

4 UCSB EAP- Prerequisite Clearances (College of Engineering)

Sent June 1, 2018

Dear UCSB EAP Engineering Students,

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

To confirm your UCSB registration, all students must enroll in at least 1 class in the College of Letters & Science during their Registration Pass 2 between June 18 – September 5. 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 allowed to enroll in courses in the **College of Letters & Science (L&S)** beginning **June 18**. **You must enroll in at least one L&S class during Pass 2, which you can drop later if you wish.** 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 Registration Pass Time starts on Monday, June 18

Your Pass Time is your registration window. To check what time your Pass Times start and end, go to the Gaucho On-Line Database ([GOLD](#)). Use your UCSBnetID and password to log in, and click on **“Registration”** on the top navigation menu. All times are Pacific Time.

During your Pass time, you'll click on **“Find Courses”** on the top menu to register in courses. In order to be prepared you will need to follow the next two steps.

STEP 2: Make a List of Fall Classes

****Be sure to re-read last week's email about [Class Registration](#) for important detailed information!****

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 Fall 2018 quarter. All students must register in at least 12 units each quarter, and since **you are not guaranteed admission into any particular class**, 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 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 course has any prerequisites or restrictions by finding a course in [GOLD](#), and then clicking “Course Info”.
2. If you want to enroll in a class with prerequisites in the Departments of **Studio Art, Biology, Economics, Psychological and Brain Sciences**, or **Technology Management Program**, please refer to the special instructions below for clearing their prerequisites.

3. For **all other subject areas**, you will need to contact the staff undergraduate advisor for the department offering the class:
 - a. Find the appropriate undergraduate advisor here: <https://www.ucsb.edu/academics/academic-departments-and-programs>. Click on the department, 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, and attach a copy of your **transcript** to the email. Be sure to introduce yourself as an EAP Reciprocal Exchange student.
 - c. Respond quickly to any questions from the advisor. 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 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 ask 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 course 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 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: Make a List of Fall 2018 Classes you Want to Take

****Be sure to re-read last week's email about [Class Registration](#) for important detailed information!****

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 Fall 2018 quarter. All students must register in at least 12 units each quarter, and since **you are not guaranteed admission into any particular class**, we recommend identifying 1-2 alternatives for each class you want.

STEP 2: Email 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 fall 2018 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. Attach a copy of your **transcript** to your email.

Here are the engineering undergraduate advisors:

- **Chemical Engineering**
Erica Diaz cheugrads@engineering.ucsb.edu
- **Computer Science**
Nicole McCoy ugradv@cs.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 Vargas 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 September 24 specifically for EAP Reciprocity students in the College of Engineering.

Please remember: The June 18 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 Frances Fouch 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. For easy reference, we're posting all of the emails we send you [here](#).

Best,
Genesis & Adrienne