Dear UCSB EAP Engineering Students,

This email contains information about enrolling in classes at UCSB for the Winter 2018 term. It is important that you take the time to read these instructions carefully, and complete each step of the process as soon as possible. Please let me know if you have questions about anything.

All students must enroll in at least 1 class in the College of Letters & Science by November 29. You will enroll in classes in the College of Engineering after you arrive at UCSB in January, then you can drop the College of Letters & Science class if you want to.

Enrolling in College of Engineering Courses

STEP 1: Choose Winter 2018 Classes

Using your UCSBnetID and password, log into the Gaucho On-Line Database (GOLD) and click on “Find Class” on the left navigation menu to search for classes offered during the Winter 2018 term. Click “class info” to see if it has prerequisites.

If you don’t have your Perm number, UCSBnetID and password yet, you can search for classes through the Curriculum Search: https://my.sa.ucsb.edu/public/curriculum/coursesearch.aspx, you can see if a class has any prerequisites by clicking on the “Class ID”.

Make a list of class that you would like to add to your winter 2018 schedule using the following guidelines:

- EAP students must enroll in a minimum of **12 units** each quarter.
- For every class that you’d like to add to your schedule, please identify at least **two alternate classes**.
- You are allowed to enroll in class **outside of your major area** of studies as long as you meet the prerequisites. In fact, you should not expect to enroll in a full schedule of class only in your major. You might find relevant classes in a related subject area. You may also want to take this opportunity to explore subject areas that you wouldn’t normally take at your home university.
- Undergraduate students can enroll in classes numbered 1-199. Classes numbered 1-99 are lower-division, or introductory classes, so those are classes to look for if you want to take subjects outside your major. Most of the classes of interest within your major will be the **upper-division classes numbered 100-199**, and most of these have prerequisites. Since the GOLD system doesn’t have a record of your academic history, you will first need to get any prerequisites cleared by the appropriate academic department at UCSB (see Step 3 below).
- You will notice that some classes on the schedule, like the one in the screenshot below, have multiple times listed.
Many classes have two required parts to them: a lecture and a section. The lecture is listed first and the corresponding sections are listed below the lecture. Everyone meets together for the lecture, and then divides into smaller sections.

In the example above, the lecture meets on Mondays, Wednesdays & Fridays at 10:00-10:50am and there are five different sections that meet on various days and times. You only choose one section time, and you are required to enroll in both the lecture as well as the section that you choose. (“R” means Thursday on class schedules).

**STEP 2: Email Undergraduate Advisors**

Contact engineering undergraduate advisors and introduce yourself as an EAP Reciprocity student. In your email, state the winter 2018 courses in you would like to enroll in and explain which courses you completed at your home university satisfy prerequisites for those courses. Attach a copy of your transcript to your email.

Use this email template to help you write your email request:

Here is the Link to undergraduate advisors in the College of Engineering.

**Electrical & Computer Engineering (ECE) Instructions**

Complete the ECE Petition and submit it to Beth English at ugradinfo@ece.ucsb.edu along with a copy of your transcript. Submit one petition for each Electrical & Computer Engineering (ECE) course in which you wish to enroll but submit only one copy of your transcript. Please do NOT contact course instructors directly. Your requests will be reviewed at the beginning of the winter quarter. Approval/add codes cannot be provided until the review is complete.

**STEP 3: Enroll in Engineering Courses After Arrival at UCSB**

You will enroll in courses in the College of Engineering after you arrive at UCSB. Professors within the College will likely want to meet with you after you arrive at UCSB before clearing prerequisites. Please be assured that this is the normal procedure for EAP Reciprocity students in the College of Engineering. There will be a session at the orientation (CALI Training) in January specifically for guest students in the College of Engineering.

Please email Tacy Costanzo at: eap@engr.ucsb.edu if you have questions or concerns about enrolling in Engineering courses at UCSB.

**Enrolling in College of Letters and Science (L&S) Courses**

All students must enroll in at least 1 class in the College of Letters & Science by November 29. You will enroll in classes in the College of Engineering after you arrive at UCSB in January, then you can drop the College of Letters & Science class if you want to.

**STEP 1: Check what time your Pass 1 starts on Monday, October 30**

At UCSB, three appointments (Passes) are assigned for each student during class enrollment each quarter. Each Pass through the system allows you to make changes to your class schedule. All EAP students’ Pass 1 for classes in the College of Letters & Science will start on Monday, October 30 but it may start at different times.

You can check your Pass start and end times, add classes, and change your schedule through the Gauchos On-Line Database (GOLD): https://my.sa.ucsb.edu/gold/login.aspx. Use your UCSBnetID and password to log in, and the click on “Registration Info” on the left navigation menu to see your Pass start and end times.

**STEP 2: Choose Winter 2018 Classes**
Please follow the same instructions as choosing classes for the College of Engineering (above).

**STEP 3: Request Prerequisite Clearance**

The GOLD system does not have a record of your academic history, major, or class standing, so you will need to get prerequisites cleared by the department’s undergraduate advisor before you can enroll in any class with prerequisites. You will not be able to enroll in class with prerequisites unless you have the prerequisites cleared.

**IT CAN TAKE 1-2 WEEKS TO GET YOUR PREREQUISITES CLEARED** after you send the request. Please begin the process right away by following these steps:

1. **Check** if a class has any prerequisites by searching for a class in GOLD clicking “class info”. If you’re using the Curriculum Search instead of GOLD, you can if a class has any prerequisites by clicking on the “Class ID”

2. If you are enrolling in class in the Departments of Studio Art, Biology, Economics, Film & Media Studies, Psychology, or Technology Management Program, please refer to the special instructions for clearing their prerequisites listed below.

3. For **all other subject areas**, you will need to contact the staff undergraduate advisor for the academic department offering the class. You can find the appropriate undergraduate advisor here: [http://registrar.sa.ucsb.edu/acaddeptdir.aspx](http://registrar.sa.ucsb.edu/acaddeptdir.aspx). Click on the department website, then “People”, then “Staff” to find the name and email address of the undergraduate advisor.
   
   a. **From your umail account**, send an email using the [Prerequisite Clearance Request template](#) as a guide to demonstrate that you met the course prerequisites, attach a copy of your transcript to the email.

   b. Respond quickly to any questions that the advisor may have

   c. You might not receive a reply form your advisor right away – it can take 1-2 weeks to get your prerequisites cleared after you make contact with the academic advisor

**Studio Art**

Students who wish to enroll in studio art classes must first contact undergraduate advisor, Trela Cowan tcowan@hfa.ucsb.edu. Students who enroll without preapproval from the department will be dropped. Art courses are not open to non-Art majors until pass 3 (later in December), unless by previous approval from Trela.

**Biology**

Use your umail account to contact the professor teaching the course directly to request prerequisite clearance. Use the [Prerequisite Clearance Request template](#) and attach a copy of your transcript. The Professor might want to speak with you during the first week of instruction in fall quarter before clearing prerequisites. You will also be asked to provide English translations of science courses syllabi from your home university.

**Economics**

See these [special instructions for economics classes](#).

**Film & Media Studies**
Introduce yourself to Joe Palladino, the undergraduate advisor jpalladino@filmandmedia.ucsb.edu, use the template, and include your transcript. He may ask for you to provide a small portfolio or samples of your previous work in film (DVD or YouTube), if available.

Students interested in film production should contact Chris Jenkins, Head of Production cjenkins@filmandmedia.ucsb.edu, upon arrival at UCSB.

**Psychology**
You will not be able to enroll through GOLD for this impacted major. Please contact Andrea Renteria and Tracee Davis the Undergraduate Advisors with a request to enroll. Visit the Psychology website for information about waitlists, prerequisites, and more.

**Technology Management Program**
Please contact Katie Cabanatuan katie@tmp.ucsb.edu with your request to clear prerequisites. Please use the Prerequisite Clearance Request template to write the email from your umail account, and include your transcript.

**Please remember:** The October 30 enrollment date and Pass times are for courses in the College of Letters & Science only. You will enroll in Engineering courses after you arrive at UCSB in January. Please email Tacy Costanzo at: eap@engr.ucsb.edu if you have questions or concerns about enrolling in Engineering courses at UCSB.

Please let me know if you have any questions. I will send information about housing next week.

Best,
Adrienne W.

**Adrienne Wheeler**
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