Dear UCSB EAP Students,

This email contains information about enrolling in class at UCSB for the Fall 2017 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.

All students must enroll in at least 1 class in the College of Letters & Science during their Pass 2 between June 19 – September 6. You will enroll in classes in the College of Engineering after you arrive at UCSB in September, then you can drop the College of Letters & Science class if you want to.

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

Engineering majors are also allowed to enroll in courses in the College of Letters & Science (L&S) beginning June 19, 2017. EAP students are encouraged to enroll in general interest courses as well as courses within their major area of studies. To enroll in L&S courses, follow the steps listed below.

STEP 1: Check what time your Pass Time starts on Monday, June 19

Your Pass Time is your enrollment window. You can check what time your Pass Time starts, add classes, drop classes, and change your schedule through the Gaucho 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.

STEP 2: Make a List of Fall Classes

**Be sure to re-read last week’s email about Class Enrollment for detailed information!**

Using your UCSBnetID and password, log in to GOLD and click on “Find Class” on the left navigation menu. If you don’t have your UCSBnetID yet, you can search for classes through the Curriculum Search. All students must enrolling 12 units, and we recommend identifying 1-2 alternatives for each class you want.

STEP 3: Request Prerequisite Clearance

The GOLD system does not have a record of your major or academic history, so you will not be able to enroll in classes with prerequisites, or a class that is restricted by major, until you have the prerequisites cleared by the undergraduate advisor in 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 by searching for a class in GOLD clicking “class info”. If you’re using the Curriculum Search instead of GOLD, click on the course title.

2. If you want to enroll in a class in the Departments of Studio Art, Biology, Economics, 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 department offering the class. You can find the appropriate undergraduate advisor here: 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 this [Prerequisite Clearance Request template](#) as a guide to demonstrate that you met the course prerequisites, and attach a copy of your **transcript** to the email.

a. Respond quickly to any questions from the advisor

b. You might not receive a reply from your advisor right away. It can take 1-2 weeks to get your prerequisites cleared.

**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 September), 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](#).

**Psychology**

You will **not** be able to enroll through GOLD for this impacted major. Please contact [Andrea Renteria](mailto:andrea.renteria@ucsb.edu) and [Tracee Davis](mailto:tracee.davis@ucsb.edu) 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](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](#).

**Enrolling in College of Engineering Courses**

**STEP 1: Choose Fall 2017 Classes you Want to Take**

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 Fall 2017 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, you can see if a class has any prerequisites by clicking on the class title.

**STEP 2: Email Department Advisors**

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

Complete this [ECE Petition](#) and submit it to Beth English at [ugradinfo@ece.ucsb.edu](mailto:ugradinfo@ece.ucsb.edu) along with a copy of your
transcript. Be sure to introduce yourself as an EAP Reciprocity student. Submit one petition for each 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 fall quarter. Approval/add codes cannot be provided until the review is complete.

All Other Engineering Classes
Contact the department advisor in the department you want to take classes in and introduce yourself as an EAP Reciprocity student. In your email, state the fall 2017 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 department advisors in the College of Engineering.

STEP 3: Enroll in Engineering Courses After Arrival at UCSB
You will not be able to enroll in courses in the College of Engineering until after you’ve arrived 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) on September 25 specifically for guest students in the College of Engineering.

Please remember: The June 19 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 September.

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 questions.

Best,
Adrienne W. & Genesis