

URBAN STUDIES

MAJOR HANDBOOK

DEPARTMENT OF
CITY AND REGIONAL PLANNING

COLLEGE OF ENVIRONMENTAL DESIGN

UNIVERSITY OF CALIFORNIA, BERKELEY

2013-2014 (*under revision for 2014-15*)

For Students Admitted to UCB Fall 2013 and Later

Download this handbook from the web at

<http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/>

URBAN STUDIES AT BERKELEY

The study of cities is a vital part of a liberal arts curriculum. During this moment of global change, such forms of knowledge are of critical importance. The world is more urban than in any other era in human history, and with this rapid urbanization has come the crucial role of cities as sites of economic development, crucibles of civic citizenship, and spaces of cultural imagination.

The Urban Studies major is housed in the Department of City and Regional Planning (DCRP) of the College of Environmental Design. The major seeks to introduce students to the following bodies of knowledge:

- a) Historical and contemporary analysis of American and global urbanization, urbanism, urban societies, and urban political economies.
- b) Conceptual tools, analytical methods, and theoretical frameworks to understand urban environments, such as economic analysis, social science theory, and visualization technologies.
- c) Forms, functions, and practices of urban planning and design, metropolitan governance, and social movements and social justice, including issues such as transportation planning, community development, and housing.
- d) Ways of providing more humane, equitable, environmentally sensitive, and efficient settlements and to lead change for better urban futures.

The major trains undergraduates for a variety of future careers and fields of graduate study that are related to urban studies and planning. These include practice-oriented fields such as urban planning, law, non-profit management, and public policy as well as research-oriented fields such as geography, sociology, and anthropology. Above all, the intent of the major is to produce urban citizens and global leaders.

Minors. See the CED website for information on undergraduate minors offered by the Department of City and Regional Planning, as well as other minors available to Urban Studies majors.

UNDERGRADUATE ADVISING

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Tuesdays and Thursdays 1-4 p.m.

Appointments
Thursdays 9 a.m.-12 p.m.

Appointments:
<http://tinyurl.com/CEDCareerCounseling>

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DEGREE REQUIREMENTS

Urban Studies, as conceptualized at Berkeley, exists at the intersection between knowledge and action. The strength of the field lies in its interdisciplinary nature. Vibrant interdisciplinary work in turn requires strong connections to robust disciplinary research — “infusions” from the social sciences, humanities, and professions. The major thus has core requirements in Urban Studies and Planning; a grounding in the field of Environmental Design including an Urban History requirement; and an interdisciplinary study of cities with international dimensions. The flexibility of the program makes it possible for students to pursue individual interests under the guidance of an advisor.

Summary of Degree Requirements

- A. University and Berkeley Campus Requirements
- B. CED College Requirements
- C. Urban Studies Major Requirements
- D. General Electives (optional to reach 120 units)
- E. Unit and Semester Requirements

A. University and Berkeley Campus Requirements

All undergraduate students at UC Berkeley must complete:

- Entry-Level Writing
- American History and Institutiono
- American Cultures

B. CED College Requirements

1. Reading & Composition A & B. See the CED Advising website for more information on R&C course placement. Must be completed with a letter grade of C- or better.
2. Seven Course Breadth Requirement. Up to two CED courses or courses cross-listed with CED may be used to complete Seven Course Breadth (students admitted to UCB FL 13 and later only).
 - Social and Behavioral Sciences—choose one: ECON 1 or 2 Intro to Economics or ECON C3 Intro to Environmental Economics & Policy (also fulfills Lower Division Major Requirement)
 - Physical Science
 - Biological Science
 - International Studies
 - Arts and Literature
 - Historical Studies
 - Philosophy and Values

For students admitted to UC Berkeley FL 13 and later, only Lower Division ENV DES courses (ENV DES 1, 4A, 4B, 4C) and Lower Division Major Requirements may simultaneously fulfill Seven Course Breadth. No more than two CED courses or courses cross-listed with CED may be used to complete Seven Course Breadth. No more than two courses from any one academic department may be used to satisfy breadth requirements.

A Seven Course Breadth class that is also being used to complete another CED requirement must be completed with a letter grade of C- or better.

Only one of the remaining Seven Course Breadth may be taken on a Passed/Not Passed basis.

For a list of courses that fulfill the Seven Course Breadth Requirement, see <http://ls-advise.berkeley.edu/requirements/breadth7.html>

CED students may use any second semester language course to fulfill the International Studies (IS) breadth requirement (exception: students may *not* use their native language to fulfill IS breadth). IS may also be satisfied by participation in the UC Education Abroad Program or a recognized equivalent program.

CED students may apply high school exam credit (Advanced Placement, International Baccalaureate, A-Level Exam) towards many of the above requirements. See the CED website section on High School Exam Credit for more information:

<http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/>

3. Lower Division Environmental Design* (3 courses total) *Must be completed with a letter grade of C- or better.*

- ENV DES 1 People and Environmental Design
- ENV DES 4A Design and Activism, 4B Global Cities, 4C Future Ecologies (complete 2 of 3)

Lower Division ENV DES courses (ENV DES 1, 4A, 4B, 4C) and Lower Division Major Requirements may simultaneously fulfill Seven Course Breadth. However, no more than two CED courses or courses cross-listed with CED may be used to complete Seven Course Breadth.

*Lower Division ENV DES requirement applies to all students admitted to UC Berkeley as freshmen beginning FL 2013. This includes students admitted to other colleges at UC Berkeley who enter CED through the Change of College process.

4. Upper Division College of Environmental Design Courses Outside of City Planning (3 courses total). *Must be completed with a letter grade of C- or better. A course used to fulfill this requirement may **not** also be used to fulfill Seven Course Breadth.*

Three Upper Division CED courses must be taken outside the Department of City and Regional Planning (nine units minimum). Each of the three courses must be at least two units and must be within the 100-299 course number range (197, 198, 199 excluded). This requirement can be fulfilled with courses in Architecture, Environmental Design, Visual Studies, and Landscape Architecture.

Students who have been away from the University for five or more years are held to the college and major requirements that are in place when they re-enroll at UCB.

C. Urban Studies Major Requirements

1. Lower Division Major Requirements (5 courses):

Must be completed with a letter grade of C- or better.

- Economics: ECON 1 or 2 Intro to Economics or ECON C3 Intro to Environmental Economics & Policy (also completes the SBS breadth requirement).
- Calculus[†]: MATH 16A or MATH 1A
- Statistics[†]: STAT 2, STAT 20, STAT 21, STAT 25, or STAT 131A

[†]More advanced Math and Statistics courses also fulfill this requirement.

Two courses from the following list:

- ENV DES 11A: Introduction to Visual Representation and Drawing (4) (F, SP)
- ENV DES 11B: Introduction to Design (5) (F, SP)
- ENV DES C169A: American Cultural Landscapes, 1600-1900 (4) (F) (Cross-listed w/ AMERSTD C112A and GEOG C160A)
- ENV DES C169B: American Cultural Landscapes, 1900-Present (4) (SP) (Cross-listed w/ AMERSTD C112B and GEOG C160B)

- ENV DES 170: The Social Art of Architecture (3) (SP)
- ARCH 110AC: Social & Cultural Factors in Design (4) (F)
- ARCH/CY PLAN 111: Housing: An International Survey (3) (SP)
- ARCH 130: Introduction to Architectural Design Theory and Criticism (4) (SP)
- ARCH 170A: An Historical Survey of Architecture and Urbanism (4) (F)
- ARCH 170B: An Historical Survey of Architecture and Urbanism (4) (SP)
- LD ARCH 170: History and Literature of Landscape Architecture (3) (F)
- CY PLAN 116: Urban Planning Process-The Undergraduate Planning Studio (4) (SP)
- CY PLAN 140: Urban Design: City-Building and Place-Making (3) (F)

2. Upper Division Urban Studies Core – Inside College of Environmental Design courses:

Must be completed with a letter grade of C- or better. A course used to fulfill an Upper Division Major Requirement may **not** also be used to fulfill Seven Course Breadth.

The Urban Studies major has two required core courses:

- ENV DES 100: The City: Theories and Methods of Urban Studies (4) (SP)
- CY PLAN 110: Introduction to City Planning (4) (FA, SP, SU)

In addition to the two core courses above, students have to take four additional City Planning courses from the list below. These courses train students in the study of urbanization, key substantive fields such as housing, analytical techniques such as economic analysis, and urban transformations such as community development. Courses you take to fulfill the Upper Division Capstone Experience requirement may not also fulfill this Urban Studies Core requirement.

Choose four from the following:

- CY PLAN/ARCH 111: Introduction to Housing: An International Survey (3) (SP)
- CY PLAN 113A: Economic Analysis for Planning (3) (F)
- CY PLAN 113B: Community and Economic Development (3) (SU)
- CY PLAN 114: Introduction to Urban and Regional Transportation (3) (SP, SU)
- CY PLAN 115: Urbanization in Developing Countries (4) (F)
- CY PLAN 116: Urban Planning Process: Undergraduate Planning Studio (4) (SP)
- CY PLAN 118AC: The Urban Community (4) (SP, SU)
- CY PLAN 119: Planning for Sustainability (3) (SP)
- CY PLAN 120: Community Planning and Public Policy for Disability (3) (SP)
- CY PLAN C139: Urban and Sub-national Politics in Developing Countries (4) (F, SP)
- CY PLAN 140: Urban Design: City-Building and Place-Making (3) (F)
- CY PLAN 190: Advanced Topics in Urban Studies (3-4) (Topics vary by semester)

Graduate level CP courses are often approved to fulfill the Core requirement. See your major adviser.

3. Upper Division Interdisciplinary Urban Studies – Outside College of Environmental Design courses:
(3 courses, one with International Content)

Must be completed with a letter grade of C- or better. A course used to fulfill an Upper Division Major Requirement may **not** also be used to fulfill Seven Course Breadth.

Students must also take three Urban Studies related courses outside CED from the following list of courses. At least one of the three courses must have international content, marked with an *. Students can also petition to have other urban studies related courses to count for this requirement.

Note: Urban Studies students do not receive priority for enrollment in the listed courses. Please refer to the On-line Schedule of Classes to confirm whether or not a class will be offered.

- AFRICAM 107: Race and Public Policy (3)
- AMERSTD 102: Examining U.S. Cultures in Place (4)
- ANTHRO 139: Controlling Processes * (4)
- ANTHRO C146: Mobile City Chronicles: Gaming with New Technologies of Detection and Security (5)
- ANTHRO 148: Anthropology of the Environment (4)
- ANTHRO 157: Anthropology of Law (4)
- ANTHRO 189: Special Topics in Social/Cultural Anthropology (4)
- ASAMST150: Gender and Generation in Asian American Families (4)
- CIV ENG 156: Infrastructure Planning and Management (3)
- CIV ENG 167: Engineering Project Management (3)
- DEMOG C126: Social Consequences of Population Dynamics (4) (cross-listed w/Sociology C126)
- DEMOG 145AC: The American Immigrant Experience (4) (cross-listed w/History C139B)
- DEV STD C100: Histories of Development & Underdevelopment * (4)
- ECON 115: The World Economy in the 20th Century (4) * (equiv to HISTORY 160)
- ECON C102: Natural Resource Economics (4) (cross-listed w/ENVECON 102)
- ECON 121: Industrial Organization and Public Policy (4)
- ECON C125: Environmental Economics (4) (cross-listed w/ENV ECON C101)
- ECON 131: Public Economics (4)
- ECON C171: Economic Development (4) (cross-listed w/ENV ECON C151)
- ECON 174: Global Poverty and Impact Evaluation (4)
- EDUC 186AC: The Southern Border * (4) (cross-listed w/ETH STD 159AC and GEOG 159AC)
- ENE, RES C100: Energy and Society (4) (cross-listed w/Public Policy C184)
- ENE, RES 101: Ecology and Society (3)
- ENE, RES 151: Politics of Energy and Environmental Policy (4)
- ENE, RES 170: Environmental Classics (3)
- ENV ECON C101: Environmental Economics (4) (cross-listed w/ECON C125)
- ENV ECON 151: Economic Development (4) (cross-listed w/Econ C171)
- ESPM 102D: Resource and Environmental Policy (4)
- ESPM 155: Sociology of Natural Resources (4)
- ESPM 160AC: American Environmental and Cultural History (4)
- ESPM 161: Environmental Philosophy and Ethics (3)
- ESPM 163AC: Environmental Justice: Race, Class, Equity and the Environment (4)
- ESPM 165: International Rural Development Policy * (4)
- ESPM 168: Political Ecology (4)
- ESPM 169: International Environmental Politics * (4)
- ETH STD 159AC: The Southern Border *(4) (cross-listed w/EDUC 186AC and GEOG 159AC)
- GEOG 110: Economics Geography of the Industrial World * (4)
- GEOG 111: Local and Regional Transformation * (4)
- GEOG 123: Postcolonial Geographies * (4)
- GEOG 125: The American City (4)
- GEOG 130: Food and the Environment * (4)
- GEOG C152: Multicultural Europe * (4) (cross-listed w/HISTORY C176 and IAS C145)
- GEOG 159AC: The Southern Border * (4) (cross-listed w/EDUC 186AC and ETH STD 159AC)
- GEOG 164: The Geography of Economic Development in China * (4)
- GEOG 170: Post-Socialist Spaces (3)
- GEOG 181: Urban Field Study (4)
- GEOG C188: Geographic Information Systems (4) (cross-listed as LD Arch C188), only if completed prior to FL 2012
- HISTORY 120AC: American Environmental and Cultural History (4) (cross-listed as ESPM 160AC)
- HISTORY 134: The Age of the City * (4)
- HISTORY134A: The Age of the City, 1825-1933 * (4)
- HISTORY C139B: The American Immigrant Experience (4) (cross-listed as DEMOG 145AC)

- HISTORY 160: The International Economy of the 20th Century * (4) (equiv to ECON 115)
- HISTORY C176: Multicultural Europe * (4) (cross-listed as GEOG C152 and IAS C145)
- IAS 115: Global Poverty: Hopes and Challenges in the New Millennium * (4) (co-listed w/CY PLAN 115), only if completed prior to FL 2012
- IAS C145: Multicultural Europe * (4) (cross-listed as GEOG C152 and HISTORY C176)
- LGL STDS 138: The Supreme Court and Public Policy (4)
- LGL STDS 182: Law, Politics, and Society (4)
- NUSCTX 166: Nutrition in the Community (3)
- PACS 127: Human Rights and Global Politics * (4)
- PACS 149: Global Change and World Order * (3)
- POL SCI 114A: Theories of Governance: Late 20th Century (4)
- POL SCI 138F: Immigrants, Citizenship, and the State (4)
- POL SCI 139D: Urban and Sub-national Politics in Developing Countries (4)
- POL SCI 181: Public Organization and Administration (4)
- POLECIS 100: Classical Theories of Political Economy * (4)
- POLECIS 101: Contemporary Theories of Political Economy * (4)
- PUB HLTH 131AC: Race, Ethnicity, and Health (3)
- PUB HLTH 150B: Introduction to Environmental Health Sciences (3)
- PUB POL 103: Wealth & Poverty (4); C103 also acceptable.
- PUB POL 156: Program and Policy Design (4)
- PUB POL 184: The Economics of Public Problem Solving (4)
- SOCIOL 110: Organizations and Social Institutions (4)
- SOCIOL 124: Sociology and Poverty (4)
- SOCIOL 130: Social Inequalities (4)
- SOCIOL 130AC: Social Inequalities: American Cultures (4)
- SOCIOL 136: Urban Sociology (4)
- SOCIOL 137AC: Environmental Justice: Race, Class, Equity, & the Environment (4) (cross-listed as ESPM 163AC)
- SOCIOL 145: Social Change (4)
- SOCIOL 127: Development and Globalization * (4)
- SOCIOL 180: Comparative Perspectives on U.S. and European Societies: Inequality* (4)
- SOCIOL 186: American Society (4)
- UGBA 105: Introduction to Organizational Behavior (3)
- UGBA 180: Introduction to Real Estate & Urban Land Economics (3)
- UGBA 192P: Strategic Corporate Social Responsibility & Consulting Projects(3)
- UGBA 195S: Entrepreneurship to Address Global Poverty* (3)

Students who have been away from the University for five or more years are held to the college and major requirements that are in place when they re-enroll at UCB.

4. Upper Division Capstone Experience

During the junior and/or senior year, students admitted to UC Berkeley FL 13 and later are required to complete TWO of the following four capstone experiences. Courses taken to fulfill the Capstone Experience requirement may be used for the Capstone only and may **not** also be used to fulfill the Upper Division Urban Studies Core Requirement above or the requirement to complete 3 “Upper Division College of Environmental Design Courses Outside of City Planning”:

- **Thesis:** This option requires ENV DES 195B (note: ENV DES 195A is a prerequisite). Whether a thesis is written or a project is produced, this option should be pursued with a faculty advisor.
- **Planning Studio:** CY PLAN 116, an advanced synthetic educational experience.
- **Research Studio:** CY PLAN 180 Research Seminar in Urban Studies. (CY PLAN 190 “U.S.-Mexican Borderlands with Professor Michael Dear through SP 14).
- **PENDING APPROVAL (check with adviser): Y-Plan:** CY PLAN 190 (with McKoy only). After an initial teaching preparation phase, UCB students work side-by-side with high school students for ten

weeks teaching them fundamentals of community development by engaging in real world planning projects.

- **Field experience/internship:** Each student must find their own internship and faculty adviser, who will be the Faculty of Record for a CY PLAN 197 field studies course. CY PLAN 197 must be taken for three units and requires a final written report (analyzing the fieldwork and internship experience) submitted to the faculty adviser.

TRACKS

While the Urban Studies major does not specify particular concentrations or specializations, students may design such “tracks” in consultation with faculty advisors. Possible tracks include community development; global and comparative urban studies; housing; environmental sustainability and planning; and urban design. These tracks are well represented in the various classes that constitute the Urban Studies Core. The list of approved alternate courses for ENV DES 11A and 11B and the Interdisciplinary Urban Studies – Outside CED course list also include classes that speak to these tracks.

UPPER DIVISION MAJOR REQUIREMENTS TAKEN ELSEWHERE

Up to two upper division courses taken at another institution, including an approved study abroad program, may be applied to Urban Studies major requirements. Request course evaluation by submitting the Urban Studies Curriculum Petition available on the CED website: <http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/>

D. General Electives

Students may need to take additional courses to reach the 120 units required for graduation.

E. Unit and Semester Requirements

The Bachelor of Arts degree in the College of Environmental Design requires the successful completion of at least 120 semester units of courses subject to certain rules:

- A maximum of 16 units of Special Studies coursework (courses numbered 97, 98, 99, 197, 198, or 199) is allowed towards the 120 units; a maximum of four is allowed in a given semester; only upper division students (60 or more units completed) may enroll in 197, 198, or 199 coursework.
- A maximum of 4 units of Physical Education from any school attended will count towards the 120 units.
- Students may receive unit credit for courses graded P (including P/NP units taken through EAP) up to a limit of one-third of the total units taken and passed on the Berkeley campus at the time of graduation.
- No more than 60 units from a single department can be used towards this 120 minimum.

Unit Minimum

CED students must enroll in at least 12 units each fall and spring semester. (*Students entering UCB with no prior units would need to complete 15 units per semester to graduate in four years.*)

Semester Limit

Students admitted as freshmen must graduate within eight fall/spring semesters at UC Berkeley. Students admitted as transfer students must graduate within four fall/spring semesters at UC Berkeley. EAP and UCDC count towards this semester limit; summer session, UC Extension, and study abroad through non-UC programs do not. Students approved for simultaneous degrees in two colleges may be granted an additional semester.

Senior Residence Requirement

After reaching senior status (with 90 semester units earned), students must complete at least 24 of the remaining 30 units in at least two semesters in residence at UC Berkeley. To count as residence, a semester must consist of at least 4 passed units. [Intercampus Visitor](#), [Education Abroad Program](#), [UC Berkeley-Washington Program](#), and [UC Berkeley Extension](#) units are **not** applied to this requirement.

Students may use [Berkeley Summer Sessions](#) to satisfy one semester of the Senior Residence Requirement, provided that four units of course work are completed.

Modified Senior Residence Requirement

Participants in the [UC Education Abroad Program](#) (EAP) or the [UC Berkeley-Washington Program](#) may meet a Modified Senior Residence Requirement by completing 24 (excluding EAP) of their final 60 semester units in residence. At least 12 of these 24 units must be completed after senior status (90 units) is reached.

Most students automatically fulfill the residence requirement by attending classes here for four years. In general, there is no need to be concerned about this requirement, unless you go abroad for a semester or year or want to take courses at another institution or through University Extension during your senior year. In these cases, you should make an appointment to see an adviser to determine how you can meet the Senior Residence Requirement.

SAMPLE GRADUATION PLAN

FRESHMAN

Fall Semester	Units	Spring Semester	Units
R&C A	4-6	R&C B	4
ENV DES 1	3	Math 16A	3
STAT 2	4	Econ 1 (fills Breadth #2, SBS)	4
Breadth #1	2-4	ENV DES 4A/B/C*	3
TOTAL	12-17	TOTAL	14

SOPHOMORE

Fall Semester	Units	Spring Semester	Units
ENV DES 4A/B/C*	3	ENV DES 11A (or substitution from list)	4
Breadth #3	2-4	ENV DES 4A/B/C*	3
Breadth #4	2-4	Breadth #6	2-4
Breadth #5	2-4	Breadth #7	2-4
TOTAL	12-15	TOTAL	12-15

*Complete 2 of 3 from ENV DES 4A, 4B, 4C

JUNIOR

Fall Semester	Units	Spring Semester	Units
CY PLAN 110	4	ENV DES 100	4
ENV DES 11B (or substitution from list)	4-5	Urban Studies Core #2	4
Urban Studies Core #1	3	Interdisc Urban Studies – Outside CED #2	4
Interdisc Urban Studies – Outside CED #1	4	CED Upper Div Non-Major #1	2-4
TOTAL	15-16	TOTAL	14-16

SENIOR

Fall Semester	Units	Spring Semester	Units
Urban Studies Core #3	4	Urban Studies Core #4	4
Interdisc Urban Studies – Outside CED #3	4	CED Upper Div Non-Major #2	2-4
Capstone Experience	3-4	CED Upper Div Non-Major #3	2-4
Elective	0-4	Capstone Experience	3-4
TOTAL	12-16	TOTAL	12-16

Each student's plan will vary, depending on interests. See your adviser if you are interested in applying for graduate school, studying abroad, attending summer school, pursuing a minor or second major, etc.

GRADE REQUIREMENTS

- A 2.0 UC GPA is required for graduation.
- A 2.0 GPA within the major is required at time of graduation.

GRADUATING WITH HONORS

- To graduate with distinction, you must meet the grade-point average (GPA) requirement and complete at least 50 units in residence at Berkeley (this may include UCB Extension XB units and up to 20 units from UCDC or EAP), of which 43 units must be letter-graded (not including physical education activities courses). *Transfer students must make sure they complete 50 units at Berkeley to qualify for honors.*

- Your GPA in all letter-graded courses taken at Berkeley must be equal to or higher than the GPA established for honors in the year in which you graduate. These GPA cut-offs change slightly each year and are posted on the CED website.

DEADLINES AND POLICIES

See the CED advising website for the most up-to-date information:

<http://ced.berkeley.edu/ced/students/undergraduate-advising/>

CED MINORS

Minors offered by the college of Environmental Design include:

- Architecture
- City & Regional Planning (not available to Urban Studies majors)
- Environmental Design and Urbanism in Developing Countries
- Geospatial Information Science and Technology (College of Natural Resources for paperwork and advising)
- History & Theory of Landscape Architecture & Environmental Planning
- History of the Built Environment
- Social & Cultural Factors in Design
- Sustainable Design

Minors generally consist of five upper division courses plus any lower division prerequisites to those courses. Any course taken for your minor may also be used to fulfill Major and Upper Division CED Non-Major requirements. Courses used to fulfill a breadth requirement may also be used to satisfy a minor requirement. Students may apply the non-CED version of a CED cross-listed course towards a minor.

See [CED Minors](#) on the web for more information.

The *CED Minor Completion Form* is available on-line in the Minors section of [CED Forms & Documents](#). You must fill out the completion form if you want your CED minor to show on your transcript.

CED students may pursue minors in any of the other undergraduate schools and colleges at UC Berkeley.

DEGREE AUDIT REPORTING SYSTEM (DARS)

DARS is a service designed to assist you with planning and tracking your progress toward graduation by comparing or auditing your academic record against the requirements for your bachelor's degree. Your DARS report includes completed UC Berkeley courses, transfer credit, and in-progress courses (the ones you're taking now).

To request a DARS report, [go to the Bear Facts page](#), click the DARSweb link, and log in with your CalNet ID and Passphrase.

- Click the "Audits" tab and select "Request New Audit."
- Select either "Run for current major" (the default) or for any "selected program" (a "what if" scenario).
- Click the "Submit New Audit" button.
- Wait a few moments for your report to run, then click the "Refresh List" button. You may have to click it a few times.
- When your new request appears on the list below, click the "Open Audit" button to its left.

There is no limit to the number of DARS reports you can request, but only the ten most recent will be saved. The most recent report always appears at the top of the list.

Request a new DARS Report at least once a semester and whenever you change your course schedule. Each report is up-to-date as of the date and time it is generated. Changes, updates or corrections to either your degree requirements or your academic record (e.g., adding or dropping courses; grade changes; new transfer credit; declaring, adding or changing majors, etc.) will change the results of your report.

DARS is an unofficial report and does not eliminate the need for advising! It should be used in consultation with College and Major advisers, who make the final determination about completion of degree requirements.

If you notice any errors in your Degree Audit, submit the DARS Correction Request form (available at <http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/>) to the Office of Undergraduate Advising in 250 Wurster.

FINANCIAL AID BUDGET APPEALS

Students are allowed to submit a request to the Financial Aid Office to increase the size of their standard budget for certain expenses that are above the standard amounts: housing, a computer (once every three years), uninsured medical/dental/optical expenses, and child care.

In addition, CED students who are enrolled in a studio course may submit a budget appeal for additional loan or work-study to help cover studio-related expenses. To request additional financial aid to help with studio expenses, you will need to include with your appeal the “Estimated Undergrad Studio Expenses for Financial Aid Appeals” document, available on the CED website:

<http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/>

For more information on budget appeals, see <http://students.berkeley.edu/finaid/undergraduates/budgetappeal.htm>.