



UC CENTER SACRAMENTO

Program Application



Student Name: _____

Home UCCampus: _____

REQUIRED APPLICATION MATERIALS CHECKLIST

- Complete Application Pages 2-11. Application must also include the following:
 - Two references & one Academic reference
 - Resume: Make sure your resume is no longer than one page.
 - Current official or unofficial transcripts: include copies from all post-secondary schools attended.
NOTICE: All original or reproduced transcripts must include your name.
 - Application Essay: What experiences, skills, and knowledge do you hope to gain from a quarter/semester/summer spent interning in Sacramento and why? Please be as specific as possible. Provide examples of activities or experiences that show you are prepared for the professional, academic, and personal challenges of the program. (350 word limit)
- Sign the UCCS Student Expectation Contract
- Sign the UCCS Student Professionalism Standards form
- Complete UCCS' Student Judiciary Affairs release form

APPLICATION SUBMISSION INSTRUCTIONS

- Submit above documents to your Campus Representative. For a list of Campus Representatives see the UCCS Website at uccs.ucdavis.edu/contact.



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QUARTER STUDENTS: SELECT TERM

Davis, Irvine, LA, Riverside, San Diego, Santa Barbara, Santa Cruz

- 2020-2021
- Fall
 - Winter
 - Spring

SEMESTER STUDENTS: SELECT TERM

Berkeley, Merced

- 2020-2021
- Fall
 - Spring

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Name

Preferred Name (if any): _____

Home UC Campus: _____ Student ID Number: _____

Birthdate (MM/DD/YYYY): _____ Gender: _____

Campus Email Address: _____

Personal Email Address: _____

Permanent Living Address: _____
Number & Street Apt Number (if applicable) City State Zip Code

Campus Living Address: _____
Number & Street Apt Number (if applicable) City State Zip Code

Phone Number: _____

Emergency Contact: _____
Name Relationship Phone Number

Are you a California resident? Yes No

Are you a US Citizen or an eligible Yes No

non-citizen?

If no:

What type of visa do you hold _____

What is your country of citizenship? _____

Note: DACA/AB540/Undocumented students are eligible to participate in UC Center Sacramento.

ACADEMIC INFORMATION

Total Units Completed Before Program Start: _____

Major: _____ Major #2 (if applicable): _____

Minor: _____ Minor #2 (if applicable): _____

Cumulative UC GPA: _____ Major GPA: _____ Expected

Graduation Date (month & year): _____



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ACADEMIC INFORMATION (continued)

Undergraduate (select class below)

- Freshman
- Sophomore
- Junior
- Senior

Transfer & Exchange Students: Please list all post-secondary schools, dates attended, and degree(s) earned.

1. _____
2. _____
3. _____

FINANCIAL AID INFORMATION

Do you want to be considered for financial aid? Yes No

Please read and initial you have reviewed and understand the following information:

- UC Davis is responsible for the awarding of aid to UCCS Program Participants, regardless of home campus.
- You are responsible for adding the UC Davis school code to your FAFSA or CA Dream Act Application. The code is 001313.
- Financial aid packages may be less in the summer and may not cover the entire cost of the summer program. Summer terms should be added to the prior academic year. e.g. Summer 2021 is part of the 2020-2021 academic year.

Initials _____

HOUSING INFORMATION

If admitted, would you like UC Center Sacramento to facilitate your housing arrangements or will you arrange your own housing?

- UC Center Sacramento housing facilitation preferred
- I plan to arrange my own housing.

Note: UCCS has limited housing available. If more students request housing facilitation than there are spots available, housing will be awarded on a first-come, first-served basis using the date that a student submitted their application to their campus representative. Gender will also be taken into consideration since we do not offer co-ed housing.

If you are requesting housing facilitation, what is your gender? _____

If you are requesting housing facilitation, will you need parking? Yes No

Note: Students requesting parking may be charged an additional fee.

INTERNSHIP PREFERENCE

Check at least 1 and up to 3 areas for your internship.

- | | | |
|----------------------------------|--------------------------------------|---------------------------|
| Commerce & International Affairs | Education & Education Administration | Humanities & Liberal Arts |
| Law | Health & Human Services | Local Government |
| Criminal Justice | Finance & Economics | Science and Technology |
| Natural Resources & Agriculture | Environment | Other: _____ |
| Media & Journalism | Regional & Community Development | |

Below, write the policy area and a brief explanation of why you would like to intern in that area. Repeat for each policy area selected.

1. _____

2. _____

3. _____



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REFERENCE LIST

Please list 3 different references. One of the three has to be a faculty member, associate instructor, or graduate teaching assistant.

REFERENCE 1

Name: _____
Title & Organization/Department: _____
Phone Number: _____ Alternate Phone Number: _____
Email Address: _____

Briefly describe this reference's familiarity of your work and/or academic ability.

REFERENCE 2

Name: _____
Title & Organization/Department: _____
Phone Number: _____ Alternate Phone Number: _____
Email Address: _____

Briefly describe this reference's familiarity of your work and/or academic ability.

ACADEMIC REFERENCE

Name: _____
Title & Department: _____
Phone Number: _____ Alternate Phone Number: _____
Email Address: _____

Briefly describe this reference's familiarity of your academic ability.



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ACADEMIC APPROVAL FROM HOME CAMPUS (No Signature Needed)

INSTRUCTIONS: Please provide below the contact information for your home campus major/college academic advisor.

The purpose of this form is to ensure that the applicant is in good academic standing at their home campus. Please note it is the student's responsibility to know in advance if they will receive credit towards their major before participating in UCCS.

Student ID Number: _____
Advisor Name: _____
Title & Department: _____
Phone Number: _____
Email Address: _____

UNIVERSITY OF CALIFORNIA CENTER SACRAMENTO AGREEMENT

The information I am providing is complete and accurate.

Print Name: _____

Student Signature _____ Date _____



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REGISTRAR APPROVAL FROM HOME CAMPUS (No Signature Needed)

- Not required for UC Davis students
- **INSTRUCTIONS:** Please provide the information below. Once we admit you in the program, we will confirm the information you provided with your home campus Registrar's Office:

The purpose of this form is to ensure that your home campus is aware of your intent to participate in the UC Center Sacramento, as you will be enrolling as a UC Davis student for the duration of the program. This also serves to confirm your resident/nonresident status for tuition purposes.

Student ID Number: _____

SSN/ITIN: _____

Residency for Tuition Purposes:

- Resident Non-Resident AB540 Nonresident Tuition Exemption

Note: DACA/AB540/Undocumented students are eligible to participate in UC Center Sacramento

UNIVERSITY OF CALIFORNIA CENTER SACRAMENTO AGREEMENT

The information I am providing is complete and accurate.

Print Name: _____

Student Signature _____ Date _____



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UC CENTER SACRAMENTO STUDENT EXPECTATION CONTRACT

All students enrolled in the program must be full participants. Students are required to enroll in at least 14 semester or 15 quarter units comprised of the courses listed below. All UC Center Sacramento (UCCS) students will enroll in these courses through the UC Davis SISWEB course registration system.

Quarter Students

- A. Political Science 192A: Political Science Internship (5 units) *(POL 192A must be taken Pass/No Pass)*
- B. Political Science 193: Internship & Research (2 units) *(POL 193 must be taken for a letter grade)*
- C. Political Science 195 or 108
 - C1. Political Science 195: California Politics & Policy Seminar (4 units) *(POL 195 must be taken for a letter grade)*
 - OR*
 - C2. Political Science 108: Policy Topic-Specific Course (4 units) *(POL 108 must be taken for a letter grade)*
Health Policy - Fall Quarters/Semesters; Criminal Justice Policy - Winter Quarters/Spring Semesters; Education Policy - Spring Quarters
- D. Political Science 196E: Research Design & Methods (4 units) *(POL 196E must be taken for a letter grade)*

Semester Students

Semester students will enroll in the above quarter courses as well as the courses listed below.

- E. Political Science 196A: American Politics (4 units) *(POL 196E must be taken for a letter grade)*
- F. Political Science 198: Independent Study (2 units) *(POL 198 must be taken Pass/No Pass)*

1) Students must remain enrolled in UCCS after accepting an internship. Students cannot drop UCCS courses or withdraw as a student from UCCS and continue with the internship. Students who accept admittance to the UCCS program and accept an internship must remain enrolled in the program.

2) Students are expected to attend all curricular and non-curricular UCCS events in addition to attending scheduled classes.

By signing this contract, you agree to the expectations listed above if you are accepted to the UCCS Policy program.

Print Name: _____

Signature: _____

Date: _____



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UCCS STUDENT PROFESSIONALISM STANDARDS

- Students must adhere to the UC Davis Principles of Community, found at <http://catalog.ucdavis.edu/community.html>
- UCCS Students are expected to read and adhere to the UC Policy of Student Conduct and Discipline, found at <https://policy.ucop.edu/doc/2710530/PACAOS-100>
- Each student must remember at all times that they represent the University of California and UC Center Sacramento. This is important because, in the Capitol, each student is a living example of the value of a UC education. Students represent the university while studying in class, working at an internship, or attending an after-hours social event.
- UCCS students are expected to comport themselves in ways that show respect for themselves and for the university, and for the responsibilities and obligations that each has accepted as part of this academic internship program.
- While engaged at their internships or attending or participating in public events, UCCS students are expected to refrain from making inappropriate comments about race, ethnicity, religion, or sexual orientation.
- UCCS students are expected to recognize, understand and respect the rights of others; to respect boundaries imposed on your behavior by others; to respect and comply with requests made to you by others with regard to their personal space.
- Students are expected to be on time for every event.
- Students are expected to be on time for their internships unless an absence or late arrival first has been cleared with a supervisor at the internship. Absences also must be communicated in advance to the internship director at UCCS.
- Students are expected to adhere to the work schedule negotiated with their internship supervisors.
- Students are expected to communicate with their supervisor or with staff here at UC Center, if they have any problems. Problems can be resolved – but only if staff knows about them.
- Students are expected to perform diligently at their internships. They are expected to attend class and scheduled events on time at UC Center, and to complete all assignments associated with UCCS classes.
- Students are expected to review all information, dates, deadlines, and UC Davis policies, and for following instructions in emails and materials received from UC Center Sacramento faculty, staff and UCD offices, including the Financial Aid Office and the Office of the Registrar.
- Students are expected to comply with requests from UCCS Staff.

Print Name: _____

Signature: _____

Date: _____



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CONSENT TO DISCLOSE STUDENT DISCIPLINARY & ACADEMIC CONDUCT RECORDS

This release represents your written consent to disclose student conduct records maintained by the University of California to UC Center Sacramento. Please read this document carefully and fill in all applicable blanks.

Print Full Legal Name

Student ID Number

Date of Attendance at Home UC Campus

Phone Number

Email Address

Date of Birth

I, _____ (*Print Full Legal Name*), am a student at UC _____ and hereby give my voluntary consent to disclose the contents of my academic and disciplinary conduct file to UC Center Sacramento.

Please email all student conduct documents to UCCS to: csimmons@ucdavis.edu

I understand that under the Federal Educational Rights and Privacy Act of 1974, no disclosure of my records can be made without my written consent unless otherwise provided for, in legal statutes and judicial decisions/agreements. I also understand that I may revoke this consent at any time (via written request) except to the extent that action has already been taken upon this release.

I certify that I am the above named person and the information I have provided is accurate.

Signature of Student

Date



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THE FOLLOWING INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY.

How did you find out about the UCCS program? *Please be specific.*

Did a student who previously attended UCCS tell you about the program? If so, who told you about UCCS?

Preferred Personal Pronouns: _____

Race/Ethnicity (*Check one or more boxes as apply and, if you choose, write in the specific race(s)/ethnicity below*):

- African-American/Black

- American Indian/Alaskan Native

- Asian

- Hawaiian/Pacific Islander

- Latinx/Hispanic

- White

- Other Race/Ethnicity

Are you a re-entry student? Yes No

Are you a first-generation college student? Yes No

Are you a person with a disability requiring accommodations? Yes No

Note: If you are a person with a disability requiring accommodations, you will need to initiate and set up necessary accommodations with the UC Davis Student Disability Center. For more information: <https://sdc.ucdavis.edu>