

4 UCSB EAP- Prerequisite Clearance (College of L&S)

Sent June 1, 2018

Dear UCSB EAP Reciprocity Students,

This email contains information about registering 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.

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](#).

Please let me know if you have any questions. For easy reference, we're posting all of the emails we send you [here](#).

Best,
Genesis & Adrienne