Dear UCSB EAP 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.

**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 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 Gaucho On-Line Database (GOLD): [https://my.sa.ucsb.edu/gold/login.aspx](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.

It is important to register in classes as soon as possible, as classes can fill up quickly. If a class you want is full, do not panic, we will send you instructions on what to do if classes are full later.

**STEP 2: Choose Winter 2018 Classes**

Using your UCSBnetID and password, log in to the Gaucho On-Line Database (GOLD) and click on “Find Class” on the left menu to search for classes offered during the Winter 2018 term. If you don’t have your Perm number or UCSBnetID and password yet, you can search for classes through the Curriculum Search: [https://my.sa.ucsb.edu/public/curriculum/coursesearch.aspx](https://my.sa.ucsb.edu/public/curriculum/coursesearch.aspx)

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 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](http://www.registrar.sa.ucsb.edu/acaddeptdir.aspx) as a guide to demonstrate that you met the course prerequisites, attach a copy of your [transcript](http://www.registrar.sa.ucsb.edu/acaddeptdir.aspx) 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](mailto: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.

Contact Information
**Molecular, Cellular & Developmental Biology**  
**Ecology, Evolution & Marine Biology**

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

**Film & Media Studies**
Introduce yourself to Joe Palladino, the undergraduate advisor [jpalladino@filmandmedia.ucsb.edu](mailto: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](mailto: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](mailto:andrearenteria@ucsb.edu) and [Tracee Davis](mailto:tracee.davis@ucsb.edu) the Undergraduate Advisors with a request to enroll. Visit the [Psychology website](http://psych.ucsb.edu) for information about waitlists, **prerequisites**, and more.

**Technology Management Program**
Please contact Katie Cabanatuan [katie@tmp.ucsb.edu](mailto: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.

Additional course information is also available on the [UCEAP Reciprocity Pre-Arrival page](http://uceap.ucsb.edu).

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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