Resources & Enrollment
General UCLA Resources & Websites
BruinAlert

bruinalert.ucla.edu

BRUINALERT

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.

Bruins Safe app

Welcome to Bruins Safe
UCLA Bruin Alert Twitter
Dec 9 - UCLA is operating normally.

UCLA
BRUINS SAFE

Emergency Contacts
Emergency Plans
Friend Walk

UCLA Safewalk
Report a Tip
UCLA Red Folder

Safety Toolbox
UCLA Maps
Support Resources

UCLA New Student & Transition Programs
Common Collaboration & Learning Environment  
ccle.ucla.edu

- Each of your courses has a CCLE page
- This page can also be accessed through the Study List link on MyUCLA
- 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 academic deadlines, holidays, and breaks
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
New Immunization Requirements

immunizationrequirement.ucla.edu

• Make sure that you are submitting your immunization records by November 1st
• Complete the required forms
• Enter your immunization history and upload a copy of supporting documentation
• For any other health and wellness related questions visit the Ashe Student Health Center site at studenthealth.ucla.edu

UCLA Immunization
Requirements have changed!* 
Download the new Immunization Requirements here.

*Please note new requirements only apply to incoming students.
Multi-factor Authentication

To protect student data, Multi-factor Authentication (MFA) combines two or more independent steps in order to gain access to MyUCLA

MFA options for login include:
- Downloading the DUO app, receiving a message/phone call, emergency codes, or purchasing a key
MyUCLA
my.ucla.edu

- Enrollment/Class Planner
- Grades
- BruinBill
- Financial Aid
- Voter Information
- And more!

Click here to login
Settings

- BruinAlert
- Change Password
- Classmates Profile
- Emergency Contact
- Feature Options
- Gender and Sexual Orientation
- MyUCLA Features
- Official Email/Address/Phone
- Preferred Name
- Privacy Options
- Race/Ethnicity Info
- Social Security/Individual Taxpayer ID
- Third Party Access
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.
Message Center

“Need Help?” tab:
• In this tab, you can:
  – 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.”
Ask a Question

The following selection will help us direct your message appropriately. Please select one of the following options:

- **Topic**
  Type keyword and select a topic, e.g., enrollment

- **MyUCLA feature**
  Type keyword and select a MyUCLA feature, e.g., class

- **Academic counseling unit**
  Academic Advancement Program
  Why is the department I want to contact not listed?

- I do not know who to ask my question to

Enter your question below:

- **Subject**: College petition Question
- **Message**: Where do I pick up or submit a College petition?

Email notifications will be sent to jdoe@ucla.edu. How do I change my email address?

[Send] [Cancel]
Voter Registration
registertovote.ca.gov

• UCLA Bruins are involved in the community at all levels, including voting in local, state and national elections. Make your voice heard, register to vote!
• You can register to vote online via the California Secretary of State site, or get downloadable forms off MyUCLA.
• Re-registration is required if you have moved, changed names, or wish to change party affiliation.
Finances & Jobs: BruinBill

- BruinBill records all charges and payments, including housing, tuition, ASUCLA bookstore purchases, and more
- Summary of charges available each month must be paid by the 20th of the following month
- Tuition due September 20, December 20, and March 20
  - Or preceding business day if the 20th falls on a weekend
- Can access 1098T for tax purposes

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Bruin Pay Plan (BPP)

Worried about having to make payments on time? There are resources for you!

- The option to pay in 3 monthly installments per quarter so that tuition is spread out over several months instead of once a quarter
- Eligible students can sign up via their BruinBill before the payment deadline of each term
- There is a setup fee for each enrollment
- Must sign up for automatic withdrawal from U.S. checking, savings, or credit card account
- Talk to Student Financial Services if you have questions
Finances & Jobs: Financial Aid & Scholarships

- 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 can/will be dropped
  – Restrict access or deny services to various resources, including the ASHE Center, Parking, Wooden Center, Dining services, etc.
• Student Accounts manages collections of fees, reimbursement, etc.
Academic Profile: Holds

- See if you have any holds on your account
- Shows what the hold is and the office that issued it
- Students should contact the office that issued the hold to get it removed
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 Report (DAR) during your academic appointment this afternoon
- Your catalog year is the term you entered UCLA: Fall 2018
Plan and Enroll: Class Planner

CLASS PLANNER

Current Plan:

You have not yet indicated the courses you wish to take in Spring (Future Plan), Winter (Future Plan).

Study List refreshed at 10:25:51 AM. Refresh
Navigating Class Planner

1) Select the term (Fall 2018)

2) Select your subject area
Navigating Class Planner

- 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

<table>
<thead>
<tr>
<th>Lec 1</th>
<th>Section</th>
<th>Status</th>
<th>Info</th>
<th>Day(s)</th>
<th>Time</th>
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<td>Info</td>
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<td>Time</td>
<td>Location</td>
<td>Units</td>
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<td>Section</td>
<td>Status</td>
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<td>Location</td>
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<td>Instructor(s)</td>
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<td>Lec 5</td>
<td>Section</td>
<td>Status</td>
<td>Info</td>
<td>Day(s)</td>
<td>Time</td>
<td>Location</td>
<td>Units</td>
<td>Instructor(s)</td>
</tr>
</tbody>
</table>

Selecting the lecture allows you to see available discussions.
Status

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

- Allows students to see requisites, course ID, links to the webpage, grade type, final exam information, course materials fees, and notes about the course
# Days

- **Days of the week in which the course is offered**
- **Days of the Week are MTWRF**
  - Thursday is abbreviated as “R”
Time, Location, Units

- Time of the day that the course starts and ends and location on campus where it takes place
- Most courses end at the “:50” mark (for example 9:50am)
- 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:** To enroll for this class, you must select: (1) a Lecture; (2) a Discussion.

<table>
<thead>
<tr>
<th>Select</th>
<th>Section</th>
<th>Status</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
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<th>Instructor(s)</th>
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<td></td>
<td>Lec 1</td>
<td>Open 17 of 340 Left</td>
<td></td>
<td>MWF</td>
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<td>Wgyoung CS50</td>
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<td>Lavelle, L.</td>
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Please select a Discussion.

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<tbody>
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<td></td>
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<td></td>
<td>T</td>
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<th>Info</th>
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<th>Location</th>
<th>Units</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td></td>
<td>Open 1 of 29 Left</td>
<td></td>
<td></td>
<td>T</td>
<td>11am-11:50am</td>
<td>Wgyoung 4216</td>
<td>0.0</td>
<td>Bernier, N.A.</td>
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<th>Time</th>
<th>Location</th>
<th>Units</th>
<th>Instructor(s)</th>
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<th>Location</th>
<th>Units</th>
<th>Instructor(s)</th>
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<td></td>
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<td>Marsh, K.L.</td>
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</table>
Class Detail (Lec)

• “Lec” shows:
  – An in-depth course description
  – GE information
  – Number of units
  – Enforced requisites
  – Enrollment restrictions
  – Final exam time

Course Description
Lecture, three hours; discussion, one hour. Preparatory: 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. P/NP or letter grading.

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 1MA, 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 1MA, students MUST attend the lecture in which they are enrolled; random ID checking is held throughout the term.
• For Chemistry 1MA, lecture 1, there will be one MANDATORY midterm examination from 6 to 8 p.m. Wednesday, November 2, 2016.

Department
Chemistry and Biochemistry

Library Reserve
http://catalog.library.ucla.edu/web/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
Add a Class to Your Plan

Search by a variety of criteria, including Subject Area, Class ID, requirement, etc.
Course Formats

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

Discussion (Dis)
- Discuss and review information from lecture
- Usually meets only once a week
- Smaller groups, around 20-30 students, 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
Add a Class to Your Plan

Example: a Chemistry course
Add a Class to Your Plan

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

- 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases
- 14B - Thermodynamics, Electrochemistry, Kinetics, and Organic Chemistry
- 14BL - General and Organic Chemistry Laboratory I
Add a Class to Your Plan

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

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<th>Section</th>
<th>Status</th>
<th>Info</th>
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<td>14A Lec 1</td>
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<td>MWF</td>
<td>11am-11:50am</td>
<td>Wyoong CS50</td>
<td>4.0</td>
<td>Lavello, L.</td>
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Please select a Discussion:

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Add a Class to Your Plan

Once the lecture and discussion are chosen, you can add the course to your plan.
Add a Class 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:

- Lecture 1
- Discussion 1C

You are not enrolled in this class. Adding a class to your plan does not automatically enroll you.

A confirmation will appear to show you have added the course to your plan
Add a Class to Your Plan

The course will show up on the grid, and can be shown in a variety of colors.
Add an Alternate Discussion

You can also add alternate discussions to your plan in case you are unable to enroll in your first choice.
Add an Alternate Discussion

Rather than adding it as “Class 2”, you can select the discussion as an alternate
Add an Alternate Discussion

Alternate discussions will be listed under the primary course choice.
Add an Alternate Course

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**

Please select a Lecture:
- **Lec 1**
  - Status: Open 15 of 350 Left
  - Days: MW
  - Time: 11am-12:50pm
  - Location: SMB 1100
  - Units: 5.0
  - Instructor: Replogle, H.D.

Please select a Discussion:
- **Dis 1A**
  - Status: Waitlist 0 of 2 Taken
  - Days: W
  - Time: 1pm-1:50pm
  - Location: SMB 1440
  - Units: 0.0
  - Instructor: Kennan, P.
- **Dis 1B**
  - Status: Open 2 of 25 Left
  - Days: W
  - Time: 2pm-2:50pm
  - Location: SMB 1440
  - Units: 0.0
  - Instructor: Kennan, P.
- **Dis 1C**
  - Status: Closed Class Full (25)
  - Days: W
  - Time: 3pm-3:50pm
  - Location: SMB 1439
  - Units: 0.0
  - Instructor: Kilman, S.M.
- **Dis 1D**
  - Status: Open 4 of 25 Left
  - Days: W
  - Time: 4pm-4:50pm
  - Location: SMB 1439
  - Units: 0.0
  - Instructor: Kilman, S.M.
- **Dis 1E**
  - Status: Open 1 of 25 Left
  - Days: R
  - Time: 11am-11:50am
  - Location: SMB 1439
  - Units: 0.0
  - Instructor: Rekonjac, D.
- **Dis 1F**
  - Status: Waitlist 0 of 2 Taken
  - Days: R
  - Time: 12pm-12:50pm
  - Location: SMB 1439
  - Units: 0.0
  - Instructor: Rekonjac, D.
- **Dis 1G**
  - Status: Open 2 of 25 Left
  - Days: R
  - Time: 1pm-1:50pm
  - Location: SMB 1440
  - Units: 0.0
  - Instructor: Riggs, J.T.
- **Dis 1H**
  - Status: Closed Class Full (25)
  - Days: R
  - Time: 2pm-2:50pm
  - Location: SMB 1440
  - Units: 0.0
  - Instructor: Riggs, J.T.

**NOTE:** To enroll for this class, you must select (1) a Lecture; (2) a Discussion.
# 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.

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<thead>
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<th>Units</th>
<th>Instructor(s)</th>
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<tr>
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### Please select a Discussion.

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<th>Time</th>
<th>Location</th>
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<th>Instructor(s)</th>
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</tbody>
</table>

### Add Class to Plan

You have chosen Music History (MSC HST) 5 - History of Rock and Roll with the following sections:

- Lecture 1
- Discussion 1E

You have 1 Class in your plan. Would you like to:

- [ ] Add as Class 2 in your current plan
- [x] Add as an Alternate Class to another class:
  - Class 1: CHEM 14A as Alternate 2

Adding this class to your plan does not automatically enroll you.
# Add an Alternate Course

## Class Selection

**5 - History of Rock and Roll**

*NOTE: To enroll for this class, you must select: (1) a Lecture; (2) a Discussion.*

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<thead>
<tr>
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<th>Day(s)</th>
<th>Time</th>
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<tbody>
<tr>
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**Please select a Discussion.**

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</table>

### Add Class to Plan

You have chosen Music History (MSC HST) 5 - History of Rock and Roll with the following sections:

- Lecture 1
- Discussion 1E

You have 1 Class in your plan. Would you like to:

- Add as Class 2 in your current plan

Add as an Alternate Class to another class:

- Class 1: CHEM 14A as Alternate 2

Adding this class to your plan does not automatically enroll you:

**Add Class to Plan**
Add an Alternate Course

### Class 1: Chemistry and Biochemistry

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

- **Final Exam:** Sunday, December 4 - 3pm-6pm
- **Location:** Wrigley CS50
  - La Kretz Hall: 110
  - Moore Hall: 120
  - Young Hall: CS24
  - Young Hall: CS50
  - Young Hall: CS76

<table>
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<th>Location</th>
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<th>Instructor</th>
</tr>
</thead>
<tbody>
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<td>0.0</td>
<td>Marsh, K.L.</td>
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- **2 Alternates for Class 1: CHEM 14A**
  - **Alternate 1:** Chemistry and Biochemistry
    - **Section:** 14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases
    - **Final Exam:** Sunday, December 4 - 3pm-6pm
    - **Location:** Wrigley CS50
      - La Kretz Hall: 110
      - Moore Hall: 120
      - Young Hall: CS24
      - Young Hall: CS50
      - Young Hall: CS76

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- **Alternate 2:** Music History
  - **Section:** 5 - History of Rock and Roll
    - **Final Exam:** Friday, December 9 - 1:30am-2:30pm
    - **Location:** Schoenberg Music Building: 1100

<table>
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<th>Change</th>
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<th>Status</th>
<th>Info</th>
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<th>Time</th>
<th>Location</th>
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<th>Instructor</th>
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Add an Alternate Course

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

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<thead>
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<td></td>
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UCLA New Student & Transition Programs
Enrolling in Classes
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)

During orientation, you will be enrolling in your entire Fall Quarter schedule
Enrolling in Courses

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

Search

Term: Fall 2018

Search Criteria

Search By: Subject Area

Enter Subject Area (Required)

What is a Subject Area?
During New Student Orientation, all students will be enrolling through their Class Planner.
Enrolling in Courses: Class Planner

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

<table>
<thead>
<tr>
<th>Change</th>
<th>Section</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Units</th>
<th>Instructor</th>
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<tr>
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<td>W 8am-8:50am</td>
<td>Wgyoung 4216</td>
<td>0.0</td>
<td>Marsh, K.L.</td>
<td></td>
<td></td>
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**Plan Actions**
- Remove Class From Plan
- Find More Sections for this Class

**Enrollment Actions**
- Enroll

---

**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

<table>
<thead>
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**Alternate 2: Music History**

**5 - History of Rock and Roll**

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.

Class I: Chemistry and Biochemistry
14A - Atomic and Molecular Structure, Equilibria, Acids, and Bases
Final Exam: Monday, June 12 - 3pm-6pm
Check back on 05/02/2017 (Friday of 9th week) for final exam location

<table>
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<th>Change</th>
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<th>Time</th>
<th>Location</th>
<th>Units</th>
<th>Instructor</th>
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<td>0.0</td>
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⚠️ WARNING

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 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:

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<th>Minimum Grade</th>
<th>Pre-Requisite</th>
<th>Co-Requisite</th>
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UCLA New Student & Transition Programs
Enrolling in Courses– PTE Prompt

Some courses will show you a “PTE Prompt” which alerts you to put in a Permission to Enroll (PTE) number for a course.
Enrolling in Courses

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

- **Change Grade Type**: Can change a course from letter grade to Pass/No Pass
- **Change Units**
- **Drop a Class**: 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
- **Move from Waitlist**: If you are in a waitlisted class and receive a Permission to Enroll number (PTE#), use this to move off the waitlist
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 Common Collaboration & Learning Environment for each course
Grades and Transcripts

- Information on course grades, GPA calculator, and on Expected Cumulative Progress
- Order transcripts – official and unofficial
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 2022.
Academic Profile: Declare Non-Attendance

- New students should NOT declare non-attendance for Fall 2018
- If you are not going to be taking classes at UCLA during a regular quarter, you can declare non-attendance, if you have not paid registration fees for that quarter
- Enrollment will activate normally for the following quarter
Scheduling Tips

- First Quarter Schedule
  - Each student will be enrolling in three courses
  - An acceptable fourth course would be either a Fiat Lux, EE Biology 87, or University Studies

- Be sure to check the Final Exam times for each course!
  - 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!
Scheduling Tips

The more time spent planning, the smoother the enrollment process will be!