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.

**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 form 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. 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 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.

Additional course information is also available on the UCEAP Reciprocity Pre-Arrival page.

Please let me know if you have any questions.

Best,