

UCSF Institute for Global Health Sciences (IGHS) Master of Science Course Registration and Audit Request Process

Courses in the IGHS Master of Science in Global Health (MS) program are open for registration or audit to a limited number of students not enrolled in the program. The MS Course Instructor and MS Program Director must approve each additional student, and no more than three students outside the MS program may register for or audit a single course; priority will be given to students who wish to register fully in a course.

The MS program is on the quarter system and does not follow the standard UCSF academic calendar. Interested learners are responsible for confirming prior to enrollment that they can attend all class and discussion sessions and be available for examinations, if required. Please review the MS program's [academic calendar](#) for scheduling.

Registering for an MS Program Course

UCSF and UC Berkeley students who are not enrolled in the MS program but wish to register in a course may do so upon the approval of their own Program Director, the MS Program Director, and the Course Instructor. These learners will have access to all course material and will be expected to attend lecture and participate fully in the course discussions. Registered students will be evaluated, and are responsible for all course assignments and exams. Courses and final grades will appear on their University transcript. To register, first complete the [online request form](#) and provide your Program Director's approval.

Auditing an MS Program Course

Learners who wish to audit a course must receive approval from their own Program Director (if applicable), the MS Program Director, and the Course Instructor. Auditing students do not need to be matriculated UC learners. Course audit is recommended for UCSF staff and faculty who are interested in global health; in their case, the MS program does not require manager approval.

Auditing students will have access to all course material and will be expected to attend lecture and participate fully in course discussions. Auditing students will not be evaluated and are not responsible for completing course assignments and exams; however, the Course Instructor will determine the required scope of their participation in group projects and assignments. Courses will not appear on their University transcript because auditing students will not receive a final grade. To audit, first complete the [online request form](#).

Course Fees

Course fees will be applied only for learners who register; there are no fees for auditing learners. Because the MS program is a self-supporting degree program, students who register in the program courses may be assessed a registration fee of up to \$1170/unit. Currently enrolled UCSF students will need approval and fee support from their home departments. Because UCSF students cannot be charged by more than one degree

program in each quarter, IGHS will not bill current students directly. Instead, course fees will need to be paid by the student's home department.

MS Program Policies

The policies below apply to all members of the UCSF Master of Science in Global Health program.

Attendance

All registered and auditing students must adhere to the MS program's attendance policy. Although students who are auditing a course are not responsible for course assignments or exams, they are still expected to attend each lecture.

Registration Deadlines

Registration deadlines are provided through the [Office of the Registrar](#). Registered students who wish to drop a course must contact the MS program's Graduate Affairs Officer, Darlene Mergillano (Darlene.Mergillano@ucsf.edu), before the assigned deadline to receive further instructions.

Academic Misconduct

All registered students must adhere to the program's Policy on Academic Misconduct. The IGHS faculty and administration will respond to alleged acts of academic misconduct in a respectful and supportive manner that emphasizes fairness, timeliness, due process, and transparency. The process for notification and remediation of academic misconduct also may include sending notification to the student's home program/institution.

Submitting a Request

All learners who wish to register for or audit an MS course must first complete the [online request form](#) and provide their Program Director's approval; manager approval is not required for staff and faculty. MS staff will then follow up with the learners to complete next steps in the registration and auditing process.

[Submit Request Now](#)