on time. CHP students are strongly encouraged to meet with their honors advisor and school advisor at least once a year; winter or spring quarter is a good time for this. Also, if you are filing a petition or substantially revising your academic plan, then you must meet with them.

The CHP, the schools, and other campus offices (such as the Division of Career Pathways) also offer an array of services, events, and workshops you will find helpful. These include career and job fairs, assistance with career exploration, and workshops on topics such as how and when to apply to graduate and professional schools, test preparation, interview practice, how to get strong faculty letters of recommendation, and how to prepare a high-caliber personal essay/statement of purpose.

Please remember… NOTHING is automatic at UCI. Your academic success depends to a great extent on the priorities you set in place, the decisions you make, and the resources and opportunities you utilize. You have the sole responsibility for your academic records and must initiate all adds, drops, or changes to your class schedule and transcript. You are also responsible for knowing the policies, procedures, requirements, and important dates and deadlines which apply to you. “No one told me” will not work here; you are responsible for knowing or double checking things with the appropriate sources. Deadlines, requirements, and policies do vary from major to major and school to school. They may also sometimes differ from what is listed online. For example, deadlines and policies are included on WebSOC and in the General Catalogue, the Registrar’s Office website, and your school’s website. Ask if you are not sure which is correct or relevant. Some specific information about your responsibilities as a student at UCI and in the CHP is included in Appendix E.

School academic advisors are here to help with questions dealing with major and program planning. They also know about their school’s honors programs, honor societies, major related student organizations, internship and scholarship opportunities, interesting faculty research, who you might talk to about research and graduate opportunities, campus resources, and much more. We hope you will take the time to get to know them. Avoid the rush times (first, second, sixth, eighth, and ninth weeks of each quarter are particularly busy), and make appointments in advance whenever possible. Try sending an email to them first, outlining what you need, and remember to mention that you are a CHP student when making an appointment. Always notify the appropriate staff/faculty person IN ADVANCE if you are unable to show up for a scheduled appointment. And please do not expect that advisors and faculty can or will drop everything for you at the last minute. They won’t, so plan ahead!

Good luck in your studies here at UCI! These can be the most exciting, challenging, and productive years of your life. If you have any questions/problems, or just want to say hi, come see us. We also respond to e-mail and phone calls.
CHP Advising and You

CHP Advising Plan
The CHP is committed to helping you have a meaningful college experience and gain the knowledge and skills to set and achieve challenging goals. Each student’s experience in the CHP is unique, as are each student’s goals and plans. The CHP believes that students are most successful in their undergraduate careers when they take the initiative to plan out academic and career goals and are actively involved in the CHP community.

The CHP meets with honors students throughout their undergraduate career through a combination of required one-on-one advising meetings and group workshops. CHP advisors are also available for drop-in appointments during business hours.

Honors Undergraduate Student Advising Plan:
Year 1: Orient yourself to the CHP and UCI
- Required CHP Advising Meeting about the transition to UCI, course planning, and goal setting
- Development of course plan, which identifies academic, professional, and personal goals
- Build a community for yourself in the CHP and at UCI

Year 2: Integrate your academic studies with your personal and professional goals
- Optional CHP Advising Meeting about the transition to UCI and course planning
- Cultivation of skills, experiences, and career readiness from CHP courses
- Engage with the CHP community and campus partners to build network and foundation of competencies

Year 3: Build your professional skills and prepare yourself for life after college
- Required CHP Advising Meeting about research/thesis and planning for senior year and post-graduation
- Engage more deeply with your major and connect with faculty by planning for or beginning honors research
- Strengthen the CHP community by becoming a CHP volunteer and assuming leadership positions

Year 4: Integrate and implement your skills, knowledge, and experiences to transition out of college
- Optional CHP Advising Check-in about research/thesis and preparing for life after college
- Participate in honors research culminating in an honors thesis project/paper
- Give back to the CHP community by sharing your undergraduate and research experiences as a CHP leader
- Articulate your post-graduate plans and apply to prestigious scholarships, graduate programs, jobs, etc.

Honors Transfer Student Advising Plan:
As the undergraduate careers of transfer students are usually 2-3 years, the CHP advising plan is condensed into a mandatory quarterly workshop series in the first year so that honors transfer students can benefit from honors support on a range of topics as well as build a strong honors transfer community.

Year 1: Orient yourself to the CHP and UCI
Fall Quarter
- Required CHP Advising Workshop about the transition to UCI, course planning, and goal setting
- Cultivation of skills, experiences, and career readiness from CHP courses
- Build a community for yourself in the CHP and at UCI

Winter Quarter
- Required CHP Advising Workshop about the research/thesis
- Development of course plan, which identifies academic, professional, and personal goals
- Engage with the CHP community and campus partners to build a network and foundation of competencies

Spring Quarter
- Required CHP Advising Meeting about the research/thesis and preparing for senior year
- Optional CHP Advising Workshop about leveraging your CHP experience in your post-graduate plans
- Engage more deeply with your major and connect with faculty by planning for or beginning honors research

Year 2: Integrate your academic studies with your personal and professional goals to prepare for life after college
- Optional CHP Advising Check-in about research/thesis and preparing for life after college
- Participate in honors research culminating in an honors thesis project/paper
- Engage and give back to the CHP community as a CHP mentor and leader
- Articulate your post-graduate plans and apply to prestigious scholarships, graduate programs, jobs, etc.
Extracurricular Activities in the CHP

The CHP staff, students, and student leaders organize many social and cultural activities throughout the academic year designed to get you connected with other honors students, faculty, and staff outside the classroom, and enrich your college experience. Those events are publicized in the weekly newsletter (CHP-News), on our website, on our Facebook groups, at Campuswide Honors Student Council (CHSC) meetings, and via the CHP RSS feed.

These activities are optional but they have been great fun and help students meet each other, as well as faculty and staff, outside the classroom environment. We hope to see you at many of these events and activities! And remember, don’t hesitate to attend an activity because you think you don’t know anyone yet! We guarantee that if you join us at one of these events, a peer advisor, peer mentor, or CHP staff member can help you meet others!

Past programs, events, and activities:

- Coffee Hours
- Museum trips
- Baseball games
- Med & Law panels with CHP
- Dinner & a Movie with UCI faculty
- Camping retreat
- Beach bonfires & BBQs
- Variety shows
- Academic workshops
- Broomball
- Trivia contest
- Potlucks
- Nuclear reactor tours
- Dances
- Baseball games
- Other opportunities to get involved with CHP

Coffee Hours. The CHP sponsors weekly “coffee hours,” which are held each Friday morning from 9:00-11:00 a.m. in the Locus (1020 Student Services II). This is a relaxed, social time/place for CHP students, honors faculty, and staff to connect and discuss what has been happening — in classes, on campus, and in the world at large. Each “coffee hour” includes a special program, so watch for announcements of upcoming events! Donuts, bagels, fruit, coffee, tea, hot chocolate, and juice are available for FREE. There are no time requirements, so come when you can and stay as long as you want!

We encourage you to invite your faculty to coffee hours. This provides you with a great opportunity to learn more about them outside of class and they can meet other students in the program as well. If you choose to do this, however, make sure you are there to meet/greet them. It helps to make them feel comfortable and welcome.

The CHP organizes one designated faculty coffee hour each quarter and invites faculty to attend. Make sure the peer academic advisors know who you would like to invite; it has been highly successful in the past and some students have even met their future research faculty advisor through this event.

“Neon Anteater Renaissance” (NAR). This is a free-form art and creative writing journal written and published by CHP students. It contains a variety of work (essays, short stories, photography, cartoons, poems, music, art work, etc.). Published once a quarter, the editorial board welcomes all submissions and new students who want to work on NAR. For more information, email NARCHP@gmail.com.

CHP Yearbook. Published once a year, the Campuswide Honors Program highlights the events, memories, and students in the CHP. The CHP Yearbook is entirely student run and produced. All students are welcome to work on the CHP Yearbook.
Extracurricular Activities in the CHP

Campuswide Honors Student Council (CHSC). This registered student organization aims to: 1) gather information and faithfully represent the opinions of the CHP students, while acting as a liaison between program staff, faculty, and students of the CHP; 2) organize, implement, and publicize activities that benefit and connect the CHP students with each other and with the campus; 3) facilitate and keep open communication between all class levels of the CHP; and 4) serve as a problem-solving board where necessary. In addition to the elected/appointed council members, all CHP students are automatically part of CHSC and are encouraged to attend meetings (held every Wed., 5:00-6:00 p.m., in the Locus). Bring your ideas, volunteer for a committee, or just find out what's happening! If students have issues to discuss, they should attend the meetings or channel their concerns and ideas through a council representative.

Peer Mentor Program. Continuing CHP students volunteer to be peer mentors to incoming students each year. Mentors work with a small group of honors students to help make the transition to UCI and the CHP a smooth one. Continuing students share their personal experiences about classes/instructors, research, commuting or living on campus, and ideas for participation and involvement both on campus and in the Honors Program. They also try to answer any other questions that a new student might have. They are great sources for hints and advice about time management, how to combine work and school responsibilities, avoiding procrastination, where to spend spring break, forming study groups, etc. They know what you are going through, so don’t be afraid to utilize their knowledge!

Community Service/Volunteering. Although the CHP does not have a service requirement, we feel very strongly that part of our students’ educational experience should include some form of service to the honors program, the campus at large, and/or the outside community. To those who have received much, much is expected; sharing your knowledge, gifts and talents should be an important goal, not only while you are a student, but throughout your lifetime. Look for opportunities to volunteer through the CHP and the UCI campus throughout the year!

Participation and Involvement

It is very important for your college education that you get involved and broaden your interests and skills beyond the classroom environment. Involvement and participation often lead to lasting friendships and in addition, you can gain valuable experience in leadership and develop communication and organizational skills. These skills will be useful now and throughout your life. So invest some time into activities that are just plain fun! Join a club; volunteer/run for a leadership position...find ways to participate and get involved in both the CHP and other campus activities. Explore the exciting variety of extracurricular activities available to you at UCI.
# Other CHP Benefits, Services, & Resources

## Honors Housing

CHP students are guaranteed on-campus housing for as long as they remain in good standing with the Honors Program and UCI Housing, complete all Housing application processes, and meet all specified deadlines and fees. This guarantee is NOT for a specific housing community/hall/house/room/floorplan and applies primarily to the annual on-campus housing application processes for both new and continuing students.

Honors Housing options are available in Mesa Court, Middle Earth, and Arroyo Vista. CHP students are encouraged to live in Honors Housing, although there are non-honors housing spaces available in the various undergraduate housing communities: Mesa Court, Middle Earth, Arroyo Vista, Campus Village, Vista del Campo, Vista del Campo Norte, Camino del Sol, Puerta del Sol, and (for those with families and/or above age 25) Verano Place and Palo Verde.

Freshmen who live on-campus at UCI are usually placed in a residence hall in either the Mesa Court or Middle Earth community, selected houses in the Arroyo Vista community, or, in rare occasions, Campus Village.

Living in honors housing provides an ideal way to meet other honors students and is a great way to begin to get involved on campus. Plus, many CHP programs, events, and activities actually take place in honors housing. Pay special attention to the instructions and deadlines in the housing application and, if you want honors housing, indicate your preferences clearly.

Some examples of honors housing events and activities:

- Get-togethers with honors faculty and staff
- Movie nights
- BBQs
- Professional development workshops
- Potlucks
- Off-campus retreats
- Finals week study breaks
- Charity poker tournament
- Arts and crafts

### Freshman Honors Housing options:

**The Shire** (in Middle Earth) is reserved for incoming CHP freshmen and offers the college residence hall experience, with the added benefit of participating in a unique living/learning community. Honors students living in The Shire are committed to excellence in their academic pursuits but also want to be involved and participate in campus life with other freshmen. They eat at the Pippin Dining Commons and have access to Middle Earth facilities like Bucklebury Library.

**Loma** and **Arroyo** (in Mesa Court) are residence halls open to all freshmen (CHP and non-CHP) who are interested in an academically oriented residence hall experience in Mesa Court. Arts majors and athletes will find this hall located conveniently for many of their needs. Loma and Arroyo offer a valuable living/learning experience with other honors students, and the community spirit that is a special feature of the CHP extends into these honors housing options. CHP students bring to the living experience their vitality, creativity, and dedication to learning. Students in these halls eat at the Anteatery and have access to Mesa Court facilities like the Cyber Lounge and several fitness and recreation amenities.

In **Arroyo Vista**, there are three honors theme houses that are available to CHP freshmen on a limited basis. These are definitely “houses,” each with a full kitchen (including a dishwasher, large refrigerator, stove, microwave, and pantry), study room, laundry room, common dining area, and living room on the lower level; double occupancy rooms and bathrooms are on the 2nd and 3rd floors. Arroyo Vista residents enjoy access to amenities like the Community Center with its computer lounge and pool table and the “Ants in Your Plants” community garden. Arroyo Vista is also situated in close proximity to an Albertsons grocery store and several restaurants.

### Continuing Honors Student Housing Options:

After the freshman year, continuing students who want to live on campus may apply to live in Arroyo Vista, Campus Village, Vista del Campo, Vista del Campo Norte, Camino del Sol, or Puerta del Sol.

**Arroyo Vista** is the only on-campus housing option with an honors theme for continuing honors students. It is also one of the least expensive on-campus housing options, offering only academic year contracts to its residents. See above for house and community amenities.

**Campus Village** spaces are available for academic year and year-round contracts. Students living in this apartment-style community have the option of subletting their space to another student for the duration of the summer. The apartments consist of two double-occupancy rooms with four students to each apartment. Residents of Campus Village are situated closely to the Biological Sciences and Nursing Sciences area of campus and have access to community facilities like a Wellness Center and on-site laundry rooms.

**Vista del Campo** (VDC), **Vista del Campo Norte** (VDC Norte), **Camino del Sol**, and **Puerta del Sol** offer apartment style layouts. Rates and layouts are NOT equivalent across communities, so consult each community’s website to gather information and make a comparison.
Other CHP Benefits, Services, & Resources

Priority Enrollment
Since CHP students are required to enroll in a specific honors class each quarter over a three-year span, the University has granted them priority enrollment status so that they can plan a full schedule of classes around the honors curriculum. This means that CHP students are assigned early enrollment windows on WebReg and, if used in a timely way, students should be able to enroll in the courses they need (and qualify for) during this initial enrollment period (up to 18 units). The Registrar's office raises the 18 unit cap to 20 units. Check the Registrar's Calendar for the specific date when this happens. Enrolling in more than 20 units requires permission from your school/major advisor.

Priority enrollment does not mean that you are guaranteed courses: you must use your early enrollment window soon after it opens, or you will lose your priority; other students' windows begin opening a few hours/days later. As other students begin to enroll in classes, spaces are utilized and classes become full. Some required CHP classes feature small class sizes as determined UCI policies or room size.

There is no priority at any other time (i.e., during the adjustment window, for waiting lists, or if you lose your classes for not paying fees on time). CHP students who wish to enroll in major restricted classes may not be able to do so during their priority window. Therefore, it is strongly recommend that you always have a back-up plan (alternate classes and/or class times) as you are not guaranteed to get your first choice of every class/section.

The Locus (Chancellor’s Club Study Center)
Located in 1020A/B of Student Services II, The Locus is a focal point where Honors students gather to study, socialize, and support one another. The Chancellor's Club at UC Irvine made a donation for the renovation of this room in 2004. With those funds, along with generous donations from CHP alumni, friends and parents, the CHP has been able to provide valuable computing resources and a nice, quiet, safe environment to study in. The Locus is also where weekly Coffee Hours and CHSC (Campuswide Honors Student Council) meetings are held throughout the year. It is open for CHP student use M -F, 9:00 a.m.-4:00 p.m., unless otherwise noted on the event board posted outside the entrance.

Library Privileges (more information about the UCI libraries can be found in Appendix H)
Study Rooms for CHP students ONLY
Both the Langson Library and the Science Library have study rooms specially designated for CHP student use.

The Nordstrom Honors Study Room in Langson Library is located on the 4th floor. It has sofas, cushioned chairs, a study table, wireless access, and plenty of power outlets for laptops. You may obtain a card key to access this room from the Langson Library Check Out Desk. Card keys will need to be checked out and renewed quarterly; if lost, the fee for replacement is $25.

The Honors Study Room in the Science Library is located on the 4th floor. The room has couches, soft seating, and tables and chairs. The room also has power outlets for laptops. You may obtain a key to access this room from the Science Library Check Out Desk, the first desk you see when entering the library through the main entrance.

These Honors Study Rooms are primarily for group study but, if available, can also be used for small group meetings. The same library rules apply in the study rooms as in the libraries in general: snack foods and beverages in spill-proof containers with secure lids are permitted and no excessive noise-making. If someone is misusing the room, either report it to the Check Out Desk or be assertive and ask them to stop or leave. A noisy or trashed room is of no use to anyone, and the CHP may lose access to these rooms if they are misused or abused. ONLY CHP students may access these rooms.

Extended Borrowing Privileges
CHP students are able to check out books from the UCI libraries for 90 days (the same loan period afforded to graduate students, as opposed to 28 days for non-honors undergraduate students) as well as make unlimited Interlibrary Loan (ILL) requests. It is NOT a good idea to let others check out library materials on your card.
Other CHP Benefits, Services, & Resources

**Discounted Test Preparation Courses**
The Division of Continuing Education (DCE) offers GRE, GMAT, and LSAT test preparation courses both in a live-online and classroom-based format. CHP students receive an exclusive 20% off discount for courses with the following code: =CHPTest

**Professional Development Opportunities**
The Campuswide Honors Program strives to provide its students with opportunities to engage with experts in their field and explore their career and research interests. For example, every quarter the CHP organizes Lunch with Leadership which is a career-readiness initiative that gives CHP students the opportunity to network and engage with established leaders in the community.

From time to time, the CHP offers the opportunity for honors students to participate in Hired!, an innovative program that is designed to make students more attractive as job candidates or internship prospects.

In addition, the CHP and with the generous support of alumni and donors are able to sponsor a number of students to attend and present at local and national conferences. For the latest announcements on upcoming professional development opportunities, refer to CHP–News.

**UCI Campuswide Honors Program Alumni Chapter**
The CHP Alumni Chapter serves as a resource for current CHP students, providing opportunities for professional development, networking, and career and graduate school planning.

An official chapter of the UC Irvine Alumni Association, the CHP Alumni Chapter organizes and hosts a variety of programs such as “Honors to Meet You,” an alumni/student networking event; and Dinners for Anteaters, in collaboration with the Student Alumni Association. The CHP Alumni Chapter also provides CHP students the option to be matched with a CHP alumni mentor through the pilot CHP Alumni Mentorship Program.

At the end of the academic year, graduating seniors are specially invited to attend the CHP Banquet where their achievements are celebrated. This banquet also marks the initiation of CHP students into the CHP Alumni Chapter. As a CHP alum, you can stay connected with your CHP family and continue to actively engage with the honors community by volunteering at an Alumni Chapter event, mentoring a CHP student, or even writing a blog post on the CHP website about your career/post-graduate life.

**Letters of Recommendation**
Many CHP students apply for grants, scholarships, fellowships as well as graduate programs and jobs, which all require letters of recommendation or reference. The CHP Office often provides letters of recommendation for CHP students who are highly active in the honors community and are CHP leaders.

The CHP Office will work closely with students to provide advice and support in addition to letters of recommendation. CHP students have been recognized with UCI accolades such as the Chancellor’s Award and the Distinguished Anteater Award as well as winning prestigious fellowships such as the Fulbright, the Gates Cambridge, and the National Science Foundation. Many have also been accepted in to graduate and professional programs at institutions such as Harvard, Princeton, Stanford, UC Berkeley, UCLA, and UCI.

You can submit a request for a letter of recommendation from a CHP staff member by filling out the CHP Reference / Letter of Recommendation Request. For more information about how to prepare and some general rules of etiquette about requesting letters of recommendation, please see Appendix I.
Other CHP Benefits, Services, & Resources

CHP-News
The CHP has a listserv called chp-news@uci.edu, and you will be receiving news and email from this account on a weekly basis throughout the year. Important announcements regarding advising requirements, course codes, deadlines, research/internship/job opportunities, scholarships and upcoming events are just a few of the things you’ll read about in CHP-News.

We recommend that you get in the habit of checking your UCI email account on a daily basis and suggest using it only for school-related purposes to avoid a spam-filled inbox that you dread looking at every day. Not only does CHP-News provide weekly updates via email during the academic year, but faculty communicate with students via email, and the Libraries use e-mail to notify students of overdue books and recalled materials. The Locus, computer labs on campus, Langson Library, and Science Library offer terminals where UCI students can check their e-mail.

There is also a CHP-News blog available for access to additional information that we were unable to include in CHP-News due to space, as well as archives of all CHP-News posts. We are always open to suggestions of how to better improve our dissemination of information, so please give us your thoughts and opinions!

Other UCI Opportunities for Honors Students

Upper Division School/Major Honors Programs
Honors programs for qualified junior- and senior-level students also are available to Drama, Music, and Art majors in the Claire Trevor School of the Arts, and to all qualified junior- and senior-level majors in the following Schools: School of Biological Sciences, Humanities, Donald Bren School of Information and Computer Sciences, Physical Sciences, Social Ecology, and Social Sciences; and to qualified junior- and senior-level majors in the Program in Public Health. The focal point of each of these programs is the development of analytical and research skills through the pursuit of research under faculty supervision. An honors-level thesis or creative project is required by most of the programs.

Some of these programs have applications and deadlines, some are by invitation only, and some just require that specific course work, research and a thesis be completed prior to graduation. Individual program descriptions and requirements are included in the UCI General Catalogue, online, and in each school’s undergraduate counseling office.

CHP students are encouraged to participate in these programs as well as the Campuswide Honors Program. The honors thesis or creative project that is developed through these programs also satisfies the CHP research and thesis requirement. Students who are certified as completing both the CHP and their school/major-specific honors program will receive the University Honors notation on their final UCI transcript.

(Source: http://catalogue.uci.edu/informationforadmittedstudents/academicadvisingandhonors/#honorsopportunitiestext)

Quarterly Undergraduate Honors
Any undergraduate student is eligible for Dean’s Honor List if they achieve a quarterly grade point average (GPA) of 3.5 or better in a minimum of 12 graded units. (Source: https://www.reg.uci.edu/addl/faq.html)

Honor Societies
Membership in honorary scholastic societies is available at UCI for high-achieving students of specific majors/interests. For a complete list of honor societies with chapter names at UCI, visit Appendix L of the CHP Research/Thesis & Senior Year Handbook.
Honor Societies, continued

**Phi Beta Kappa** is the oldest and most respected undergraduate honors organization in the United States. Founded in 1776 at the College of William and Mary, Phi Beta Kappa has evolved to become the nation’s leading advocate for academic excellence and scholarly achievement in the liberal arts and sciences at the undergraduate level, and promotes the principles of freedom of inquiry and liberty of thought and expression.

UC Irvine’s Phi Beta Kappa Chapter (Mu of California) was founded in 1974 and is UCI’s most selective honor society, with only five percent of graduating seniors and one percent of third year juniors invited to become members each year. An annual initiation ceremony for new members is held in June. Phi Beta Kappa members are also recognized in the commencement program.

**Golden Key International Honour Society** is an international academic honors organization dedicated to excellence. The Society is interdisciplinary and unites the talents of the brightest undergraduate students in America and seven other countries. Outstanding faculty and university administrators are active in Golden Key at both the chapter and international levels.

**Latin Honors**

Students who graduate during the academic year with academic honors, and those who receive special school awards, are honored in school-based ceremonies. Some honors societies may also hold special ceremonies for selected students. Of the graduating seniors beginning with the class of 2018, no more than 16 percent will receive academic honors: approximately 2 percent *summa cum laude*, 4 percent *magna cum laude*, and 10 percent *cum laude*.

The criteria used in selecting candidates for these honors are available at the counseling office of each school. One general criterion is that students must have completed at least 72 quarter units in residence at a University of California campus. The student’s cumulative record at the end of the final quarter is the basis for consideration for awarding Latin Honors. Students who have on file recorded acts of academic dishonesty, as defined in *University of California Policies Applying to Campus Activities, Organizations and Students*, may be excluded by the Associate Deans from consideration for academic honors at graduation. For further information contact the academic counseling office of each school. (Source: [http://catalogue.uci.edu/informationforadmittedstudents/academicadvisingandhonors/#honorsopportunitiestext](http://catalogue.uci.edu/informationforadmittedstudents/academicadvisingandhonors/#honorsopportunitiestext))

**Excellence in Research Programs**

The School of Biological Sciences and the Departments of Cognitive Sciences and of Psychology and Social Behavior offer students the opportunity to pursue research through their Excellence in Research Programs. Students work on their research projects under faculty supervision and have the opportunity to present their results to peers and faculty and, in certain instances, to have their research papers published.

**Scholarship Opportunities Program (SOP)**

This program assists UCI undergraduate students in applying for and winning competitive, prestigious awards such as the Rhodes and Fulbright scholarships. The website includes information about significant external scholarships and fellowships. Counseling and application preparation are provided for selected awards, especially those that require a campus prescreening or nomination. Informative workshops are offered during winter quarter to help identify prospective candidates.

Many CHP students win these prestigious scholarships, including UCI’s first and only Rhodes Scholarship. Interested students can make an advising appointment or attend drop-in advising hours. Please see the website for more information. The SOP’s office is housed within the Center for Excellence in Writing and Communication in 193 Science Library; telephone (949) 824-0189; email: skirship@uci.edu; online: [scholars.uci.edu](http://scholars.uci.edu).
Other UCI Opportunities for Honors Students

There are a variety of research programs and opportunities available on- and off-campus. Some are offered during the academic year and some only during the summer. The availability and opportunity for undergraduate research is one of the strengths and unique features of UCI & the CHP, so we encourage all honors students to build these experiences early in their overall curriculum plan.

Undergraduate Research Opportunities Program (UROP)
The Undergraduate Research Opportunities Program (UROP), in the Division of Undergraduate Education, encourages and facilitates research and creative activities by undergraduates from all schools and academic disciplines at UCI. The UCI Undergraduate Research Journal is published every summer. This is a compilation of outstanding research papers completed by UCI undergraduate students during the preceding year. UROP also hosts the annual UCI Undergrad-
event that allows undergraduates the opportunity to present their research results in a professional setting and is a recommended “must do” for all honors students. 2100 Student Services II; telephone (949) 824-4189; e-mail: urop@uci.edu; online: www.urop.uci.edu.

Internships
UCI offers a number of internship opportunities and programs. The Division of Career Pathway’s Handshake contains links to a wide variety of internship resources and opportunities across campus.

Here are some internship programs available to UCI students:

The UCDC Summer Internship Program offers non-academic internships in Washington, D.C., primarily during the summers; its interns are placed in a supervised program of work and study in business or government.

The Administrative Intern Program offers students internship experiences in campus offices. Students assume responsibilities and projects which allow them to assess and develop their potential leadership skills through actual work experience.

The Division of Undergraduate Education offers academic internship programs in Washington, D.C. through UCDC and Sacramento through UCCS. This UC-wide program is open to students in all majors.

Top 5 Reasons to Get an Internship

1) Test drive different career options
2) Gain “real world” experience
3) Be competitive for jobs and graduate school
4) Build your professional network
5) Apply knowledge from coursework to the workplace

Study Abroad: Education Abroad (EAP) and International Opportunities (IOP)
CHP students are strongly encouraged to consider the option of studying abroad, especially through the Education Abroad Program (EAP) and/or the International Opportunities Program (IOP), as part of their undergraduate experience. Housed in UCI’s Study Abroad Center, these programs offer UCI students the opportunity to take advantage of the many worldwide opportunities that exist for study, work, internships, volunteering, and research. Participating in an international educational experience typically introduces students to ways of thinking different from their own, broadens their understanding of the historical and contemporary worlds, sharpens their interest in particular fields, and enhances their overall intellectual development. Students can study/work abroad for a quarter, a semester, over the summer, or for an entire academic year. In addition, category VIII may be satisfied by one quarter’s participation in the UC Education Abroad Program (EAP) or one quarter’s participation in an International Opportunities Program (IOP) with an approved IOP Credit Contract. Summer study abroad on an EAP or IOP (with approved IOP Credit Contract) satisfies this requirement when the program is at least five weeks long and the student completes at least one course worth at least four quarter units. Studying abroad may also offer an opportunity to complete an entire GE or school language requirement. Check with a counselor at the Study Abroad Center to determine which programs/countries may allow you to fulfill these requirement. 1100 Student Services II; telephone: (949) 824-6343.

Clubs
Many campus clubs and organizations also offer other opportunities for involvement, friendship, leadership, and service, including ASUCI (student government); KUCI (campus radio station); the New University (student newspaper); the UCI Anthology Yearbook; fraternities/sororities; tutoring programs; drama/musical productions; and intramural sports. For information about other campus clubs, search http://www.campusorgs.uci.edu/.
Appendices

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Who’s Who on the Campuswide Honors Program Staff?

Ted Wright  Assoc. Professor of Cognitive Science & Director, CHP  (cewright@uci.edu)

I am delighted to have been named the Faculty Director of UCI’s extraordinary Campuswide Honors Program. Here is some information about me.

First, because I know it confuses people, my name “officially” (for example, in the campus directory) is Charles E. Wright. My father and his father were also named Charles Wright, and so I have always been called Ted from my middle name, Edward.

I came to UCI in 1994. My primary appointment is in the department of Cognitive Sciences. Before coming to UCI, I was a professor at Columbia University and before that a researcher at Bell Laboratories. (This, in its heyday, was probably the best research facility in the world.) I teach one course in the three-quarter Introduction to psychology sequence that is required for all majors in either Psychology or in Psychology and Social Behavior as well as the Cognitive Science Research seminar, which is required of all students doing the B.S. in Cognitive Sciences.

I also teach graduate-level courses and, with my colleague Prof. Charlie Chubb, oversee an active lab that conducts research involving human attention, perception, and movement. In both my teaching and in the lab, what I find most rewarding is guiding students who are eager to push themselves and expand their intellectual horizons.

Although clearly work is important to me, much of what makes my life fulfilling involves my family – my wife and I have been married for over 40 years and we have two absolutely amazing, adult daughters – and other interests. I am passionate about food: cooking and eating it (one of my daughters is a pastry chef), but also thinking about how interesting, healthy food can be produced in sustainable ways and still be affordable. I am an avid photographer. I enjoy hiking and travel; and not just because both are great ways to find new things to photograph. Although I read music poorly, I enjoy singing in a choir. I am a fan of the Angels, the Lakers, the Packers, and, of course, the Anteaters (especially women's basketball, which one of my daughters played in college, and men’s volleyball). I also enjoy reading and sometimes even find time to do it – there are people who recognize me as the guy who reads while walking to work.

I look forward to getting to know CHP students, alumni, parents, and friends; you'll see me at Friday coffees and many other events, so please introduce yourselves to me. I am particularly interested in hearing any ideas you may have for continuing, or better yet, improving upon, the CHP tradition of excellence.

Lisa Roetzel  Ph.D. in German &  Director, Administration, CHP  (lroetzel@uci.edu)

I have been a committed Anteater since 1999, when I moved to Southern California and came to work for UC Irvine. It is a great privilege to be the Director, Administration of the Campuswide Honors Program!

I am originally from Minnesota and received my B.A. from Macalester College, and my Ph.D. in 18th Century German Literature from the University of Minnesota. I have lived in Germany extensively and am a committed Germanophile. Before coming to UCI, I was a professor of Humanities at the Eastman School of Music, where I taught German and humanities courses to honors students. My career then took a turn toward administration, and I began work in the area of fundraising and public relations for the Claire Trevor School of the Arts at UCI. I have been with the CHP as the Director, Administration since 2004, and continue to find great satisfaction in working with such talented students and alumni and such a dedicated staff. I also teach one of the honors discussion sections in Humanities Core Course, and look forward each year to meeting a new group of first year students.

When not on campus with all of the other Anteaters, I enjoy singing with the Orange County Women’s Chorus, which is infamous for “causing treble.” I am an avid consumer of the arts of almost any variety, and like introducing CHP students to the arts; we have seen some great plays and concerts over the years! Students—be on the lookout for CHP sponsored visits to arts events, and stop by the CHP office any time to say hello!
Mary Gillis ('99)  Senior Honors Advisor, CHP  (mgillis@uci.edu)

I am thrilled to be the CHP's Senior Honors Advisor and consider myself lucky to have the opportunity to work with the best students on campus! As the saying goes, once an Anteater, always an Anteater -- I graduated from UCI with a Bachelor’s degree in English in spring 1999 and returned to UCI as the CHP’s Senior Honors Advisor in 2009. While I was a student at UCI, I participated in the CHP and the Humanities Honors Program and I was an editor for the New University Newspaper, a SPOP staffer, and a Mesa Court R.A.

During my 10 years away from UCI, I taught English in Hungary and attended Columbia University in New York City, receiving my Master’s degree in Higher & Postsecondary Education in 2004. I have also worked at Barnard College, Cal Poly San Luis Obispo, and CSU Long Beach.

I enjoy books, movies, travel, trivia, teaching, dogs, good food and drink (mmm . . . coffee), and spending time with my twin nieces and my nephew. I also love learning about almost anything and anyone. I look forward to connecting with CHP students and reconnecting with alumni. Stop by the office or email me any time and let me know how you’re doing and what questions you have!

Christina Treble ('06)  Honors Advisor, CHP  (christina.treble@uci.edu)

It is such a privilege to work with the amazing students, staff, faculty and alumni of the Campuswide Honors Program! The CHP was my home away from home as a student and gave me a safe, supportive environment from which to explore and take risks. The highlight of my time as a student was working as a CHP Peer Academic Advisor, and it definitely led me to the career I have today. I graduated from UCI in 2006 with a Bachelor’s degree in Drama and a minor in Educational Studies. One month later, I was back on campus working for the Undergraduate/Undeclared Advising Office where I advised students on all that UCI has to offer. In 2012, I returned home to the CHP as an Honors Advisor.

I’m a new mom so my life outside of work is pretty busy, but in my free time I enjoy drinking coffee, cooking and baking, reading (especially autobiographies), re-watching Friends and Gilmore Girls, going on adventures, solving crossword puzzles, and spending time with friends and family. I love to chat and am always happy to meet new people, so please come by and say hello. My door is open to you!

Karissa Sorenson  Honors Advisor, CHP  (karisscp@uci.edu)

I am grateful to be working with the amazing staff and students in the Campuswide Honors Program as an Honors Advisor and happy to be a part of such a wonderful community at UCI!!

I graduated from California State Polytechnic University, Pomona with my Bachelors in Liberal Studies, which provided me with the background in interdisciplinary ways of thinking and the foundation to become an educator. I received my Master's degree in College Counseling/Student Development from Azusa Pacific University. I truly enjoy supporting students personally, academically, and professionally.

As a student leader at Cal Poly Pomona, I was President of the Rose Float program my senior year where I collaborated with a diverse team to design, construct, and decorate a float for the annual Pasadena Tournament of Roses Parade. I have also worked in the Career Center and the César E. Chávez Center at Cal Poly Pomona, the Admissions Office at Claremont McKenna College, the Judicial Affairs Office at Pomona College, and Office of the Campus Pastors at Azusa Pacific University.

In my free time, I enjoy watching I Love Lucy reruns, satisfying my inner foodie (continuously searching for the best Pad Thai), going to concerts (favorite artists/bands: Ellie Goulding and Florence and the Machine), and spending time with family and friends. Please stop by the CHP Office any time to say hi. I look forward to getting to know you!
Who’s Who on the Campuswide Honors Program Staff?

Theresa Nguyen (’05) Honors Advisor, CHP  (th.nguyen@uci.edu)
I am excited to be returning to UCI and to the CHP as an Honors advisor. As an undergraduate student, I participated in both the CHP and the Humanities Honors Program. When I was not attending lectures or office hours, I “lived” in the Locus, and I look forward to once again helping out with and hanging out at Coffee Hour.

After graduating from UCI in 2005 with a degree in English and minors in French and History, I attended the University of Cambridge, and received my Master’s degree in English Studies. At the University of Wisconsin-Madison, I conducted graduate research in Literary Studies, investigating how distraction operates in eighteenth-century British poetry and visual culture.

At UW-Madison, I taught undergraduates in both literature and composition courses. As a Writing Center Instructor and a Pre-Health Advisor, I have advised students on a range of writing projects (from essays to applications) and co- and extra-curricular activities (from research to volunteering). I am excited to put all my teaching and advising experience to work for you all.

When we’re finished discussing course plans or thesis research, I welcome the opportunity to chat about the arts—high, low, and everything in between. I look forward to meeting you all!

Rachel Roberts (’14) Office Manager, CHP  (rarobert@uci.edu)
I’m so happy to be the CHP’s Office Manager and to be a part of the honors community again! I graduated from UCI in 2014 with my degree in English and an emphasis in Creative Writing. In addition to being a CHP alumna, I worked for the CHP office as a student assistant for two years. The close interaction with my fellow students in the honors office led me to pursue opportunities in Arroyo Vista Housing, where I served for two years on Arroyo Vista Student Council and worked as a Summer R.A. and Summer Conference Assistant.

After graduating from UCI, I returned home to San Diego and worked for UCSD, where I held positions in administrative support and student affairs. I returned to the UCI and the CHP in November 2016 and I couldn’t be happier. As Office Manager, I am responsible for the administrative and accounting functions of the program. I am also involved in the planning of events like Honors Experience Day.

Some of my passions include theater, books, cats, travel, Comic-Con, crafts (jewelry making), and exploring museums and cultural attractions. I love meeting new people and look forward to welcoming you to the CHP!

Nicole Helregel  CHP Librarian, UCI Libraries (helregel@uci.edu)
Welcome to UCI – we’re so happy you’re here! I’m Nicole Helregel – the CHP librarian! I can help with any questions you have about library resources (books, articles, videos, etc.), services (study rooms, loanable technology, 3D printing, etc.), and more! I’m also here to help when you start doing research – we can chat about your literature review, citation questions, and even getting ready to present your work! Feel free to email me or stop by the Science Library (Room 243)!

Originally from central Illinois, I came to UCI in 2016 to work in the libraries and have been loving Southern California ever since! I have a BA in History (Beloit College) and an MS in Library & Information Science (University of Illinois). I love hiking (hit me up if you need local trail recommendations), baking, reading, and travelling. My recommendations for your time here: find your passion and your people and find ways to invest in both; check out some of the nearby national parks (Channel Islands is one of my favorites); try to go to an event outside your major/comfort-zone once a quarter – you’ll be surprised what you learn and who you meet!
Meet the School Honors Advisors!

Amy Kim ('04) Director of Student Affairs, Arts (amykim@uci.edu)

Congratulations on making a superb choice in joining the Campuswide Honors Program at UC Irvine. I am a CHP alumna, having earned my undergraduate degree in English here at UCI in 2004. After my years here, I went on to pursue my graduate studies at USC and earned a Master’s in Postsecondary Education and Student Affairs (PASA) in 2006. In the Claire Trevor School of the Arts, I get to work with many passionate artists, performers, and creative types and have the great pleasure of seeing students pursue their dreams, both here at the university and beyond their time in college. You will find so many performance and exhibition opportunities available to you in the School of the Arts, a close-knit community of students, and amazing and supportive faculty to push you to the next level. As the Director of Student Affairs for the School, I am committed to student engagement, development, and success, and we want to make your experience here at UCI a positive one. When I am not hard at work, you can find me spending time with my husband and two kids, or training for the World Series of Poker. I also enjoy a good book and the occasional song and dance. I look forward to meeting you!

Jenna Bague-Sampson Interim Director/Academic Counselor, Biological Sciences (jbague@uci.edu)

Welcome to UC Irvine! I am excited you have chosen to join this proud family of Anteaters, particularly in the School of Biological Sciences! I graduated from UCI in 1998, with a B.A. in Environmental Analysis and Design (School of Social Ecology). While a student, I lived in the dorms, participated in research and an internship, worked as a peer academic advisor, and took a variety of classes that allowed me to delve into my major and study realms beyond its scope. After I graduated, my internship helped me to obtain my first full-time job, as a research associate in the Epidemiology division of UCI’s School of Medicine. After working in research for a few years, I began working as an academic counselor in the School of Social Ecology. I have been an academic counselor for 15 years and love working with undergraduate students! In 2005, I moved to Biological Sciences to grow my knowledge of the campus and take on a new responsibility advising students about preparation for healthcare professions. In this position, I get to help students sort out day-to-day academic concerns and help them plan to become doctors, pharmacists, optometrists, and more! Please come meet with me in the Bio Sci Student Affairs office during walk-in advising or for an appointment to chat about your academic and professional goals, opportunities to explore at UCI, or talk about your favorite board game. I encourage you to explore the many opportunities CHP and UCI have to offer. I hope you enjoy UCI as much as I did...and continue to do! I look forward to meeting you!

Sarah Link Associate Director, Business (slink@uci.edu)

I was born and raised in Folsom, California (a small town outside of Sacramento) and moved down to Irvine after I graduated high school to attend UCI. I’m a CHP alumna who was a double-major in both Public Health Policy and Psychology and Social Behavior. I graduated Magna Cum Laude, received the "Excellence in Research in Public Health Award", and was selected for Phi Beta Kappa membership. I also participated in the Social Ecology Honors Program, Summer Undergraduate Research Program (UROP), and was a recipient of a UROP Fellowship. I also served as a Peer Academic Advisor and University Studies Discussion Leader and am so grateful for the incredible experiences and opportunities provided to me as a student at UCI. Following graduation, I worked in the medical field for a year before returning to UCI to work as a Student Affairs Officer, advising undergraduate students in the Public Health Program. I then transitioned to the School of Business, where I worked as the Instructional Support Manager and Analyst to the Dean and Associate Deans of the School. I now work as the Associate Director of Undergraduate Advising & Student Services for the School of Business and plan to begin pursuing my MBA on a part-time basis here. In my free time, I’m an avid sports fan and closely follow both baseball and football – my favorite teams being the LA Angels, SF Giants, SF 49ers, Kansas City Chiefs, and UCI Anteaters (obviously!). I’m also quite the Disney fanatic and get frequent use out of my annual pass (which I highly recommend to any of you who love Disney too!). I’m fortunate enough to live near the ocean in Newport, so I try to enjoy the beach as much as possible and get out on the water whenever I can. I absolutely love living in Orange County and have had the most incredible experiences both as a student at UCI and now working for the University, and I hope you find that is the case for you as well. I’m excited about your decision to come here, and I hope I can help you make the most of your time as a student here!
Meet the School Honors Advisors!

Christy King ('96)  Academic Counselor, Engineering  (clking@uci.edu)

Originally from the San Joaquin valley, I moved to SoCal in 1992 to attend UCI. I graduated in '96 with a BA in Psychology and Social Behavior and a minor in US History. As an Anteater, I lived and worked in Middle Earth housing which then led to my first professional position as an Administrative Assistant. After 5 years in housing, I made the move to Engineering Student Affairs where I initially served as the program coordinator for the diversity program. I am now the Associate Director for Undergraduate Student Affairs in Engineering and LOVE working with students to help them achieve their academic goals. I have an open-door policy – stop by to chat anytime!

Denise Earley ('03)  Assistant Director of Student Affairs, Education (denise.earley@uci.edu)

Welcome to UC Irvine! We are so happy you have decided to join our UCI family! On behalf of the School of Education we welcome you!

I came to UCI as a freshman in 1999. I was born and raised in a very small town on the border of Mexico and California. I was the first person in my family to attend college, which was very scary and exciting at the same time. I graduated from UCI in 2003, with a B.A. in Psychology and Social Behavior and a minor in Educational Studies. I loved my time at UCI! I always knew I wanted to help others, even though I wasn’t sure how that passion would eventually manifest itself. One experience in particular changed the course of my life and that was becoming a Peer Academic Advisor for the School of Social Ecology. During my 2 years as a PAA, I realized I wanted to help students navigate the world of higher education. As a first generation student, I was fortunate to have wonderful mentors who helped me along the way and I wanted to do the same for others. I started working as an Academic Counselor in the School of Engineering the Monday after graduation!

After a few years of working with undergraduates, I took a few years off to live in Spain and Italy. Living in Spain had always been a dream of mine, and I was able to fulfill that dream by participating in a TEFL program and teaching English abroad. I highly recommend an Education Abroad Program (EAP) while you’re at UCI, even if it’s just for the summer. Believe me, it’s so much harder to live abroad if you wait! I returned to UCI, and academic counseling, in 2012 for the School of Education. I love working with students and enjoy helping them discover their own unique path. Please feel free to contact me with any questions you may have. I look forward to getting to know you!

Lisa Payne-Miller  Academic Counselor, Humanities  (lpaynemi@uci.edu)

Born in Maine (as were my parents). Moved to Connecticut back to Maine to Florida back to Maine to Maryland to upstate New York by the time I was 12. Got my A.B. in German from Bowdoin College in Maine. Met my now-husband at Bowdoin. Since he is a fifth generation Californian, we moved to Berkeley for adventure and I worked in a textbook store for minimum wage because I loved books (hmmm, economic reality took a while to dawn). Went to graduate school for a year at Brown University but got lonely because I was the only German grad student in residence. Moved back to Berkeley and got my M.A. in German Literature and was preparing for my qualifying exams when I realized one afternoon that I didn’t want to be a German professor.

After vowing never to live in Southern California, I joined my husband who was earning a PhD in English in Irvine (Verano!) in 1986. I taught ESL at night at a satellite campus of Rancho Santiago College while I worked as an administrative assistant in the now defunct EOP Office at UCI by day. Got this job as an academic counselor in Humanities 28 years ago and have lived very happily in the Humanities Counseling Office ever since. I have an adult offspring, Cyrus, who graduated from a UC slightly to the north and now lives in LA trying to get his foot in the door as a hair stylist/colorist and makeup artist. I love reading both fiction and non-fiction, serial gardening (planting and then replanting if the experiment is unsuccessful) and I spend most of the winter and spring at the ocean watching gray whales migrate. My husband and I are on a quest to see all of Shakespeare’s plays performed and after this summer we should have 6 left. I have a great affinity for puffins (NOT penguins) and am addicted to the bird (and other wildlife) cams at explore.org. I really look forward to meeting all of you and helping you reach your academic goals with as little stress as we can manage!
Meet the School Honors Advisors!

Neha Rawal  
*Associate Director, Information and Computer Science (neha@ics.uci.edu)*

Hello and welcome to UCI! I joined the UCI and ICS Anteater family in 1996. It's been fun to watch the campus grow and develop into the amazing place it is today. I am excited for the opportunities that await you here. Take some time to develop a strategic plan for your academic career. What goals do you want to accomplish by the end of each year: academically, professionally, and socially? Incorporate them into your plan and ensure that you are building a strong resume and portfolio as you build your transcript. Remember: you are in tech. You will need to utilize, often and efficiently, all the campus resources that will elevate you and assist you in accomplishing your goals. You are in charge of your strategic plan, so make it a good one and stay with it. I am always here to help if you need it!

Julie Aird  
*Director of Student Affairs, Nursing (jaird@uci.edu)*

My name is Julie Aird, and I am the Director of Student Affairs in the Sue & Bill Gross School of Nursing. I was raised in Northern California, came to Southern California for college and never left. I graduated cum laude from Biola University with a B.A. in Psychology. Upon graduating I started working right away as an admissions/academic counselor. I loved it so much, that I've been working in student affairs now for 25 years. I've worked for National University, Biola University, and for the last 19 years here at UCI. I enjoy advising undergraduate students, and am here to help you navigate the challenges of being a nursing student, as well as a CHP student. Please let me know how I can assist you to succeed in your academic, personal and professional goals. I look forward to it!

Jillian LeMaster-Dwyer  
*Academic Counselor, Physical Sciences (jlemaste@uci.edu)*

I have spent the majority of my life in Los Alamitos, which is not too far from here. After graduating from Los Alamitos High School in 2010, I decided to continue my education here at UCI. (Go Anteaters!) I graduated with a B.S. in Computational and Applied Mathematics and a minor in Psychology and Social Behavior. I strongly believe that UCI provides its students with many opportunities to succeed both academically and personally. For instance, towards the end of my 3rd year here at UCI, I was given the incredible opportunity to become one of the Peer Academic Advisors for the School of Physical Sciences. Needless to say, I absolutely loved working in this office and I was fortunate enough to get a position as one of the new Academic Counselors.

I really enjoy cooking and eating good food (sometimes those two things actually go together). I especially love ice cream. I mean, who doesn’t? I also really like to travel and experience new places and cultures. So far, I have been to Canada, Northern and Southern Ireland, France, Germany, the Netherlands, the Czech Republic, Great Britain, and Italy and I can’t wait to go to even more countries!

As a recent graduate I completely understand what it is like to be a student here at UCI. Please feel free to come by my office if you have any questions about academics, college life, campus resources, or even if you would just like to chat!

Cindy Wolff  
*Academic Counselor, Public Health (clwolff@uci.edu)*

Hello and welcome to the program in Public Health at UCI. I have been an academic counselor for many years which includes Junior High, High School and now the University level. While working within the academic setting, I have also counseled in non-profit counseling centers, working mostly with students. I hold an undergraduate degree in Psychology and a Master’s degree in Counseling.

I have been fortunate enough to live on Maui and travel abroad to Costa Rica and various countries in Europe and visited my daughter in Greece after her study abroad semester! Experiencing a new culture broadens an educational experience, and as a result, I hope that many of you will have the chance to embrace the Study Abroad program during your tenure at UCI.

I was blessed to have many mentors throughout my education, who helped me accomplish many of my goals and I hope to return the support. As a part of the UCI counseling team, I look forward to working with you as the CHP academic advisor.
Meet the School Honors Advisors!

Helen Morgan  Director, Social Sciences  (hmorgan@uci.edu)

Congratulations on selecting UCI! You will find excellent opportunities in CHP and the campus community to enrich your education. Take advantage of as many resources as you can! I graduated from UCI in 1992 with a B.A. in Sociology. As an undergraduate, I was fortunate to be involved in many opportunities such as the Peer Academic Advising Program and the Social Sciences Summer Academic Enrichment Program. I also had wonderful faculty and staff who were supportive in my educational goals. As an undergraduate, the support network that I had led me to many campus opportunities which has now brought me full circle to helping undergraduates such as yourself. Please feel free to contact me with any questions that you may have at (949) 824-7027 or hmorgan@uci.edu. I look forward to meeting you and helping you achieve your undergraduate goals.

Geoffrey M. Murry  Academic Counselor, Social Ecology  (gmurry@uci.edu)

Welcome to UCI and congratulations on beginning the next chapter of your story! My name is Geoff Murry. I am a first generation college graduate. I am originally from Chicago, IL and earned my B.A in English and Professional Writing from Grand Valley State University (MI). After my commencement, I packed my car and hit the road to California, where I earned my M.ED in Counseling for Higher Education from the University of Redlands.

I have worked with all types of students, spanning from High School, Community College and 4-Year institutions. I focus on the holistic development of one’s personal journey and I encourage you to explore! Use this time to create experiences that will make life interesting!

Andrea Licata  Academic Counselor, Undergraduate/Undeclared  (licataa@uci.edu)

Greetings from U/U! In 2015, I graduated cum laude from UCI with a Bachelor's in Business Administration and minor in Linguistics, earning the honor of the Chancellor's Award of Distinction. During my time as an Anteater, I was President of The Economics Society, Uni Stu 1 Discussion Leader, 2-year Peer Academic Advisor, Student Leader in UCI Cru, and held several other internships/jobs. Soon after graduating, I began working as an academic counselor in the U/U Office and have loved it ever since. UCI has numerous opportunities, and I'm excited for you to explore all this amazing campus has to offer.

In 2017, I graduated from California Baptist University with a M.S. in Higher Education Leadership & Student Development. Working with students is what I love! Come meet with me to discuss your academic, professional, and future goals. When not at work, I enjoy traveling with my family, going to zoos (shout-out to okapis and tapirs everywhere), and eating brunch with friends (mmm banana pancakes).
Welcome from the CHP Peer Academic Advisors!

Our goal is to help you with all your CHP and academic needs. As part of this, we are here to help you make your course plans, advise you on classes and majors, answer your questions about CHP requirements, and inform you of other UCI resources. As CHP student leaders, we work with the Campuswide Honors Student Council (CHSC) to provide faculty/student programming, coordinate CHP volunteer activities, and address honors academic concerns. We also work with the Resident Advisors (RAs) of the CHP houses in Arroyo Vista and of The Shire, Loma, and Arroyo, our freshman halls in Middle Earth and Mesa Court.

We have been rigorously trained in issues related to academic advising, and have a wide knowledge of campus resources available to students. These include the Division of Career Pathways (DCP), the Disability Services Center, Financial Aid, Housing, Learning and Academic Resource Center (LARC), and the Counseling Center, to name a few.

As students, we know what UCI is all about. We’ve experienced the challenges of choosing classes, managing time, living with roommates, and looking for time to relax. We believe you’ll find that our advice rings true because it comes from students who have been there. Out of our own struggles, we can help you find the resources available to you at UCI. We are also individually involved in a wide variety of campus activities, so we can often help you find an activity that will best suit your interests and goals.

We Are...

Jamisyn Atlas — 4th year Psychology & Social Behavior major
Andrea Porras — 4th year International Studies and French majors
Sunny Kim — 4th year Psychology & Social Behavior major
Dominique (Nikki) Oei — 4th year Asian American Studies and English majors

Contact Us

Our phone number is (949) 824-8409, and we are located in 1200 Student Services II. You can email us at chppaa@uci.edu.

Online

For our quarterly office hours, info on current CHP–News and events, announcements, links to cool pages at UCI, and more info on us, visit our web page at: http://honors.uci.edu/academics/academic-advising/peer-academic-advisors/
Tips from CHP Honors Advisors and Faculty for Succeeding at UCI

- Your first and foremost survival skill is **time management**; the second is **stress management**. If your skills are not up to the level they need to be for college, attend a workshop at the Learning & Academic Resource Center (Rowland Hall, room 284) and learn some helpful techniques. Also, talk to continuing students who have learned what works and what doesn’t (peer mentors and peer advisors are great resources).
- Take care of academic problems early; waiting can and often does lead to bigger problems that are harder to change/solve. If you experience difficulty, find out what campus or CHP resources exist to help you. If you don’t ask, no one can help. (The honors advisors or the peer advisors are great people to go to for advice!)
- Remember that starting college is in some ways “starting over” and needing/asking for help is not failure — it’s one of your keys to success.
- For honors students, high achievement is often closely related to one’s self confidence and self-esteem. Remember that everyone has a rough quarter now and then and your grades are not a measure of your worth as a human being!
- All CHP students are potentially capable of succeeding at UCI and in the honors program, but college will NOT be anything like high school! Be prepared for challenges and changes and realize you may need to work harder and longer for continued success.
- Study hard and set your own personal academic goals and priorities. Since school is your primary job, plan to spend 40 hours per week on it. But be sure that you also allocate time for the activities that are important for your physical, spiritual and emotional well-being. Don’t forget to eat balanced meals, get regular physical exercise, and allow time for friends and family. We know it sounds silly, but if necessary, schedule these types of activities into your daily/weekly calendar!

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Tips on Interacting with Faculty, In and Out of the Classroom

- Come prepared and ask questions whenever the size and format of the class permit it.
- Support your professors and fellow students during class by being attentive and interested; don’t use your laptop to go online during class and avoid being negative in manner and speech.
- Do not measure the success of a class by its entertainment value; not all professors are gifted speakers but they usually have something of value to share if you listen closely.
- Concentrate on the material presented in class, even if it’s offered at a time that tends to put you to sleep; what you learn about your interests and capabilities is often surprising. Some of the courses which appear at first to be the least interesting or the hardest (even impossible!) may turn out to be your most valuable and rewarding.
- Take notes by hand. Research has shown that the physical act of writing (vs. typing) results in better learning outcomes among college students.
- Use faculty office hours for more than just questions or about grades: instead, explore ideas or plans, follow up on your curiosity about a particular field/subject that the faculty member has knowledge about or does research on. Ask them about trends in potential careers, or about the school(s) they attended.
- Be aware of other students’ needs to see the professor and don’t monopolize his/her time unnecessarily.
- Whenever possible, don’t ask about your grades!
- Use common sense and tact; don’t say that a course or topic or professor is boring/sleep inducing/has tranquilizing effect on your brain — help make things better by your input and interest. For example, suggest articles, speakers, films, a field trip that relates to the class topic/subject!
- Get to know your classmates. They are important sources of knowledge and support. You can study with them, share notes, and you may even make some new friends.😊
- Get a fellow classmate, and together take your faculty person to lunch or coffee. There’s comfort in numbers and your first attempts can help break the ice and lead to more one-on-one situations.
- Faculty coffee hour is one of the best opportunities for students to talk to faculty outside of the classroom. Many students will invite their favorite professors to these functions to discuss research opportunities.
UCI General Catalogue. You should become thoroughly familiar with the information contained in the General Catalogue which pertains to your school/major and the requirements to graduate. The Catalogue is available exclusively online and it is in your best interest to take some time familiarizing yourself with it. The information in the Catalogue will be useful throughout your academic career at UCI.

Online Schedule of Classes (WebSOC) is always the most up-to-date version of course listings and changes. Read this carefully, especially the notes and comments before individual class listings (like General Chemistry) or course restrictions for an individual course. Make note of the various dates and deadlines listed on the Registrar’s website.

Learning & Academic Resource Center (LARC). Take advantage of various free workshops (e.g., time management, stress management, procrastination, multiple choice test-taking, test anxiety, etc.) offered through this office. Remember good study habits are not inherent but learned! Rowland Hall, room 284; telephone: (949) 824-6451.

Student Responsibilities
Forms. Most forms you will use while at UCI are available in your school’s undergraduate counseling/student affairs office.

Current/local address. Remember to keep both the Registrar’s Office and the Campuswide Honors Program apprised of your local (school) mailing address and phone number. Costly delays can sometimes result if we don’t know how to contact you.

WebReg, priority enrollment, and enrolling in honors classes. When registering with WebReg, it is imperative that you pay attention to when your enrollment window opens. This information is available via WebReg. The dates (when you can log in to find out when your enrollment window opens) are always on the Registrar’s quarterly calendar. By registering when your window opens, or soon after, you will have priority during this initial enrollment window for the classes you need and for which you qualify. If you wait too long, you will lose this priority and may not get the necessary classes. Watch for important messages via CHP-News as to how and when to register for honors classes. Those with unusual scheduling difficulties need to work closely with CHP staff to make sure you get into the classes you’ll need.

Add/Drop/Change. Adds, drops, and changes are modifications made to your course enrollment. These modifications can be made via WebReg during the Enrollment by Window and Open Enrollment periods. Each modification type is subject to a specific deadline, as outlined below.

Add - This is used to enroll in classes or set additional classes to your schedule. Available through the end of the 2nd week of instruction. Please note that each academic unit may set the add deadline earlier than week 2 as necessary.

Drop - This is used to remove classes from your schedule. Available through the end of the 2nd week of instruction. Please note that each academic unit may set the drop deadline earlier than week 2 as necessary.

Change - This is used to modify the number of units for variable unit classes, and/or exchanging between the grade option and pass/not pass (P/NP) option for any class that permits the option. Available through the end of the 2nd week of instruction. Please note that each academic unit may set this deadline earlier than week 2 as necessary.

If you need to make a change after these deadlines, you must do so by requesting an Enrollment Exception. To begin, click on the Applications tab in StudentAccess and select Enrollment Exceptions. Choose the appropriate enrollment action in order to petition for an exception. Click here to view a chart of deadlines and procedures.

Quarterly, the deadline to submit an Enrollment Exception request is 5 p.m. on the last day of instruction.
Final Examinations. Your final exam schedule is listed on your study list, both in WebReg and on Student Access. Usually, your final exam will be given in the room in which your class met, but it might NOT be at the same time. If your instructor plans to give a final exam at a time other than that published in your study list, it should be announced during the first two weeks of class. **NOTE:** while most course final times are set according to the day/time for the lecture, Humanities Core sets its exams according to the day/time of the seminar section. In addition, there is only one final for Humanities Core.

Transcripts/Grades. Transcripts are never mailed. You may pick up a free copy at the Registrar’s Office a few weeks after each quarter ends. You are responsible for checking your transcript each quarter. If you find any errors, initiate action to correct them as soon as possible. Most changes must be made within one quarter. For example, NRs are temporary grades given when an instructor does not have enough information to give you a grade or an Incomplete. An NR automatically changes to an F if not changed after one subsequent quarter of enrollment — and it is almost impossible to change after that time. ALL DEADLINES ARE ENFORCED.

Repeating Courses. Most UCI courses cannot be repeated unless you have earned a deficient grade (NP, C-, D+, D, D-, or F). Check with your academic counselor or the UCI General Catalogue to see if a course is repeatable.

Advance Contracts. It is important to check with your school before taking courses off campus. It is up to each academic unit to decide for its own majors whether specific off campus courses will fulfill major, minor, General Education, and/or elective requirements. Complete an advance contract form BEFORE taking courses at another college or university; otherwise, transferability and credit are not guaranteed. This is true for study abroad as well. California community colleges have articulation agreements available on ASSIST.org.

Readmission. When you do not attend UCI for one quarter or more, or attend for part of a quarter and withdraw, re-enrollment at UCI (and in the Campuswide Honors Program) is not automatic. You must pay a fee and file an Application for Readmission by the following deadlines:

- **FALL**, August 1
- **WINTER**, November 1
- **SPRING**, February 1

You should also email the CHP Office, requesting readmission to the Honors Program at the same time.

When you seek readmission at UCI after being absent for more than three consecutive quarters, you are subject to ALL requirements (General Education and degree) in effect at the time of readmission.

Graduation. Graduation is NOT automatic. You need to file an application for graduation through Student Access at least two quarters prior to the date you wish to graduate. Deadlines for applying for graduation are different for every school, so make sure you file yours ON TIME. Late applications may delay your intended date of graduation and students who graduate after Spring quarter will not be considered for Latin honors and awards until the following year.
Appendix F

General Education (GE) and the CHP

Requirements for a Bachelor's Degree at UCI*  
(And how they articulate with the CHP Classic Honors Core Courses)

UCI Requirements*  
Entry Level Writing  
American History  
American Institutions

CHP Entrance Requirements  
Must be satisfied prior to beginning CHP  
(Usually satisfied at a California high school)

UCI Unit & GPA Requirements*  
Minimum 180 quarter units  
Minimum GPA of 2.0  
Residency requirement  
(36 of final 45 units must be completed at UCI)

CHP Unit & GPA Requirements  
(Same)  
Minimum GPA of 3.2 by graduation

UCI General Education Requirements*  
I. Writing  
   a. Lower Division Writing  
   b. Upper Division Writing

II. Science & Technology  
III. Social & Behavioral Sciences  
IV. Arts & Humanities  
V. Quantitative, Symbolic & Computational Reasoning****  
   a. Quantitative Literacy****
   b. Formal Reasoning****

VI. Language Other Than English  
VII. Multicultural Studies  
VIII. International/Global Issues

School and Major Requirements  
See UCI General Catalogue descriptions

CHP Curricular Requirements**

Honors Humanities Core (Human H1A-S or H1BS, and H1CS)  
- Completed first year

Honors Science Core, (2 different courses from Bio H90, Chem H90, EarthSS H60, Physics H60)  
- Usually completed third or second year. Only three H90 options offered each year.

OR Honors General Chemistry (Chem H2A-H2B-H2C)**  
- Usually completed first year

OR Honors Biology (Bio Sci H03-H04)**  
- Usually completed first year, if offered

Honors Social Science Core (Sec Sci H1E, H1F, H1G)  
- Usually completed second or third year

Honors Humanities Core (Human 1A-1B-1C)

Honors Science Core (2 different courses from Chem H90, EarthSS H60, Physics H60)

OR Honors General Chemistry (2 courses from Chem H2A, H2B, H2C)

Sometimes satisfied with a major/school requirement

May be partly or completely satisfied with high school credit

Honors Humanities Core 1C*****

Honors Humanities Core 1C*****

Honors courses may meet some school/major requirements. Others may be determined on an individual basis by petition within your school.

SUSTAINABLE SOCIETIES TRACK: Completion of all six Sustainable Societies honors courses fulfills GE categories II, III, and part of V. 
Learn more about these courses at http://honors.uci.edu/academics/curriculum/sustainable-societies/.

HONORS SEMINARS: Some, but not all, Honors Seminars count for GE credit. Learn more at:  
http://honors.uci.edu/academics/curriculum/honors-seminars/

* Refer to the 2018-19 UCI General Catalogue (http://catalogue.uci.edu) for more information and read carefully for full details

** AP Credit does not substitute for required CHP honors courses

*** Students enrolled in Honors Chem H2A-H2B-H2C are required to be concurrently enrolled in Honors Chem Lab H2L2A-H2L2B-H2L2C

**** Students taking Honors Biology will need one additional course to fulfill GE II. Many GE II courses are part of Bio Sci major requirements

***** Two classes in Honors Science Core (not Bio H90) or Honors General Chemistry may be used to fulfill Category V. An additional course in Vb is needed for a total of three in Category V

****** Students must complete three full quarters of Humanities Core in order to receive credit for GE VII and VIII
How to Develop a Proposed Course Plan

1. Pull up the General Catalogue for the year you were admitted; look up and make a list of all General Education (GE) requirements.
2. Add all school and major requirements that pertain to the degree(s) you have chosen to complete.
3. Add all honors course sequences that you will be taking to the list (www.honors.uci.edu/curriculum) and correlate how they impact your General Education (GE) requirements.
4. Make sure you look at the Advanced Placement (AP)/International Baccalaureate (IB) chart in the General Catalogue for course credits and make adjustments for requirements you might have already met (i.e., a score of 4 or 5 on the AP Spanish Language exam satisfies categories VI and VIII of the UCI General Education requirement). Remember, Advanced Placement (AP) and/or International Baccalaureate (IB) exam credit will NOT exempt you from taking required honors core courses. Also, adjust your list by including any completed college credits from other colleges/universities.

HINT - Some schools have created Degree Checklists for their individual majors that are useful when drawing up your plan. Also, check if there is a suggested four-year plan in the General Catalogue for your major. This is often a good starting point.

5. Begin to outline/layout your academic plan, using the suggested format that follows:

Name: ________________________
Major(s): ________________________
Minor(s), Concentration(s), Specialization(s), etc.: ________________________
Anticipated Date of Graduation: ________________________

And so on, until you have your plan laid out through to graduation. You may use the form available online to get you started, or develop your own in Word/Excel. If you design your own, be sure to include all information found on the form.

REMEMBER - Some majors (Biological Sciences or Engineering, for instance) are very structured, and this process of creating an academic plan may be relatively easy. For some others (such as Political Science), there is less structure, more choices, and some uncertainty as to when the courses you would like to take will be offered. In this case, try to keep an even course load, and distribute your requirements over the quarters and years, using titles like "upper-division Political Science" when you are not sure. As you progress, you can start filling in the details and making adjustments. Also, some majors (such as Political Science) can tell you in Spring what classes they will be offering the following year.

6. Make sure you think about your goals and the other things you would like to accomplish while an undergraduate student at UCI (such as complete a second major, a minor/specialization, an internship, or study abroad). Remember to keep in mind those special interests you want to continue developing and any others you want to begin to pursue (playing the flute, singing in the University Chorus, or learning another language, to name just a few). Investigate potential graduate or professional school and try to include prerequisite courses that might not be included in regular coursework.

7. Fill in the outline/grid with a plan that makes sense to you. Remember to check for and include any course prerequisites. Take the draft to your school honors advisor. Make any adjustments that are still needed, and have your advisor sign it. If you are a double (or, gasp, a triple) major, your plan should be seen and signed off by the school honors advisor from each major academic unit. Then make a copy for yourself, and turn in a copy of the approved plan to an advisor in the honors office.

As you can see, you should do a lot of the thinking and some of the preparatory work BEFORE you see your school honors advisor. The CHP Peer Academic Advisors and the Honors Advisors, as well as the PAAs in your academic unit, can help you as you develop your plan but we WILL NOT do it for you.
The UCI Libraries (Langson Library, Science Library, and Grunigen Medical Library) are great places for students to find information that will help them in writing papers and completing assignments. The libraries also offer some recreational reading, ranging from popular fiction, to Sports Illustrated, to the New York Times.

The Langson Library (#102 on a campus map) houses the collections and services that support research and teaching in the arts, humanities, education, social sciences, social ecology, and business and management. The Science Library (#520 on the campus map) houses the collections and services that support research and teaching in the biological sciences, engineering, information and computer science, physical sciences, portions of social ecology and medicine. The Grunigen Medical Library (in the city of Orange at the UCI Medical Center) is the largest medical library in Orange County and serves the needs of the hospital staff, medical students, and researchers. Information about reference services for all three libraries can be found below under “Using the Reference Services.”

UCI PhotoIDs are used as library cards for current students, faculty, and staff. Library hours, reference service hours, and Check Out Desk are available on the UCI Libraries website. Hours will change for holidays, such as Thanksgiving, as well as for finals, so it’s a good idea to call (949) 824-6836 or check the website if you’re not sure.

**Using the Reference Services**

Whether you’re working on a paper about violence in schools or the physics of roller coasters, there are more article databases and full-text sources (many of them from scholarly journals and encyclopedias) than before, not to mention lots of internet sites and search engines. To get your library research off to a good start, stop by the “Ask Us” Reference Desk (Langson Library – on the lobby floor, opposite the Check Out Desk; Science Library – by appointment; Grunigen Medical Library – near the entrance) for guidance from a librarian or library assistant. Bring as much information as possible about your project, including research you’ve already done, and librarians will work with you on a research strategy. If you have a large research project, you can get a head start by scheduling an appointment with a librarian.

The “Ask a Librarian” reference services are available round-the-clock! Real-time, chat reference service is provided by reference staff from various academic libraries. UC Irvine librarians will follow up with additional information if needed. If you don’t mind waiting 24 hours, you can also e-mail reference questions to the library online via “Ask a Librarian”. Just fill in the blanks. These are attractive options when the library or the Reference Desk is closed.

**Get a Good Start!**

**Fall quarter library “to do” list**

- Check out the library resources guide for students in the Campuswide Honors Program and get to know the CHP Librarian, Nicole Helregel.
- Browse the UCI Libraries online tutorials for information about beginning your research.

**Reserves**

Sometimes faculty put materials “on reserve” in one of the libraries. Hard copy course reserves can be checked out from the library Check Out Desks. More and more reserve materials are being made available electronically.

**Renewing Materials**

Keeping track of due dates is each borrower’s responsibility. Students may renew materials in two ways:

2. In person with your library card (no need to bring the materials in), whenever the library is open.
Appendix I

How to Request Letters of Recommendation

Etiquette when Requesting a Letter of Recommendation from a member of the CHP staff or UC Irvine faculty

Choose well. Request recommendations from those who know you, since they will be better equipped to write a compelling recommendation for you.

Ask your potential recommender, “Do you feel you know me well enough to write a letter of recommendation for me?” for this particular position/program/school/scholarship/etc. Rather than saying, “Will you write me a recommendation,” asking if they feel comfortable writing one is a better approach and gives them a way out if they don’t.

Identify what function your recommender should have. Who can write the best recommendation for you for this particular position/program/school/scholarship/etc.?

- It is appropriate to ask a faculty member for a recommendation addressing your academic accomplishments and experiences, and when applying to graduate/professional school, for scholarships, academic internships, and research assistantships.
- If you need a reference for a non-academic position (i.e., a summer job), it is more appropriate to ask a counselor, T.A., current or former supervisor, RA/HA, church leader, volunteer coordinator, etc. for a reference.
- If you aren’t sure, ask a CHP staff member to help you decide who to ask for a particular recommendation. The CHP staff can write academic and non-academic letters.

Start early. Ideally, give the person three to four weeks, but never less than two weeks to complete the recommendation. Most faculty and staff are very busy and have numerous recommendations to write, so you want to be courteous. Plus, rushing them might lead to a recommendation that isn’t as polished or as positive as it could be.

If you are truly concerned about your recommendation being completed on time, and you have given your recommender ample time, consider doing one or all of the following:

- Give your recommender an early deadline. Either let them know that you will pick up their recommendation early in order to send it as part of a complete application packet, or ask them to send the recommendation by a certain date.
- Follow up at least one week before the letter is due in person or via email to check in and see if your recommender needs any additional information from you.
- Ask to be notified by email once the recommendation has been sent, if possible/applicable.
Appendix I

How to Request Letters of Recommendation

Provide full information. Often, faculty and staff will need some specific information from you in order to write an effective recommendation. Help us help you. If you are requesting a recommendation from a CHP staff member, please provide all of the following information:

- **About the position/program/school/scholarship/etc.**
  - The name of the position/program/school/scholarship/etc. and a description or brief relevant information about it
  - The name and title of the person who will receive the completed letter, if known. “To Whom It May Concern” is impersonal, and the inappropriate use of Miss, Mrs., Ms, Mr., Dr. etc. can be offensive.
  - The address or website
  - The date by which you need the recommendation, and if you will pick up the recommendation personally, or would like it to be mailed, emailed, faxed, or submitted online (if you expect the person to mail the recommendation, be prepared to provide an addressed and stamped envelope)
  - If applicable, a reference form with your information already typed/neatly filled in

- **About you**
  - Your complete statement of purpose (if possible), or a statement of why you are interested in this particular position/program/school/scholarship/etc. and how it specifically fits into your short or long-term goals
  - Your up-to-date resume, which includes specific items (e.g., research experiences, leadership, courses taken, etc.) that you would like mentioned in your recommendation
  - Your most recent transcript (ask if the recommender needs it; the CHP staff does not, but faculty members often will)
  - The reason why you are asking your recommender for this particular recommendation, as well as who else will be writing recommendations on your behalf. This information helps the recommender adjust his/her comments in important ways.

*The information you provide should be correct, complete, up-to-date, and free from typos, misspellings, etc.

Be gracious. You need to say thank you and send a personalized thank you note to the individual who wrote your recommendation. (A handwritten note is often more deeply appreciated than an email.) That way, they will be more inclined to write you another recommendation if asked again. Finally, let your recommender know if you got the job, the scholarship, admitted, etc. It is nice to let us know if our efforts were fruitful.

**Begin now to create the contacts you need.**
- Consistently attend office hours
- Invite instructors to the CHP faculty coffee hour and then spend time talking to them
- Take more than one class from a faculty member whom you might want to write a recommendation on your behalf. Or, if this is not possible, ask the instructor for a letter at the end of the quarter (if appropriate).
- Get involved in research
- Keep in contact with the CHP staff and your instructors over time, so we stay current with what you are doing, get a bigger picture of who you are, and won’t forget you
- Attend events. Volunteer to help out.
- Join clubs and organizations. Take on a leadership position.