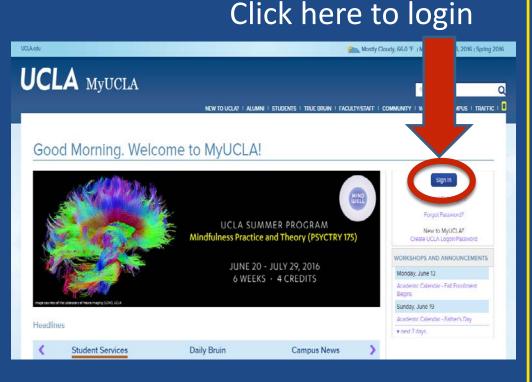
# Resources & Enrollment



### **MyUCLA** *my.ucla.edu*

- Enrollment/Class Planner
- Personalized Study List
- Grades
- Degree Audit Report
- BruinBill
- Financial Aid
- Access to UCLA Webmail
- Timesheets for on-campus jobs
- Notifications & announcements
- Message Center



# Settings

- <u>Change Password</u>
- <u>Emergency contact</u>: Make sure this is up to date in case of an emergency UCLA knows who to contact.
- <u>Feature Options</u>: Customize your MyUCLA home feature, favorite feature and roles.
- Gender and Sexual Orientation
- <u>Official Email/Address/Phone</u>
- Preferred Name
- <u>Privacy Options</u>: Update the information that you wish to release for public access.
- <u>Race/Ethnicity Info</u>

MANDY | Settings | Notices:

Home Page	MANDY   Settings	I Notices: 0	Need Help?	Logout
UCLA MYUCLA	BruinAlert & Change Password & Classmates Profile Emergency Contact Feature Options Gender and Sexual Orientation	1PUS LIFE   O	THER STUDENT S	SERVICES
STUDY LIST	MyUCLA Features Official Email/Address/Phone Preferred Name Privacy Options Race/Ethnicity Info			
This Study List is a record of all classes that you are enrolled in for Fall 2016. Your Study List becomes official as	Third Party Access		Ilment actions	5

### **Settings: Third Party Access**

- The Family Educational Rights and Privacy Act (FERPA) protects your information
- You can grant a third party (i.e. parent or spouse) a range of access to features on your MyUCLA
- Creates a separate logon so you don't share your username and password (this is a violation of university policy)
- The university cannot discuss any information about you unless it is to an authorized third party

JCLA Logon of Third Party			
First Name of Third Party			
ast Name of Third Party			
ssociation (i.e. parent, guardian, spouse, partner, No Relation Specified	)		
ny The Family Educational Rights and Privacy Act and enrolling each term.		that as the student I am r	
y The Family Educational Rights and Privacy Act			
ny The Family Educational Rights and Privacy Act and enrolling each term. Available		that as the student I am r	
py The Family Educational Rights and Privacy Act and enrolling each term. Available Academic	(FERPA) I understand	that as the student I am r	
Academic  View Study List View Degree Progress/Audit Report and	(FERPA) I understand	that as the student I am r	

A New Studer Transition Pr

View Hold

MY FEATURES | THIRD PARTY | CLASSES | ACADEMICS | STAFF | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENTS



Need Help?

# Message Center

#### "Need Help?" tab:

• In this tab, you can:

UCLA MyUCLA

- Ask a Question
- Search FAQs
- Use Message Center to view past messages and responses
- Access MyUCLA Tutorials
- Departments incorporate parts of the FAQ into their website and will include links to "Ask a Question."

#### UCLA MyUCLA

	Can't find what you are look	ing for
hange of address	Search Ask A Question	
	Go to Message Center	
Back to Top Ten Questions		
Search Results		
How do I change my grading basis (Pass/No Pass or I	etter Grade) and when is the deadline?	
How can I change my mailing address?		
Considering a change of major within HSSEAS?		
Considering a change out of HSSEAS?		
What if my faculty advisor is unavailable or away on s	abbatical?	
Where may I petition to change my mathematics majo	r?	
How do I petition to change or declare my mathemati	cs major?	
How can I enter late grades or change grades after s	IDMISSION IN MYUCLA Gradebook?	
How can I enter late grades or change grades after s How can I see what my requirements would look like		



SERVICES



FRVICES



MY FEATURES | CLASSES | ACADEMICS | STAFF | FINANCES AND JOBS | |

# Ask a Question

- Students can ask questions through MyUCLA.
- All the questions will be routed to the correct department.
- When students get a reply they are emailed and notified.
- The reply is posted to the Message Center.

followings	selection will help us d	lrect your me	ssage appr	opriatel	. Please	select o	one of th	he follo	wing op	ations:	N	IAVIGATION	
Toplc			Type key	yword ar	d select	a topic	e.g. er	nrollme	nt			AO Search lessage Cent	
AyUCLA fi	eature		Type key	word ar	d select	a MyUG	CLA fea	dure, e,	g class			weeke vent	M1. (
Academic counseling unit			Academic Advancement Program O Why is the department I want to contact not listed?										
	iow who to ask my que	estion to	Why is th	e depart	ment I w	ant to co	ontact n	not listed					
do not kn your que	ow who to ask my que stion below.		Why is th	e depart	ment I w	ant to ci	ontact n	not lister					
do not kn r your que ect	stion below.		Whyis th		ment I w								
l do not kn	stion below.	estion	3 8	IE					5? <b>*</b>				

UCLA MyUCLA

Home Page					Set	lings   Notices: C	Need Help?	Logout
UCLA M	YUCLA	MY FEATURES	CLASSES	ACADEMICS   STAF	FINANCES AND JOBS	CAMPUS LIFE	OTHER STUDENT :	SERVICES
BruinBill	Financial Aid	Jobs and Community						LOSE (X)
1098T 🖙	Awards and Notices	BruinView - Job Search 2						
BruinBill	Disbursement Summary	Community Service						
Tax Information	Satisfactory Academic	Internship Search						
	Progress	Letter of Reference						
	Summer Financial Aid Applications	On-Campus Recruitment Orientation						
	Tracking Required Documents	Work Study Job Search						
	Undergraduate Scholarship							

### Finances & Jobs: BruinBill

- BruinBill records all charges and payments, including housing, tuition, ASUCLA bookstore purchases, and more
- Summary of charges available each month and <u>must be paid by the 20th</u> of the following month
- Tuition due September 20, December 20, and March 20
  - Or preceding business day if the 20<sup>th</sup> falls on a weekend
- Failure to pay will result in a hold on records and the dropping of classes
- Can access 1098T for tax purposes

Post Date	Transaction ID/Description	Due Date/Effective Date	Charge	Payment
	Balance Forward		\$0.00	
	Current Period Transactions			
02/20/2015	SPRI STUDENT SERVICES FEE	03/20/2015	\$324.00	
02/20/2015	SPRI TUITION	03/20/2015	\$3,740.00	
02/20/2015	SPRI UNDERGRAD STDNT ASSOC FEE	03/20/2015	\$41.33	
02/20/2015	SPRI ACKERMAN STUDNT UNION FEE	03/20/2015	\$20.00	
02/20/2015	SPRI WOODEN CENTER FEE	03/20/2015	\$17.00	
02/20/2015	SPRI UG-UCSHIP BASIC INS	03/20/2015	\$646.10	
02/20/2015	SPRI GREEN INITIATIVE FEE	03/20/2015	\$4.80	
02/20/2015	SPRI PLEDGE FEE	03/20/2015	\$13.85	
02/20/2015	SPRI ACKER/HOFF SEISMIC FEE	03/20/2015	\$37.00	
02/20/2015	SPRI S.P.A.R.C. FEE	03/20/2015	\$33.00	
02/20/2015	SPRING BRUIN BASH FEE	03/20/2015	\$1.34	
02/20/2015	SPRING IEI FEE	03/20/2015	\$108.00	
02/20/2015	SPRING ARTS RESTRG CMMTY FEE	03/20/2015	\$1.55	
03/18/2015	eCheck - Student Web Payments	03/18/2015		\$3,079.29
03/21/2015	UCLA ACHIEVEMENT SCHOLARSHIP	03/20/2015		\$1,502.68
03/21/2015	CALIF MIDDLE CLASS SCHOLARSHIP	03/20/2015		\$406.00
04/01/2015	ASUCLA BKSTR PURCH(310)2060784 2900813349038*2.1.1122.6033.17256*S231835	04/20/2015	\$60.00	
04/01/2015	ASUCLA BKSTR PURCH(310)2060784 2900307277243*2.1.1122.6033.17256*5231837	04/20/2015	\$13.50	
04/01/2015	ASUCLA BKSTR PURCH(310)2060784 9780520261259*2.1.1122.6033.17256*5231839	04/20/2015	\$29.95	
04/01/2015	ASUCLA BKSTR PURCH(310)2060784 9780199604982*2.1.1122.6033.17256*5231841	04/20/2015	\$29.95	
04/01/2015	ASUCLA BKSTR PURCH(310)2060784 9780190235956*2.1.1122.6033.17256*5231843	04/20/2015	\$19.95	



### **Finances & Jobs: Financial Aid**

- Financial Aid Resources include:
  - eFAN (Electronic Financial Aid Notification)
  - Financial Aid Summary
  - Financial Aid Document Tracking
  - Tax withholding report
  - Disbursement Summary
  - Direct any questions regarding financial aid to the Financial Aid & Scholarships Office
    - Each student has a counselor assigned by last name
    - Visit financialaid.ucla.edu for more information



#### So...what happens if you don't pay?

- Failure to pay any one or more of your fees on time will result in a **HOLD** on your account
  - Be sure to check BruinBill for due dates of any charge
- Holds can:
  - Prevent enrollment, graduation, or ordering of transcripts or diploma
  - Classes <u>can/will</u> be dropped
  - Restrict access or deny services to various resources, including the ASHE Center, Parking, Wooden Center, Dining services, etc.
- finance.ucla.edu/business-finance-services/student-accounts/



### UCLA Myucla



### **Academic Profile: Holds**

- See if you have any holds on your account
- Shows what the hold affects and the office that issued the hold

#### UCLA MYUCLA



JCLA MyU	CLA	MY FEATURES   CLASSE	ACADEMICS	STAFE		OTHER STUDENT SERVICES
Academic Profile	Advising and Academic Services	Graduation	Herbelines			CLOSE (M
Declare Candidacy Term	Appointments	Commencement - Student				
D	Peer Learning					
Degree Progress/Audit Report	Petitions					
Diploma request	Virtual Counseling					
Holds	Workshops					
Registration Status						

### Academic Profile: Degree Audit Report

- Tracks your degree requirements.
- Tailored to your major, minor and college or school
- You will be shown how to run your Degree Audit during your academic appointment this afternoon

		lenge						Laged
Tregarent Con admit Lawal		INGERIO DE SIR PRE	Cetalog 7 Commente	em 2012741	Athit lem	2HD PAL	Degree Legitt Term	Report Aut
Auto Resul	a (Pat)	manue Tracing						
Audit .				gories		Clubin at	y area of the graph for	Series and
E Open /				GENERG, EDUC Main 180 Units Upper Sector	a se		ja -ia gra	of PDF Judit
Property		Catalog Term 21127463	Calle 1754	Description PRE-PEYCHA, OD118-4	NUR			

### UCLA MyUCLA

Class Resources	P
Class Notes Needed	
Classmates	
Course Descriptions @	
Evaluation of Instruction	
Library Reserves	
Study List	

Plan and Enroll	
Class Planner	
Contract Courses	
Enrollment Appointments	
Enrollment Home	
Find a Class and Enroll	

MIT PEATORES   NEW STODENTS
Enrollment Actions
Change Grade Type
Change Units
Drop a Class
Exchange a Class or Section
Move from Waitlist
Proof of Enrollment C*

SES	ACADEMICS   STAFF   F	FINANCES AND JOBS	CAMPUS LIFE	I OTHER STUDENT SERVICES
irad	es and Transcripts			
Exa	am and Homework Grades			
	oected Cumulative ogress (ECP)			
Fin	al Grades and GPA			
GP	A Calculator			
Sug	ggested Features Home			
Tra	nscript - Official			
	nscript - Student Copy			

### Plan and Enroll: Class Planner

- Organize real and hypothetical schedules
- Real-time enrollment counts
- Add in personal entries (Ex. work, clubs)
- Save and load different plans

Spring 2	2017				Spring •
Current	Plan: Spring 20	017			Primary Pla
		e Plan I New Plan I Save : ses you wish to take in Spring C Refresh			ut
Weekdy G	Grid				
Weekty (	Grid	Study List 🧭 🕕 Plan	: 🛛 i Alternates: 🗍 i G	irid size: 🕇 🗕	
9 Weekdy (					Film
9 Weekty 6	Srid Monday	Study List 🧭 🕧 Plan Tuesday	: 🗋 i Alternates: 🗍 i G	irid size: 🕇 🗕 Thursday	Friday
					Friday MATH 198 LEC1 Jeneber 5734
811	Monday MATH 1918 LEC 1	Tuesday MATH 1388 DIS 14	Wednesday MitH 1918 LEC1 Celebra (2014 LIFESCI 15 DIS 16		MATH 198 LEC 1
8···· 9···	Monday MATH 1918 LEC 1	Tuesday MATH 1388 DIS 14	Wednesday MATH 678 LEC1 Crefebru 1006		MATH 198 LEC 1

### Navigating Class Planner

#### 1) Select the term (Fall 2017)

#### CLASS PLANNER

 
 Fall 2016
 Fall
 AC

 Current Plan: 5/30/16 8:46 PM
 Spring (Future Plan) \* Winter (Future Plan) \* 2016
 n

 Rename Plan | New Plan | Save a Copy... | Delete Plan | Load Plan\* | Print | Ab
 2016

#### 2) Select your subject area

Add Class to Plan		Find a Class and En
arch By: Subject Area	Anemistry and	
	Chemistry and Biochemistry (CHEM)	



### **Navigating Class Planner**

Plan Optimizer	ଡ
C Add Class to Plan	Find a Class and Enrol
Search By: Subject Area	Chemistry and Biochemistry (CHEM)
	Enter a Ocknow number or Class Title (Required)
	14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases
	14B - memodynamics, Electrochemistry, Kinetice, and Organic
🗢 Class Plan	Chemistry
	14BL - General and Organic Chemistry Laboratory I

- Pulls up a list of courses being offered by that department for the quarter
- Click on a particular course to find more information



### **Course Selection**

#### 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases

				-	-				
	NOTE: T	o enroll for this	class, you must select: (1) a Le	cture; (2) a	Discussio	on.			
	- inct	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)
(	∍	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.
		Lec 2	■Open 7 of 340 Left	A	MWF	12pm-12:50pm	Wgyoung CS50	4.0	Li, Z.
		Lec 3	■Open 62 of 340 Left	A	MWF	1pm-1:50pm	Wgyoung CS50	4.0	Lavelle, L.
		Lec 4	■Open 163 of 340 Left	A	MWF	3pm-3:50pm	Wgyoung CS50	4.0	Lavelle, L.
		Lec 5	■Open 18 of 340 Left	A	MWF	4pm-4:50pm	Wgyoung CS50	4.0	Li, Z.

# Selecting the lecture allows you to see available discussions

### **Course Formats**

Lecture (Lec)

- Majority of course material presented here
- Usually meets at least twice a week
- Larger classes, taught by professor

Discussion (Disc)

- Discuss and review information from lecture
- Usually meets only once a week
- Smaller groups, usually no larger than 20, led by Teaching Assistants (TAs)

#### **Other Formats**

- Seminars (Sem), Labs (Lab), Quiz Sections (Quiz) and Studio (Studio)
- Smaller courses, such as Seminars typically do not have a discussion section







## Status

- Shows available seats out of the total seats in the lecture and for each discussion
- When full, status will show 0 seats left



Select	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)
	Lec 1	Waitlist 2 of 10 Taken	A	MTW	9am-10:50am	Kinsey Science Teaching Pavilion 1240B	4.0	The Staff

# Wait list Status

- When a course becomes full students can opt to enroll on the waitlist
- Shows the available spots on the wait list out of the total.
  - Only about 10% of the wait list usually gets in
  - During New Student Orientation only enroll in courses that are open, and avoid any wait lists.

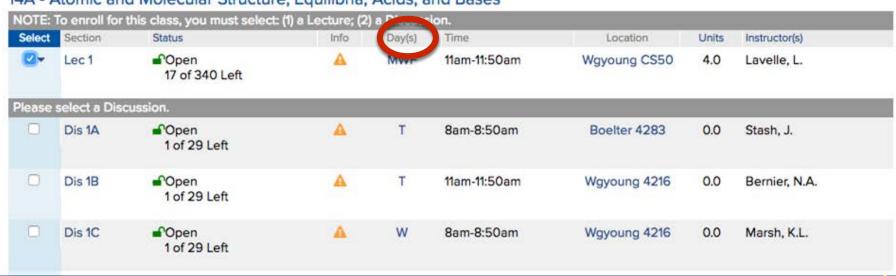


#### 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases

		for this class, you r	must select:	(1) a Lecture; (2	) a Discus	sion.				
Select	Section	Status			Day(s)	Time		Location	Units	Instructor(s)
✓	Lec 1	<b>∎</b> Open			MWF	11am-11:5	0am	Wgyoung CS50	4.0	Lavelle, L.
		Additional Info	rmation				MORE DETAIL			
Please s	select a	Class ID:	1420422	200						
	Dis 1A	Class Website:	https://la	velle.chem.ucla	.edu/class	-websites/c	hem14a 🖸	Boelter 4283	0.0	Stash, J.
		Grade Type:	Letter G	rade or Passed/	Not Passe	ed				
	Dis 1B	Final Exam Inf	ormation					Wgyoung 4216	0.0	Bernier, N.A.
		Date	Day	Time		Locatio	n(s)			
	Dis 1C	12/04/2016	Sunday	3pm-6pm		La Kretz H Moore Ha Young Hall Young Hall	ll: 100 : CS24	Wgyoung 4216	0.0	Marsh, K.L.
	Dis 1D					Young Hal		Boelter 5420	0.0	Marsh, K.L.
		Course Requisites								
	Dis 1E							Wgyoung 2200	0.0	Stanfield, D.A.
		Class I	Name	Min Grade	Co Req	Pre Req	Туре			
	Dis 1F	Mathemat Mathemati		D- D-	Yes Yes	Yes Yes	R	Boelter 2760	0.0	Bernier, N.A.

# Info

- Allows students to see requisites, course ID, links to the webpage, grade type, final exam information
- Notes about the course for students to reference when looking at it

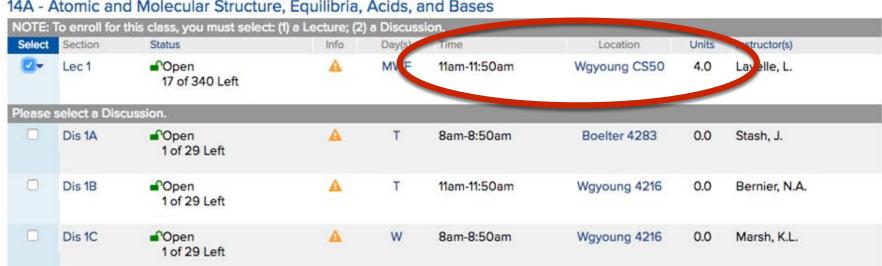


#### 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases

# Days

- Days of the week in which the course is offered
- Days of the Week are MTWRF
  - Thursday is written as R





#### 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases

### Time, Location, Units

Time of the day that the course starts and ends and location on campus where it takes place

Most courses do not end at the hour mark

Note: 10 Minutes is generally enough time to get from one course to another

The number of units the course carries

# Class Detail (Lec)

#### 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases

NOTE: T	for this	class, you must select: (1) a Le	ecture; (2)	) a Discussi	on.			
Sele .	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)
	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.
Please s	elect a Discus	sion.						
	Dis 1A	■Open 1 of 29 Left	A	т	8am-8:50am	Boelter 4283	0.0	Stash, J.
	Dis 1B	■Open 1 of 29 Left	A	т	11am-11:50am	Wgyoung 4216	0.0	Bernier, N.A.
	Dis 1C	■Open 1 of 29 Left	A	W	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.
	Dis 1D	■Open 2 of 29 Left	A	W	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.

Clicking on the Lec # will bring up more information for each lecture of a course

# **Class Detail (Lec)**

### "Lec" shows:

- An in-depth course description
- GE credit given
- Number of units
- Enforced requisites
- Enrollment restrictions
- Final exam time

#### Course Description

Lecture, three hours; discussion, one hour. Preparation: high school chemistry or equivalent background and three and one half years of high school mathematics. Enforced corequisite: Life Sciences 30A or Mathematics 3A or 31A or score of 35 or better on Mathematics Diagnostic Test. Not open to students with credit for course 20A. Introduction to physical and general chemistry principles; atomic structure based on quantum mechanics; atomic properties, trends in periodic table; chemical bonding (Lewis structures, VSEPR theory, hybridization, and molecular orbital theory); gaseous and aqueous equilibria; properties of inorganic and organic acids, bases, buffers; titrations. PINP or letter grading.

Class Description

General Education (GE) Check with your counselor or adviser to see which GE courses fulfill your requirements. See General Education Requirements <sup>(2</sup> for more information.

GE Foundation Categories Foundations of Scientific Inquiry -Physical Sciences

GE Lab/Demo This class does not carry the laboratory/demonstration credit for GE.

Writing II This class does not satisfy the undergraduate Writing II requirement.

Diversity This class does not satisfy any College/School diversity requirement.

#### Class Notes

- For Chemistry 14A, all seats are held for entering students who enroll through New Student Orientation. Any student may enroll beginning September 13, 2016, space permitting, and continuing students historically have been able to enroll.
- PTE numbers are NOT available for this course; do not contact the instructor for a PTE number.
- For Chemistry 14A, students MUST attend the lecture in which they are enrolled; random I.D. checking is held throughout the term
- For Chemistry 14A, lecture 1, there will be one MANDATORY midterm examination from 6 to 8 p.m. Wednesday, November 2, 2016.

#### Department Chemistry and Biochemistry I?

Library Reserve http://catalog.library.ucla.edu/webv/enterCourseReserve.do



# How to Use Class Planner

- Make sure you are in the correct term!
- Name your plan
- Shows your enrollment pass, and when your pass is active
- Will show enrolled courses in gray

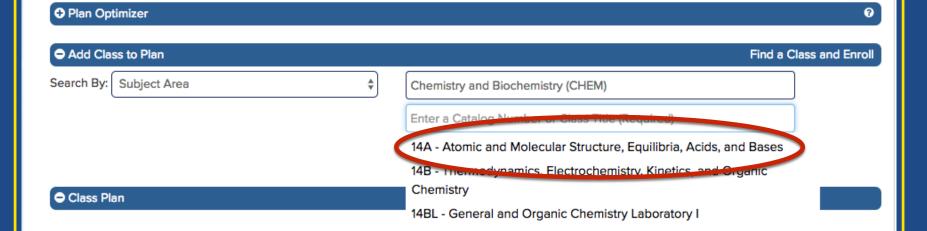
Fall 2	2015			Fall	*				
Curre	ent Plan: 6/1/	15 11:12 AM			Primary Plan				
Re	name Plan I Nev	w Plan I Save a Co	py   Delete Plan	। Load Plan <del>▼</del> ।	Print I About				
Your Second Pass enrollment pass will begin at 6/26/15 1:30 PM.									
You have	e not yet indicated	the courses you wish	n to take in Spring (F	uture Plan), Winter (F	Future Plan). 😧				
⊖ Week	dy Grid								
		Study List: 🗆 । A	lternates: 🗆 I G	rid size: 🛨 🗕					
				_					
<b>8</b> AM	Monday	Tuesday	Wednesday	Thursday	Friday				
900									
1000									
10									
1100									
1 <b>.</b>									
12 <sup>PM</sup>									
12 <sup>PM</sup>									

	Monday	Tuesday	Wednesday	Thursday	Friday
8ам					
900					
1000					
<b>11</b> 00					
12 РМ					
<b>1</b> 00					
Add Cl	ass to Plan			Fin	d a Class and Enroll
Search By	Subject Area	¢	Enter Subject Area		Go
			Enter a Catalog Num	nber or Class Title (Re	equired)

Search by a variety of criteria, including Subject Area, Class ID, Requirement, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday
8					
900					
5					
1000					
<b>11</b> 00					
<b>12</b> ™					
100					
O Ad	ld Class to Plan			Fin	d a Class and Enroll
Searc	h By: Subject Area	*	Chemistry And Biocl	hemistry (CHEM)	Go
			Enter a Catalog Nun	nber or Class Title (Re	equired)

#### Example: a Chemistry course



# You can then search by number or class title, or choose from the list below



		d Molecular Structure this class, you must select:										
	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)				
<b>•</b>	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.				
Please	select a Disc	lect a Discussion.										
	Dis 1A	■Open 1 of 29 Left	A	т	8am-8:50am	Boelter 4283	0.0	Stash, J.				
	Dis 1B	■Open 1 of 29 Left	A	т	11am-11:50am	Wgyoung 4216	0.0	Bernier, N.A.				
	Dis 1C	POpen 1 of 29 Left	A	W	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.				
	Dis 1D	■Open 2 of 29 Left	A	w	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.				
	Dis 1E	■Open 2 of 28 Left	A	W	1pm-1:50pm	Wgyoung 2200	0.0	Stanfield, D.A.				
	Dis 1F	■Open 4 of 28 Left	A	R	8am-8:50am	Boelter 2760	0.0	Bernier, N.A.				
	Dis 1G	Closed Class Full (28)	A	R	11am-11:50am	Wgyoung 4216	0.0	Stash, J.				

All existing lectures & discussions sections for that course will be listed

14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases											
NOTE: T	o enroll for this	s class, you must select: (1) a Le	ecture; (2	) a Discussi	ion.						
Select	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)			
<b>~</b>	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.			
Please s	Please select a Discussion.										
	Dis 1A	■Open 1 of 29 Left	A	т	8am-8:50am	Boelter 4283	0.0	Stash, J.			
	Dis 1B	■Open 1 of 29 Left	A	т	11am-11:50am	Wgyoung 4216	0.0	Bernier, N.A.			
	Dis 1C	■Open 1 of 29 Left	A	W	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.			
Add C	lass to Plan							×			
You have chosen Chemistry and Biochemistry (CHEM) 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases with the following sections:											
•	Lecture 1										
Discussion 1C											
Addir	ng this class to	your plan does not automatica	lly enrol	you:							
Ad	d Class to Plar							Cancel			

# Once the lecture and discussion are chosen, you can add the course to your plan

	×
Chemistry and Biochemistry (CHEM) 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases has been successfully added to your current plan as Class 1 with the following sections:	0
Lecture 1	
Discussion 1C	
A You are not enrolled in this class. Adding a class to your plan does not automatically enroll you.	Close

# A confirmation will appear to show you have added the course to your plan



Monday	Tuesday	Wednesday	Thursday	Friday
		CHEM 14A Dis 1C Wgyoung 4216		
CHEM 14A Lec 1 Wgyoung CS50		CHEM 14A Lec 1 Wgyoung CS50		CHEM 14A Lec 1 Wgyoung CS50
	CHEM 14A Lec 1	CHEM 14A Lec 1	CHEM 14A Dis 1C Wgyoung 4216 CHEM 14A Lec 1 CHEM 14A Lec 1	CHEM 14A Dis 1C Wgyoung 4216

The course will show up on the grid, and can be shown in a variety of colors

# Add an Alternate Discussion

14A - A	tomic and	Molecular Structure, E	Equilibria,	Acids, a	nd Bases				
		nis class, you must select: (1) a							
Select	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)	
	Lec 1	■ <sup>•</sup> Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.	
Please s	select a Discu	ssion.							
	Dis 1A	■Open 1 of 29 Left	A	т	8am-8:50am	Boelter 4283	0.0	Stash, J.	
	Dis 1B	∎Open 1 of 29 Left	A	т	11am-11:50am	Wgyoung 4216	0.0	Bernier, N.A.	
	Dis 1C	∎Open 1 of 29 Left	A	W	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.	
	Dis 1D	■Open 2 of 29 Left	A	W	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.	
Add C	lass to Plan								×
sectio	<ul> <li>Lecture 1</li> <li>Discussion</li> </ul>			Atomic an	d Molecular Structur	re, Equilibria, Acids, and E	3ases w	ith the following	Ø
-		ing a rest plan							
		mate Class to another class: 14A as Alternate 1							
Addir	ng this class t	o your plan does not automa	tically enroll	you:					
Ad	d Class to Pla	in						Canc	el

You can also add alternate discussions to your plan in case you are unable to enroll in your first choice

# Add an Alternate Discussion

		Molecular Structure,		-				
OTE: Select	To enroll for the Section	is class, you must select: (1) Status	a Lecture; (2	) a Discuss Day(s)	ion. Time	Location	Units	Instructor(s)
	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.
lease	select a Discus	ssion.						
	Dis 1A	■Open 1 of 29 Left	A	т	8am-8:50am	Boelter 4283	0.0	Stash, J.
	Dis 1B	■Open 1 of 29 Left	A	т	11am-11:50am	Wgyoung 4216	0.0	Bernier, N.A.
	Dis 1C	■Open 1 of 29 Left	A	W	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.
	Dis 1D	■Open 2 of 29 Left	A	W	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.
Add (	Class to Plan							
secti			(CHEM) 14A -	Atomic an	d Molecular Structure	e, Equilibria, Acids, and	Bases w	ith the following
You	have <mark>1 Class</mark> in	your plan. Would you like t	o:					
⊖ <b>A</b>	dd as Class 2 i	in your current plan						
		nate Class to another class: 4A as Alternate 1						
<u> </u>								
Addi		nour plan does not autom	atically enroll	you:				

Rather than adding it as "Class 2", you can select the discussion as an alternate

# Add an Alternate Discussion

Class 1: Chemistry and Biochemistry 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases Final Exam: Sunday, December 4 - 3pm-6pm La Kretz Hall: 110 Moore Hall: 100 Young Hall: CS24 Young Hall: CS50 Young Hall: CS76										
Change	Section	Status	Info	Days	Time	Location	Units	Instructor		
1	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.		
	Dis 1C	■Open 1 of 29 Left	A	w	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.		
- 1 Alternate for Class 1: CHEM 14A Alternate 1: Chemistry and Biochemistry 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases Final Exam: Sunday, December 4 - 3pm-6pm La Kretz Hall: 110 Moore Hall: 100 Young Hall: CS24 Young Hall: CS50 Young Hall: CS76										
Change	Section	Status	Info	Days	Time	Location	Units	Instructor		
ø	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.		
ø	Dis 1D	■Open 2 of 29 Left	A	w	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.		

### Alternate discussions will be listed under the primary course choice

# Add an Alternate Course

Add C	Class to Plan							Find a Class and Enroll
Search B	y: Subject A	rea 🔶		Music	History (MSC HST)			
				5 - His	tory of Rock and Roll			
				Go	)			
Your resu	ults for: 2016,	Fall						
5 - Hist	ory of Roc	k and Roll						
NOTE: T	o enroll for th	is class, you must select: (	1) a Lecture; (2)	a Discuss	ion.			
Select	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)
•	Lec 1	■Open 15 of 350 Left	0	MW	11am-12:50pm	SMB 1100	5.0	Replogle, H.D.

# You also have the option of adding courses as alternate options for your class planner



# Add an Alternate Course

#### 5 - History of Rock and Roll

NOTE: To enroll for this class, you must select: (1) a Lecture; (2) a Discussion.										
Select	Section	Status	Info	Day(s)	Time	Location	Units	Instructor(s)		
	Lec 1	■Open 15 of 350 Left	0	MW	11am-12:50pm	SMB 1100	5.0	Replogle, H.D.		
Please s	select a Discu	ssion.								
	Dis 1A	■ Waitlist 0 of 2 Taken	0	w	1pm-1:50pm	SMB 1440	0.0	Kannan, P.		
	Dis 1B	■Open 2 of 25 Left	0	w	2pm-2:50pm	SMB 1440	0.0	Kannan, P.		
	Dis 1C	Closed Class Full (25)	0	W	3pm-3:50pm	SMB 1439	0.0	Kilman, S.M.		
	Dis 1D	■Open 4 of 25 Left	0	W	4pm-4:50pm	SMB 1439	0.0	Kilman, S.M.		
0	Dis 1E	■Open 1 of 25 Left	0	R	11am-11:50am	SMB 1439	0.0	Rakonjac, D.		
	Dis 1F	■ Waitlist 0 of 2 Taken	0	R	12pm-12:50pm	SMB 1439	0.0	Rakonjac, D.		
	Dis 1G	■Open 2 of 25 Left	0	R	1pm-1:50pm	SMB 1440	0.0	Riggs, J.T.		
	Dis 1H	Closed Class Full (25)	0	R	2pm-2:50pm	SMB 1440	0.0	Riggs, J.T.		

elect	Section	this class, you must select: (1 Status	) a Lecture; (2)	Day(s)	Time	Location	Units	Instructor(s)
	Lec 1	■Open 15 of 350 Left	1	MW	11am-12:50pm	SMB 1100	5.0	Replogle, H.D.
ease	select a Disc	cussion.						
	Dis 1A	■Waitlist 0 of 2 Taken	6	W	1pm-1:50pm	SMB 1440	0.0	Kannan, P.
	Dis 1B	■Open 2 of 25 Left	0	w	2pm-2:50pm	SMB 1440	0.0	Kannan, P.
	Dis 1C	Closed Class Full (25)	0	W	3pm-3:50pm	SMB 1439	0.0	Kilman, S.M.
	Dis 1D	■Open 4 of 25 Left	0	w	4pm-4:50pm	SMB 1439	0.0	Kilman, S.M.
	Dis 1E	■Open 1 of 25 Left	0	R	11am-11:50am	SMB 1439	0.0	Rakonjac, D.
Add C	Class to Plan	1						
	<ul><li>Lecture</li><li>Discuss</li></ul>		-	ck and Ro	ll with the following sea	ctions:		
○ A	dd as Class	2 in your current plan						
		ernate Class to another base 114A as Alternate 2	i.					
Addi	ng this class	to your plan does not autom	atically enroll	you:				
	ld Class to P							Cancel

New Student &

**Transition Programs** 

UCL

lect	Section	Status	Info	Day(s)	ion. Time	Location	Units	Instructor(s)
Ŧ	Lec 1	■Open 15 of 350 Left	0	MW	11am-12:50pm	SMB 1100	5.0	Replogle, H.D.
ase :	select a Discus	sion.						
	Dis 1A	✓Waitlist 0 of 2 Taken	0	W	1pm-1:50pm	SMB 1440	0.0	Kannan, P.
	Dis 1B	■Open 2 of 25 Left	0	W	2pm-2:50pm	SMB 1440	0.0	Kannan, P.
	Dis 1C	Closed Class Full (25)	0	W	3pm-3:50pm	SMB 1439	0.0	Kilman, S.M.
	Dis 1D	■Open 4 of 25 Left	0	w	4pm-4:50pm	SMB 1439	0.0	Kilman, S.M.
	Dis 1E	■Open 1 of 25 Left	0	R	11am-11:50am	SMB 1439	0.0	Rakonjac, D.
dd C	class to Plan							
•	<ul> <li>Lecture 1</li> <li>Discussion</li> </ul>		-	ck and Rol	II with the following sea	ctions:		
You h	nave 1 Class in	your plan. Would you like t	o:					
) A	dd as Class 2 i	n your current plan						
_		nate Class to another class 4A as Alternate 2						
Addi	ng this class to	your plan does not autom	atically enroll	you:				
Ad	ld Class to Pla							Cance

New Student &

Transition Programs

UCL

14A - Ato	ss 1: Chemistry and Biochemistry - Atomic and Molecular Structure, Equilibria, Acids, and Bases I Exam: Sunday, December 4 - 3pm-6pm La Kretz Hall: 110 Moore Hall: 100 Young Hall: CS24 Young Hall: CS50 Young Hall: CS76									
Change	Young Section	Hall: CS76 Status	Info	Days	Time	Location	Units	Instructor		
ø	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.		
	Dis 1C	●Open 1 of 29 Left	▲	w	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.		
Alterna 14A - At Final Exa	te 1: Che comic and am: Sunda La Kre Moore Young Young Young	y, December 4 - 3pm tz Hall: 110 Hall: 100 Hall: CS24 Hall: CS50 Hall: CS76	ure, I -6pm	Équilit	oria, Acids, and Bases				O Class Website ♂	
Change	Section	Status Popen	Info	Days	Time	Location	Units	Instructor		
ø	Lec 1	17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.		
	Dis 1D	■Open 2 of 29 Left	▲	w	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.		
5 - Hist	Alternate 2: Music History O 5 - History of Rock and Roll Class Website inal Exam: Friday, December 9 - 11:30am-2:30pm Schoenberg Music Building: 1100									
Change	Section	Status Popen	into	Days	Time	Location	Units	Instructor		
ø	Lec 1	15 of 350 Left	0	MW	11am-12:50pm	SMB 1100	5.0	Replogle, H.D.		
	Dis 1E	POpen 1 of 25 Left	0	R	11am-11:50am	SMB 1439	0.0	Rakonjac, D.		



		Study List:	Plan. 🗹 I Alterr	nates: 🗹 I 🖓 d	size: 🛨 💻	
Мо	nday	Tuesday	Wedn	esday	Thursday	Friday
Вам			CHE	M 14A s 1C ng 4216		
900			Dis	M 14A s 1D sr 5420		
000						
1100 CHEM 14A Lec 1 Wgyoung CS50	MSC HST 5 Lec 1		CHEM 14A Lec 1 Wgyoung CS50	MSC HST 5 Lec 1	MSC HST 5 Dis 1E SMB 1439	CHEM 14A Lec 1 Wgyoung CS50
2Рм	SMB 1100			SMB 1100		

Alternate courses will be shown in dotted lines, and can be taken on and off of the grid



# Enrolling in Classes



### UCLA MyUCLA

		MY FEATURES   NEW STUDENTS		ID JOBS   CAMPUS LIFE   OTHER STUDENT SERVICES
Class Resources	Plan and Enroll	Enrollment Actions	Gradies and Transcripts	CLOSE (X)
Class Notes Needed	Class Planner	Change Grade Type	Exam and Homework Grades	
Classmates	Contraction	Change Units	Expected Cumulative	
Course Descriptions @	Enrollment Appointments	Drop a Class	Progress (ECP)	
Evaluation of Instruction	Enronment Home	Exchange a Class or Section	Final Grades and GPA	
Library Reserves	Find a Class and Enroll	Move from Waitlist	GPA Calculator	
Study List		Proof of Enrollment C	Suggested Features Home	
Contract of a contract			Transcript - Official	
			Transcript - Student Copy	

### **Enrollment: Enrollment Appointments**

- On your first pass, you can enroll in a total of 10 units (about 2 courses)
- On your second pass, you can enroll in remaining courses/units (Check with your school/college for unit limits)

#### ENROLLMENT APPOINTMENTS

Enrollment appointments are assigned randomly by the UCLA Registrar's Office.

(Unofficial)

Your Responsibility: Your Study List of enrolled classes becomes official at 11.50pm on Priday of the second week of classes to an types and cannot receive credit for classes not listed. In planning classes for the term, you are responsible for evolding class conflicts and examinations. Read more about Pinal Examination Policies (7).

Fall 2014					Full 2014	ų (1
Total Enrolled (	Jnits: 16.0					
	Senior: 125.0 or more i	units				
Pari	Regres	ton:	Livia Mer	Distant	Status	Trive Revenues
Fint	06/23/2014 3:00pm	06/05/2014 11:58pm	-	-	Not Active Pses Ended	

During orientation, you will be enrolling in your entire Fall Quarter Schedule



New Student & Transition Programs

# **Enrolling in Courses**

During your enrollment pass, you enroll through "Find a Class and Enroll" or "Class Planner."



### UCLA Myucla

Class Resources	Plan and Enroll	Enrollment Actions	Grades and Transcripts	CLOSE ()
Class Notes Needed	Class Planner	Change Grade Type	Exam and Homework Grades	
Classmates	Contract Courses	Change Units	Final Grades and GPA	
Evaluation of Instruction	Enrollment Appointments	Drop a Class	GPA Calculator	
Library Reserves		Exchange a Class or Section	Transcript - Official	
Library Reserves	Find a Class and Enroll	Move from Waitlist	Transcript - Student Copy	
Study List			(Unofficial)	

### **Enrollment: Find a Class and Enroll**

- Make sure you are in the correct term
- Can search for courses by different criteria (Subject Area, GE, Class ID, etc...)

FIND A CLASS	AND ENROLL
To search for classes offer	ed, select a term and search criterion from the drop-down menus, then click GC
• Search	Class Planner
Term: Spring 2017SearchSpringWhat is a Subject Area?	a Criteria By: Subject Area (Required)

### **Enrollment: New Student Orientation**

During New Student Orientation, all students will be enrolling through their Class Planner.

### **Enrolling in Courses: Class Planner**

	n: Sunday La Kret: Moore I Young I Young I	Molecular Struct , December 4 - 3pm z Hall: 110 Hall: 100 Hall: CS24 Hall: CS50 Hall: CS76		iquilib	ria, Acids, and Bases				Class Website &
Change	Section	Status	Info	Days	Time	Location	Units	Instructor	
	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.	
		■Open	•	w	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.	
		1 of 29 Left Class 1: CHEM 14A mistry and Bioch	A emist						Ø
Alternat 14A - Ato	nates for f e 1: Che omic and m: Sunda La Kre Moore Young Young Young	Class 1: CHEM 14A mistry and Bioch	emisti ture,	ry Equilit	bria, Acids, and Bases				€ Class Website &
Alternat 14A - Ato	nates for e 1: Che omic and m: Sunda La Kre Moore Young Young	Class 1: CHEM 14A mistry and Bioch d Molecular Struct y, December 4 - 3pi tz Hall: 110 Hall: 100 Hall: CS24 Hall: CS50	emisti ture, m-6pm	ry Equilit	oria, Acids, and Bases	Location	Units	Instructor	-
Alternat 14A - Ato Final Exa	nates for f e 1: Che omic and m: Sunda La Kre Moore Young Young Young	Class 1: CHEM 14A mistry and Bioch d Molecular Struct y, December 4 - 3pi tz Hall: 100 Hall: 100 Hall: CS24 Hall: CS24 Hall: CS50 Hall: CS76	emisti ture, m-6pm	ry Equilit Days	Time		Units 4.0	Instructor Lavelle, L.	-

#### First, select the pen next to the course.



### **Enrolling in Courses**

Class 1: Chemistry and Biochemistry 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases Final Exam: Sunday, December 4 - 3pm-6pm La Kretz Hall: 110 Moore Hall: 100 Young Hall: CS24 Young Hall: CS50 Young Hall: CS76											
Change	Section	Status	Info	Days	Time	Location	Units	Instructor			
	Lec 1	■Open 17 of 340 Left	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.			
1	Dis 1C	■Open 1 of 29 Left	A	w	8am-8:50am	Wgyoung 4216	0.0	Marsh, K.L.			
Remo	Plan Actions     Enrollment Actions       Remove Class From Plan     Enroll       Find More Sections for this Class     Enroll										
Alternat 14A - At	<ul> <li>2 Alternates for Class 1: CHEM 14A</li> <li>Alternate 1: Chemistry and Biochemistry</li> <li>14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases</li> <li>Final Exam: Sunday, December 4 - 3pm-6pm         <ul> <li>La Kretz Hall: 110</li> <li>Moore Hall: 100</li> <li>Young Hall: CS24</li> <li>Young Hall: CS50</li> </ul> </li> </ul>										
Change	Section	Status	Info	Days	Time	Location	Units	Instructor			
	Lec 1	<ul> <li>Open</li> <li>17 of 340 Left</li> </ul>	A	MWF	11am-11:50am	Wgyoung CS50	4.0	Lavelle, L.			
	Dis 1D	Open 2 of 29 Left	A	w	9am-9:50am	Boelter 5420	0.0	Marsh, K.L.			
5 - Histo	Alternate 2: Music History O 5 - History of Rock and Roll Class Website C Final Exam: Friday, December 9 - 11:30am-2:30pm										

### Then click "Enroll."

## **Enrolling in Courses– Warning**

Some courses will show a Warning which alerts you to requirements that you need in order to enroll in the class.

14A - A	Class 1: Chemistry and Biochemistry 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases Final Exam: Monday, June 12 - 3pm-6pm Check back on 06/02/2017 (Friday of 9th week) for final exam location									
Change	Section	Status	Info	Days	Time	Location	Units	Instructor		
	Lec 1	■Open: 17 of 235 Left	A	MWF	2pm-2:50pm	Wgyoung CS24	4.0	Shiraki, S.		
	Dis 1A	■Open: 3 of 26 Left	▲	т	8am-8:50am	Wgyoung 2200	0.0	Wang, S.		
A WA	RNING								×	

Chemistry and Biochemistry (CHEM) 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases with the following sections has warnings:

- Lecture 1
- Discussion 1A

#### Acknowledge the following warnings to enroll:

□ I understand a transaction fee will be posted to my BruinBill account within two business days after successfully enrolling in this class. Refer to Study List Changes I for more information on associated fees and deadlines.

□ I understand that this class has the following requisite(s) which may prevent me from enrolling in this class:

Class Name	Minimum Grade	Pre-Requisite	Co-Requisite	Туре
Mathematics 3A or	D-	Yes	Yes	0
Mathematics 31A or	D-	Yes	Yes	0
Life Sciences 30A or	D-	Yes	Yes	0
Math Diagnostic Test	35	Yes		A

Enrolling in Courses– PTE Promp	ot
PTE# PROMPT	
<ul> <li>Mathematics (MATH) 3B - Calculus for Life Sciences Students has the following restriction(s) and requires a PTE Number:</li> <li>Lecture 2 - Restriction: None</li> <li>Discussion 2B - Restriction: Closed Class Full (35), No Waitlist</li> </ul> Please enter a PTE Number to enroll in this class:	Ø
Enter PTE # To enroll in Spring 2017, acknowledge all warnings and enter a valid PTE Number, then click:	
Enroll Or Solart and of the following entirem	
Select one of the following options: Find Another Class	Cancel

Some courses will show you a Warning which alerts you to put in a Permission to Enroll (PTE) number for a course



# Enrolling in Courses

SUCCESS Jun 23 2015 6:07PM	×
You have successfully enrolled in Chemistry And Biochemistry (CHEM) 14A - Atomic and Molecular Structure with the following sections:	0
Lecture 1	
Discussion 1E	
To find another class, click:	
Find Another Class	Close

A window may come up warning you of any enrollment restrictions or time conflicts; once these have been acknowledged, you can enroll



### **Classes: Enrollment**

- <u>Change Grade Type</u>: Can change a course from letter grade to Pass/ No Pass
- <u>Change Units</u>
- <u>Drop a Class</u>: Drop a class from your schedule
- Exchange a Class or Section: use this when you want to make sure you have the class before you drop the one you are enrolled in
- <u>Move from Waitlist</u>: If you are in a waitlisted class and receive a Permission to Enroll number (PTE#), use this to move off the waitlist

#### Enrollment Actions

Change Grade Type Change Units Drop a Class Exchange a Class or Section Move from Waitlist Proof of Enrollment 17

### UCLA MyUCLA

Cla

		MY FEATURES   NEW STUDEN		OBS   CAMPUS LIFE   OTHER STUDENT SERVICES
Class Resources	Plan and Enroll	Enrollment Actions	Gration and Transcripts	CLOSE (X)
Class Notes Needed	Class Planner	Change Grade Type	Exam and Homework Grades	
Classmates	Contract Courses	Change Units	Expected Cumulative	
Course Descriptions @	se Descriptions 🕫 Enrollment Appointments	Drop a Class	Progress (ECP)	
Evaluation of Instruction	Enrollment Home	Exchange a Class or Section	Final Grades and GPA	
Libert Poserves	Find a Class and Enroll	Move from Waitlist	GPA Calculator	
Study List		Proof of Enrollment	Suggested Features Home	
Study List		Hourd Elliphinen S	Transcript - Official	
			Transcript - Student Copy (Unofficial)	

### **Classes and Exams: Study List**

- Information on enrolled courses, total units, time and location of each course, final exam time, and grading type
- Links to Community Collaborations & Learning Environments for each course

UCLA MyUCLA

#### STUDY LIST

This Study List is a record of all classes that you are enrolled in for Spring 2015. Your Study List becomes official as of [04/10/2015] and after this date, successful enrollment actions are subject to a transaction fee. Refer to Study List Changes of for more information on associated fees and deadlines. After 1t:59pm on 04/10/2015, students are [dropped] from classes where they are waitisted.

	15							Spring •	ACTION	REQUIRED	
Total Enrolled U History						Study	List as of 12:3	33:41 PM C Refresh Class Website (*	<b>A</b>	Holds Academic and Financial	
Grade Type: Let	ter Grade	erial Russia from P		he Great to Nichola	s II			Classmates Turnitin	6	College Ceremonies	red .
Cincus Section	Status	Waithst Status	Days	Tane	Location	Units	Instructor		MORE IN	FO	
/ Lec 1	Enrolled	Not Applicable	TR	11am-12.15pm	Haines A2	4.0	Frank, S.		@ Wookty	od Spring 2015 calenda Schodule am Schodule	er clola
History								Class Website (#	A Schedu	le of Classes	
39B - U.S., 18 Grade Type: Let								Classmates	ENROLLA	IENT APPTS	
		r method of evaluation	1					Turnitin	NEED HE	LP7	
Charge Section	Status	Waitbut Status	Days	Tana	Location	Linita	Instructor				
	Enrolled	Not Applicable	TR	9:30am-10:45am	Bunche 2209A	4.0	Waugh, J.			ed additional assistance o contact the Registrar's	
/ Lec 1									· Phone	(310) 825-1091, Optio	
History	an Popular Cul	ture						Class Website (*	Send #	9am-4pm, Monday-Fi eedback	iday
History 42D - Americ Irade Type: Let	ter Grade	iture method of evaluation						Class Website (* Classmates Notes Needed Turnitin	Enrollmon	eedback	iday
History 142D - Americ Srade Type: Let Final Exam: Cor	ter Grade			Tame	Location	Units	Instructor	Classmates Notes Needed	Enrollmon	eedback t Home ar Study List	iday

New Student & Transition Programs

### UCLA MyUCLA

			CLASSES	CAMPUS LIFE   OTHER STUDENT SERVICES
Class Resources	Plan and Enroll	Enrollment Actions	Grades and Transcripts	
Class Notes Needed	Class Planner	Change Grade Type	Exam and Homework Grades	
Classmates Course Descriptions @ Evaluation of Instruction Library Reserves Study List	matesContract CoursesChange Unitse Descriptions IPEnrollment AppointmentsDrop a Classation of InstructionEnrollment HomeExchange a Class or Sectiony ReservesFind a Class and EnrollMove from Waitlist	Expected Cumulative Progress (ECP) Final Grades and GPA GPA Calculator Suggested Features Home		
			Transcript - Official Transcript - Student Copy (Unofficial)	

### **Grades and Transcripts**

- Information on grades for courses, GPA calculator, and on Expected Cumulative Progress
- Order transcripts official and unofficial



### UCLA Myucla

		MY FEATURES	I CLASSES I ACADEMICS STAF	F   FINANCES AND JOBS	CAMPUS LIFE	OTHER STUDENT SERVICES
Academic Profile	Advising and Academic Services	Honors	Graduate			CLOSE (X)
Declare Candidacy Term	Appointments	Honors	Commencement - Studer	nt		
Declare Non-Attendance	Peer Learning	Honors Scholarships				
Degree Progress/Audit Report	Petitions					
Diploma Request	Virtual Counseling					
Holds	Workshops					
Registration Status						

### Academic Profile: Declare Candidacy Term

- Candidacy term is the expected term that students will finish their UCLA degree.
- Declaring your degree term makes you eligible for an earlier enrollment appointment as a senior.
- Your expected degree term is Spring 2021.

#### DECLARE CANDIDACY TERM

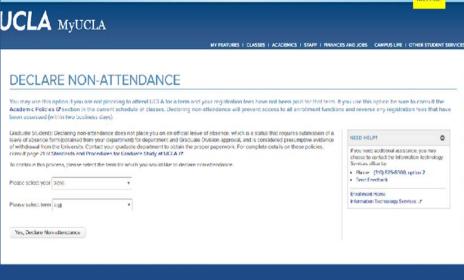
Completed Units	131.0	
Degree Expected Term	None	
DECLARE CANDIDACY		
You have not declared a	candidacy term.	
To declare a term, click '	Continue' button.	
Continue		

### UCLA Myucla

		MY FEATURES	I CLASSES   ACADEMICS	STAFF	FINANCES AND JOBS	CAMPUS LIFE	OTHER STUDENT SERVICES
Academic Profile	Advising and Academic Services	Honors	Gradua. n				CLOSE (X)
Declaro Candidany Torm	Appointments	Honors	Commencement -	Student			
Declare Non-Attendance	Peer Learning	Honors Scholarships					
Degran	Petitions						
Diploma Request	Virtual Counseling						
Holds	Workshops						
Registration Status							

### Academic Profile: Declare Non-Attendance

- If you are not going to be taking classes at UCLA during a regular quarter, you can declare nonattendance, if you have not paid registration fees for that quarter
- Enrollment will activate normally for the following quarter
- New students should NOT declare non-attendance for Fall 2017



ZACKERY Semant | Notice 2 0

# General UCLA Resources & Websites



Home Page	MANDY   Settings	Notices: 0	Need Help?	Logout
UCLA MYUCLA	BruinAlert C Change Hassword C Classmates Profile Emergency Contact Feature Options Gender and Sexual Orientation	1PUS LIFE   C	DTHER STUDENT S	ERVICES
STUDY LIST	MyUCLA Features Official Email/Address/Phone Preferred Name Privacy Options Race/Ethnicity Info Social Security/Individual Taxpayer ID			-
This Study List is a record of all classes that you are enrolled in for Fall 2016. Your Study List becomes official as of	Third Darty Assass	cessful enro	ollment actions	(

## Settings: BruinAlert

#### bruinalert.ucla.edu

- Communicates official information regarding health and safety issues in emergencies
- Automatically receive BruinAlert to registered campus email or sign up for text alerts
- Students need to set their email, address, phone number and emergency contact information in order to avoid future holds
- Students should download the Bruins Safe app for notifications, resources and more

#### BRUINALERT

Home | BruinAlert

BruinAlert<sup>™</sup>

#### Mass Notification & Advisory System



The UCLA BruinAlert system communicates official information during an emergency crisis situation that disrupts normal operation of the UCLA campus or threatens the health or safety of members of the campus community.

> New Student & Transition Programs

Related Information

**BruinAlert FAQs** 

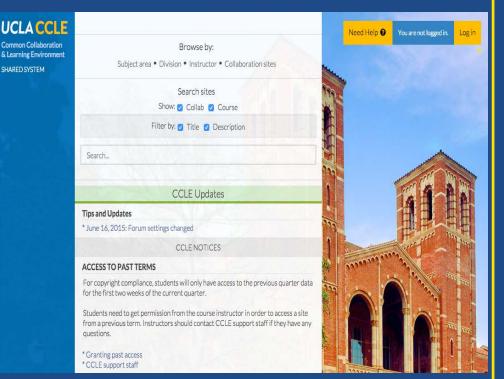
Bruins Safe app

Modes of Communication

## Community Collaborations & Learning Environments

### ccle.ucla.edu

- Each of your courses has a CCLE page
- Professors & TAs use these pages to post the syllabus for the course, and any online readings and assignments





## **Registrar's Office** *registrar.ucla.edu*

- Schedule of Classes
- General Catalog
- Links to all academic departments
- Course Descriptions
- Fee information
- Calendars with all college deadlines, holidays, and breaks

#### UCLA Registrar's Office

Forms Archives

Search this site... Q



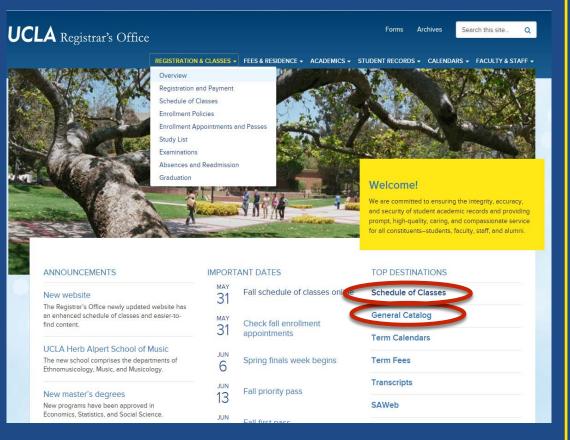
#### **Schedule of Classes**

- Has a complete listing of courses offered at UCLA during a given term
- During New Student Orientation, we will be using Class Planner on MyUCLA to look at classes

#### **General Catalog**

- General Catalog has a complete listing of majors, minors and departments on campus
- Your graduation requirements are based on the General Catalog for the term in which you enter UCLA





## **Choosing An Area of Study**

#### www.newstudents.ucla.edu



201 Covel Commons, Los Angeles, CA 90024 | (310) 206-6685 | newstudents.ucla.edu

Study Area

.

Please select one area of study to explore:

#### **Choosing Your Course of Study at UCLA**

#### Making the Right Decision

One of the most important decisions you will make in college is your choice of major -- the field of study that represents your principal interest and that will likely contribute to your career goals. Some students select their major at the time they fill out the University's application for admission, although a far greater number are undecided about their major.

Students in the College of Letters and Science do not need to declare their major in their freshman year. In fact, you can be an "undeclared major" until the end of your sophomore year, which is particularly advantageous if you are not certain of your specific academic goals. It is wise to wait and explore the diversity of subject areas offered at UCLA through taking introductory courses in a variety of disciplines. It would not be unusual for you to become enthusiastic about disciplines previously unfamiliar to you. With careful planning, these courses may also apply toward fulfilling your university and college requirements.

- Under the resources tab, you can find a list of all the majors and minors at UCLA
- This is a great way to start exploring and see what you are interested in studying



## New Immunization Requirements studenthealth.ucla.edu/immune

## UCLA Immunization

Requirements have changed!\*

#### Download the new Immunization Requirements here.

\*Please note new requirements only apply to incoming students.



- Make sure that you are submitting your immunization records before you get to UCLA
- Go to the Ashe website: studenthealth.ucla.edu/immune
- Complete the required forms on the left hand side
- Enter your immunization history and then upload a copy of supporting documentation

# **Scheduling Tips**

#### • First Quarter Schedule

- Each student will be enrolling in three courses
- An acceptable fourth course would be either a Fiat Lux or University Studies

#### • Be sure to check the Final Exam times for each course!

 For the purposes of New Student Orientation, you should not enroll in courses that have finals on the same day

#### Alternate Courses

- For each course, plan for and include alternate discussion sections
- Have at least 2-3 courses as alternates in case any of your first choice courses fill up!
- Options to explore alternates include, but are not limited to: courses that are at the same time, courses that fulfill the same requirement, alternate lectures, or just different courses entirely!



## Planning Your Degree



### Common UCLA Terms

- Study List
  - All classes in which you are enrolled in a given term
- Department Counselor
  - Provide information about major/minor requirements in the various major departments
- College Counselor
  - Provide information about requirements towards UCLA degree



## **Overview of the Degree**

- University Requirements
  - Entry Level Writing
  - American History & Institutions
- College Requirements
  - Writing I Requirement
  - Writing II Requirement
  - Quantitative Reasoning
  - Foreign Language
  - General Education
- Departmental Requirements
- Rules

## **General Education Requirements**

- Foundation of the Arts and Humanities (15 units)
  - Literary and Cultural Analysis (1 course)
  - Philosophical and Linguistic Analysis (1 course)
  - Visual and Performance Arts Analysis and Practice (1 course)
- Foundation of Society and Culture (15 units)
  - Social Analysis (1 course)
  - Historical Analysis (1 course)
  - Course from either subgroup (1 course)
- Foundations of Scientific Inquiry (17 units)
  - Physical Sciences (2 courses)
  - Life Sciences (2 courses)
  - One of the above courses must be a 5-unit lab/demo
- Minimum 10 courses and 47 units

## **IGETC/UC Reciprocity**

- Completion of IGETC or UC GE (Reciprocity) will satisfy all College Requirements
  - General Education
  - Writing I, Writing II, Foreign Language, Quantitative Reasoning
- Usually, IGETC and UC GE also will satisfy all University Requirements as well
  - American History & Institutions
  - Entry Level Writing Requirement
  - Your NSA will notify you if this is not the case
- If you have not completed IGETC or UC Reciprocity, your counselor will outline the University and College requirements you have satisfied and let you know which requirements you still need to complete

## **Departmental Requirements**



## **Major Requirements**

- Preparation for the major
  - Lower division coursework
  - Check the required grading for the prep courses
- Major Requirements
  - Upper division coursework
  - Check the required grading for the major courses



### **Course Numbering**

- Lower Division (1-99)
  - No limit for units towards graduation
  - Can include general education courses, major preparation/prerequisites, and more
- Upper Division (100-199)
  - Minimum of 60 units towards graduation
  - Typically taken during third and fourth year
  - Can include major classes and upper division electives
- Graduate (200-299)
  - Count towards the 60 units of upper division work if they can be applied toward the major



## Things to keep in mind

- UCLA GPA is calculated using minuses and pluses
  - A = 4.0
  - A- = 3.7
  - B+ = 3.3
- Students do not "crash" courses
  - Professors will announce on the 1<sup>st</sup> day of class whether they will take students off of the wait list or give Permission to Enroll (PTE) numbers to use online
- The quarter is referenced by the week number
  - (e.g. Week 1, Week 2, etc.)
- Finals Week takes place after Week 10



### **Rules and Regulations**



## Transferring Coursework

- After you have completed 105 quarter units of coursework from a community college, you will be allowed no more unit credit from community college courses
- After 105 units is reached, you may still receive course credit without receiving unit credit
  - These courses may apply on requirements like GE or prep for the major/major requirements



#### **Expected Cumulative Progress**

# of completed quarters	Units completed	
1	13	
2	27	
3	42	
4	56	
5	71	
6	86	
7	101	
8	116	
9	132	
10	148	
11	164	
12	180	

 Junior level transfer students will start at the 7<sup>th</sup> quarter and must have 101 units completed by the end of fall



### **Study List Limits**

- Students can enroll in up to 19 units without a petition
- Anything above 19 units must be approved with an Excess Study List Petition
  - Must have an established UC GPA
  - Petitions are to be submitted at your Counseling unit (e.g. College Academic Counseling in Murphy and they usually take 2-3 days to process the petition)

## Minimum and Maximum Units to Graduate

- A UCLA degree is a four year degree program
- Students must complete between 180 and 216 units to graduate
  - Which means students should be taking at least 45 units per year
- AP/IB units can be applied towards the 180 units, and can go over the 216 maximum (i.e. AP/IB can always help you, never hurt you!)

## Add/Drop Policy: Impacted Courses

Drop Period	Method	Fee	Transcript Notation
End of Week 2	MyUCLA	No fees	None
Weeks 3-10	Petition	\$20	Yes

- Classes can be added and dropped until the end of Week 2 without any fees or Transcript Notation
- Any class drop after week 2 will require a petition
- Classes dropped after Week 10 are called retroactive drops



## Add/Drop Policy: Non-Impacted Courses

Drop Period	Fee	Transcript Notation
End of Week 2	No fees	None
End of Week 4	\$5	None
End of Week 7	\$20	Yes

- Classes can be added and dropped until the end of Week 2 without any fees or Transcript Notation
- Any class dropped after Week 7 will require a petition
- Classes dropped after Week 10 are called retroactive drops



New Student & Transition Programs

#### **Concurrent Enrollment**

- Concurrent Enrollment is when a student is enrolled in a UCLA regular session and also attending another institution
  - Includes UCLA Extension
- This is not allowed
  - Exceptions are by petition and rarely given

### Pass/No Pass Option

- Two grading types at UCLA: Letter Grade (A, A-, B+...) and Pass/Not Pass
- Students in good academic standing can enroll in 5 units of P/NP per quarter
  - 10 units of P/NP may be taken if the student did not take any in the previous quarter
- These units do not count toward the student's GPA but still give units towards graduation
- The American History & Institutions, Foreign Language and General Education Requirements can be satisfied through the Pass/Not Pass Option



#### **Repeat Rule**

- A student can repeat up to 16 units of coursework from a UC in which they received a grade of "C-" or lower or "NP"
- A course may only be repeated once for degree credit
  - For better or worse, the second grade will be computed into GPA
  - Check with your major department for rules on repeating prep and major courses

#### Incomplete Rule

- A class cannot be finished must be for emergency circumstances
- IF a professor is amenable, an Incomplete can be granted if:
  - Student's work is of passing quality
  - Only a small portion of coursework is unfinished
- Incomplete must be completed by the end of the next regular session quarter professor files paperwork for grade
- The professor and the student contract the terms

#### Withdrawing From A Quarter

- Dropping all classes in one academic term
- Must be in good academic standing (2.0 GPA or higher) and not have taken any final exams
- MyUCLA will automatically activate enrollment for the following quarter
  - If out for two or more quarters, you must apply for readmission
- To withdraw, you have to declare non-attendance on MyUCLA

# Residency and Upper Division Requirements

- Residency Requirement
  - 35 of the last 45 units must be taken at UCLA, and 24 of these must be upper division units in the major
- Upper Division Requirement
  - Must graduate with 60 units of upper division coursework

### Academic Scholarship

- Academic Probation
  - Quarterly or overall GPA falls below 2.0 but is above or equal to a 1.5 (1.5 
     GPA < 2.0)</li>
- Subject to Dismissal
  - GPA is less than 1.5 for any regular session quarter
  - While on probation, the student does not receive a quarterly GPA of 2.0 the following quarter
  - After two quarters on probation, the student does not have an overall 2.0 GPA or higher
- Scholarship Requirement
  - Need a 2.0 GPA to graduate