

Greetings from the School of Engineering and Applied Science!

Below is some important information regarding your exchange studies at UCLA.

Students visiting UCLA's Henry Samueli School of Engineering and Applied Science (HSEAS) through the UCEAP Reciprocal Exchanges program are subject to the same rules and procedures as regular HSEAS undergraduates.

You may email us when you select your classes, or if you have questions about engineering and/or computer science classes, or enrollment matters.

Address: HSEAS - Office of Academic & Student Affairs www.seasoasa.ucla.edu.

Phone: (310) 825-9580

Advisor Contacts

Ashley Grossfeld

abenson@seas.ucla.edu

Student Affairs Officer

Erkki Corpuz

erkki@seas.ucla.edu

Student Affairs Officer

Course Enrollment

The enrollment system is called [MyUCLA](#). Click for links to the [Schedule of Classes](#) and the [General Catalog](#).

You will need your nine-digit UCLA student ID number, and your four-digit security code to enroll.

The [Schedule of Classes](#) includes:

the meeting times of the classes offered each term

the name of the instructor

the meeting place of a class and

the current enrollment status (how much space is left)

A nine-digit class ID number is provided for each enrollment section.

Note that many classes have primary (lecture) sections, as well as secondary (discussion or recitation) sections. For such classes, students who enroll in the secondary section

are also automatically placed in the primary section. Choose the secondary section that best fits your schedule.

Visiting students may enroll in any undergraduate class in HSSEAS for which they have the prerequisites, provided that space is available. Prerequisites are listed in the class descriptions in the [General Catalog](#).

You will need the assistance of the HSSEAS advisors to enroll in courses with prerequisites. Contact Ashley Grossfeld (abenson@seas.ucla.edu) to request prerequisite clearance by submitting the course request form. Please only submit one quarter at a time. Once approved, and your enrollment time begins, email Ashley again and provide your UCLA ID, the course and discussion session in which you wish to enroll.

Undergraduates may enroll in graduate-level courses (numbered 200 and above) only by first submitting a petition to the HSSEAS Office of Academic and Student Affairs, and by obtaining permission from both the instructor and the department.

Websites of Interest

Although the [UCLA HSSEAS website](#) is designed for new students enrolling in degree programs, it contains a lot of information that may be of interest to visiting students, as well.

At the [homepage for HSSEAS](#), you can find information about the various departments, facilities and faculty of the School.

We hope things will go smoothly with your enrollment in classes, and that you will have a great time at UCLA.

We are looking forward to meeting you!