

3 UCSB EAP- Class Registration & Prerequisite Clearance (College of Engineering)

Sent: November 1, 2018

Dear UCSB EAP Engineering Students,

This email contains information about registering in classes at UCSB for the Winter 2019 term. The process to register in classes in the College of Engineering is different from registering in any other departments' classes, which are in the College of Letters & Science (L&S).

To confirm your UCSB registration, all students must enroll in at least 1 class in the College of Letters & Science during their Registration Pass 1 or 2, no later than December 3.

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. However, there are steps you should take now.

(Note: "Classes" and "Courses" mean the same thing).

Registering in Classes in the College of Letters & Science

The good news is that you will be able to register in L&S classes earlier than expected, which means you have a better chance of getting into the classes you want, but it also means you have less time to have prerequisites cleared (Step 3). **It is important that you take the time to read these instructions carefully, and complete each step of the process as soon as possible.**

STEP 1: Check now to see what time your Registration Pass 1 starts on **Monday, November 5**

At UCSB, your Registration Pass Time is your registration window. You will have three Pass times in which you can add classes, drop classes, or make changes. All new EAP Reciprocity students' Passes will start and end on the same days, but at different times. Classes are filled first-come, first-served. Register in classes in Pass 1, and you can make changes in later passes.

Pass 1: November 5 – 14

Pass 2: November 19 – December 3

Pass 3: December 17 – into winter quarter

You can check your Pass start and end times on the Gaucho On-Line Database (**GOLD**):

<https://my.sa.ucsb.edu/gold/login.aspx>. Use your UCSBnetID and password to log in, and then click on "**Registration**" on the top navigation menu to see your Pass start and end times. All times are Pacific Time.

During your Pass time, you'll click on "**Find Courses**" on the top menu, and then Add a course to register in it. In order to be prepared to register as soon as your pass opens, you will need to follow the next two steps.

STEP 2: Choose Winter 2019 Classes

Using your UCSBnetID and password, log in to the Gaucho On-Line Database ([GOLD](#)) and click on "**Find Courses**" on the top menu to search for classes offered during the Winter 2019 term.

Make a list of class that you would like to add to your winter 2019 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** in case the ones you want are full. **You are not guaranteed admission into any particular class.**

- You are allowed to enroll in classes **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 **restrictions or prerequisites**. Since the GOLD system doesn't have a record of your academic history you will first need to get any restrictions or 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.

POL S 127 - AMER FOREIGN POLICY						Units:4.0 Grading:Optional		
43844	TR	3:30 PM-4:45 PM	Girvetz Hall, 1004	STRATHMAN B A	Space 180	Max 180	Course Info	Final
60079	W	9:00 AM-9:50 AM	Girvetz Hall, 2108	T.B.A.	Space 20	Max 20	Add	
60087	F	8:00 AM-8:50 AM	HSSB, 1237	T.B.A.	Space 20	Max 20	Add	
60095	F	4:00 PM-4:50 PM	HSSB, 1236	T.B.A.	Space 20	Max 20	Add	
60103	M	8:00 AM-8:50 AM	HSSB, 1237	T.B.A.	Space 20	Max 20	Add	

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 Tuesdays & Thursdays ("R" means Thursday on class schedules) at 3:30-4:45pm and there are four 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.

STEP 3: Request Prerequisite Clearance

The GOLD system does not have a record of your academic history, major, or class standing, so you will not be able to register in classes with prerequisites, or a class that is restricted by major or class standing, until you have the prerequisites cleared by that department.

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 or restrictions by searching for a class in [GOLD](#) clicking "Course Info".
2. If you are enrolling in class in the Departments of **Studio Art, Biology, Economics, Psychological and Brian Science, 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.
 - a. Find the appropriate undergraduate advisor here: <https://www.ucsb.edu/academics/academic-departments-and-programs>. Click on the department website, then "People", then "Staff" to find the name and email address of the undergraduate advisor.

- b. 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.
- c. Respond quickly to any questions that the advisor may have. You might not receive a reply from your advisor right away – it can take 1-2 weeks to get your prerequisites cleared after you make contact with the undergraduate advisor.

Studio Art

Students who wish to enroll in any studio art classes (even without prerequisites) must first contact undergraduate advisor, Trela Cowan tcowan@hfa.ucsb.edu Be sure to introduce yourself as an EAP Reciprocal Exchange student. 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 may 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](#).

Psychological and Brain Sciences

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 [Psychological and Brain Sciences website](#) for information about waitlists, [prerequisites](#), and more.

Technology Management Program

Please contact Katie Cabanatuan Trigg 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.

Registering in Classes in the College of Engineering

STEP 1: Choose Winter 2019 Engineering Classes

Follow the same advice to look for classes as Step 2 for the College of L&S (above). Check if a class has any prerequisites or restrictions by searching for a class in [GOLD](#) under “Find Courses” and then clicking “Course Info” on a course.

STEP 2: Contact the Engineering Undergraduate Advisors

Contact the engineering undergraduate advisor in the department you want to take classes in and introduce yourself as an EAP Reciprocity student. In your email, state the Winter 2019 courses you would like to enroll in and explain which courses you completed at your home university satisfy the **prerequisites** for those courses. Use this email [template](#) to help you write your email request from your [umail](#) account. Attach a copy of your **transcript** to your email.

Here are the engineering undergraduate advisors:

- **Chemical Engineering-** Erica Diaz cheugrads@engineering.ucsb.edu
- **Electrical & Computer Engineering-** Beth English ugradinfo@ece.ucsb.edu
In addition to the email template and transcript, complete this [ECE Petition](#) and email it to Beth English. Submit one petition for each ECE course in which you wish to enroll, but you only need to submit one copy of your transcript.
- **Mechanical Engineering-** Katelynn Ellison meugrad@engineering.ucsb.edu

STEP 3: Register in Engineering Courses After Arrival at UCSB

You will not be able to register in courses in the College of Engineering until after you've arrived at UCSB. Professors or advisors within the College may 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) on January 4 specifically for EAP Reciprocity students in the College of Engineering.

Please email Frances Fouch, the EAP advisor in the College of Engineering, at eap@enr.ucsb.edu if you have questions or concerns about enrolling in Engineering courses at UCSB.

Please let me know if you have any questions.

Best,
Adrienne

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