

College of Letters and Science University of California, Berkeley Spring 2014

Dear L&S Undergraduate Reciprocity Student,

We are pleased to welcome you to the Education Abroad Reciprocity Program starting in the Spring Semester 2014. While at Berkeley, you will be an undergraduate student in "limited status" and, as such, there will be special regulations that apply to you. Please read the following information carefully.

Dates to remember:

Spring Semester 2014: The semester will begin on **Tuesday, January 14, 2014** and conclude on **Friday, May 16, 2014**. **Classes will begin on Tuesday, January 21, 2014.**

College of Letters and Science Orientation:

We look forward to meeting you at the **Berkeley International Office (BIO) Orientation** on **Wednesday, January 15, 2014**. We will present a brief Letters and Science ("L&S") orientation during the morning segment of the program. The L&S orientation will cover essential information and will include a question and answer period.

The BIO Orientation:

Please note that the BIO Orientation will be on **Wednesday, January 15, 2014** at Dwinelle 145. Attendance by EAP Reciprocity students is **mandatory**.

Course Enrollment:

You will be required to enroll in at least **13 units** (usually 4 courses) **each** semester. You must maintain a minimum "C" average (2.0 grade-point average) while at Cal. Your program will consist primarily of undergraduate courses (numbered 1-199 in the Berkeley *General Catalog*) offered by the *College of Letters and Science*. You may take **one graduate course** (numbered 200-299) per term during your stay. ***If you need or desire more graduate course-work, you should not accept admission to this program.***

While we encourage you to consult with any faculty member you wish, the College office must approve your academic schedule each semester. Your home university may have restrictions of its own regarding your course of study; be sure you understand its expectations before you leave.

Tele-BEARS:

For Spring 2014, the Tele-BEARS enrollment periods are as follows:

Phase II Enrollment: November 12, 2013 through January 12, 2014.

Adjustment Period: Begins on January 13, 2014.

See Bear Facts for your enrollment appointment date and time.

Note: You may enroll in a maximum of 16 units during Phase II. Before you begin, go through the Tele-BEARS on-line tutorial to get an overview of the UC Berkeley enrollment system:

http://registrar.berkeley.edu/current_students/tbinfo.html. The enrollment system may be accessed at <https://telebears.berkeley.edu>. **During the Adjustment Period you may increase your units to a maximum of 20.5.**

You will receive your Student Identification Number (SID) and your Personal Identification Number (PIN) for creation of your CalNet ID and passphrase. You may check registration appointment dates and times on Bear Facts at <http://bearfacts.berkeley.edu/>.

To enroll in classes you must use the General Catalog and the Schedule of Classes. Both are available on the web at <http://www.berkeley.edu/catalog> and <http://schedule.berkeley.edu>. Be aware that not all courses in the General Catalog are offered each term or each academic year. We recommend that you plan for a broad range of courses acceptable to your home university to ensure flexibility in enrollment once you arrive.

Once you enter Tele-BEARS, you will enroll in courses using the five-digit course control number (CCN), which is assigned to each course and listed in the Schedule of Classes. If a course lists a discussion or lab section, you will also need to choose one and enter its CCN. For some courses the enrollment system may give you the message that "you do not meet departmental criteria," which means you are not declared in the major and can only add yourself to the waiting list. You may also receive the message that a course is full and you can only wait list. You may want to register for as many courses as possible, and then check them out during the first week of class and drop/add courses until you settle on the ones you want to take. (You will have until Friday, February 21, 2014 to finalize your course schedule, but the sooner the better.)

Important Notes: Courses in some other schools and colleges on campus, such as law, business administration, and journalism, which offer mostly graduate work, are generally not available to EAP Reciprocity students.

Various L&S courses, such as American studies, economics, English, media studies, political science, social welfare, and psychology, are often over-subscribed and enrollment through Tele-BEARS may not be possible.

Students in the Program are usually able to enroll in the courses they want once the semester begins; be prepared to be flexible. Some courses may require that you take the initiative to contact the instructor and negotiate for a seat in the class. Enrollment is limited by classroom space and you cannot be guaranteed access to specific courses. For general information to help you plan your arrival at UC Berkeley, visit the EAP Reciprocity web pages: <http://eap.ucop.edu/ReciprocalExchanges/Pages/BeforeYouArrive.aspx>

We hope you have a wonderful experience while you are here and we look forward to meeting you.

Sincerely,

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