Dear UCSB EAP Students,

This email contains answers to common questions you may have about enrolling in classes.

Your Pass 2 enrollment period is open now and closes Nov. 29. Pass 3 opens Dec. 15. You can view the exact times your enrollment pass times start and end in GOLD under “Registration Info”.

If you are an engineering student you will enroll in the College of Engineering courses after arrival.

**How many classes should I take?**  
The EAP exchange agreement and immigration regulations require you to enroll in a minimum of **12 units** each quarter. Classes range in unit value, but most are worth 3-4 units each.

We recommend taking **12 units** your first quarter at UCSB. The quarter is a 10-week, very fast term. We also have more homework, assignments, quizzes, papers, and exams than you may be used to. Many EAP students are shocked by the workload and fast pace. 1 unit = approximately 3 hours of work per week, therefore 12 units = about 36 hours of work per week (including time in and out of the classroom). Take 12 units your first term so you have time to adapt.

**How many classes do I need to take in my major?**  
UCSB does not require you to take any classes in your major; you are welcome to take classes in any subject as long as you meet the prerequisites for those classes. However, please ask your home university what kinds of classes you need to take to stay on track for your degree.

**The class I want is for majors only**  
The GOLD system does not have a record of your major or the classes you have already taken at your home university. You will need to follow the same prerequisite clearance steps to get approval to add or stay enrolled in a class restricted to majors only. If you are asked to drop the class because of your major, first send them your transcript to prove you have background in the subject and request approval to stay enrolled in it.

**How can I contact the undergraduate advisor?**  
First, find the appropriate academic department website (http://www.ucsb.edu/academics/depts/index.shtml). From the homepage of any academic department website, you’ll need to click on “People”, then “Staff” to find the name, email address, and office location of the staff Undergraduate Advisor.

**I haven’t received a response regarding my prerequisite clearance.**  
For now, please enroll in an alternative course, and you can drop it later if you get into the class you want later. Be sure to check your Umail regularly in case the undergraduate advisor contacts you for more information or documentation regarding your prerequisite clearance. Please be patient, it can take a 1-2 weeks to receive a response. After 2 weeks, send another email politely asking if there is any additional information you can provide, and asking when you should expect a response.

**What do I do if the course I want to take is full?**  
If a class you want is full, it is still possible that you could get into the class later through different ways. You may want to do all of these:
1. If a waitlist is available, join it. (See “How does the waitlist work?" below.)
2. Keep checking the course periodically; seats in full courses may become available as other students drop courses. It’s common for students at UCSB to drop and add courses through all Pass times from now through the first week of classes.
3. Enroll in an alternative classes. If you get into the class you want later you can add and drop classes from now through January 12 without any fees. (See “Registration Info” in GOLD for deadlines)
4. Contact the undergraduate advisor in the department. Ask them what they recommend you do to add the class.
5. Contact your home university to identify alternative classes if you are not able to get into your first choices.
6. If you cannot add the class before school starts, you can try to “crash” the class during the first week of school. This is very common for UCSB students, but it is not guaranteed to be successful. I will send more information about crashing closer to the start of classes. For now, please follow the other methods.

**How does the waitlist work?**
You may be able to add your name to the waitlist for a course that is full. Here is detailed information about the waitlist system: [https://registrar.sa.ucsb.edu/waitlist.aspx](https://registrar.sa.ucsb.edu/waitlist.aspx).

You must be enrolled in at least 12 units to access waitlists. Enroll in alternative classes to reach 12 units, and you can drop them later if you get into the classes you want.

If you do not meet the requirements to add the course (for example, if you need to request prerequisite clearance, or prove what major you are) you may still add to the waitlist, but you must have your prerequisites cleared before the Waitlist Auto-Add will enroll you in an available space.

**If you notice you are moving backwards on the waitlist over time** please contact the undergraduate advisor in that department and me.

**Reminders**

- **Your orientation (CALI Training) will be the morning of Friday, January 5.** Classes start Monday, January 8.
- **Start applying for housing now.** You need to reserve your housing before you arrive. Ask your housing if you can move in on January 4 because you have your mandatory orientation on the 5th.
- **Gaucho Health Insurance (GHI) waivers are due by Dec. 1, or by Dec. 25 with a late fee.** The waiver is optional and only if you already have sufficient health insurance.
- **You can refer to the UCSB EAP Pre-Arrival website** to see all the emails we have sent you so far.

Please let me know if you have any questions.

Best,
Adrienne W. & Genesis