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 (HSSEAS) through the UCEAP program are subject to the same rules and procedures as regular HSSEAS undergraduates.

Please visit us in 6426 Boelter Hall when you arrive at UCLA so that we can give you the necessary information. You may e-mail us when you select your classes, or if you have questions about engineering and/or computer science classes, or enrollment matters.

**Address:** HSSEAS - Office of Academic & Student Affairs [www.seasoasa.ucla.edu](http://www.seasoasa.ucla.edu).
**Phone:** (310) 825-9580 **Fax:** (310) 825-2473

**Advisor Contacts**
Ashley Benson
[abenson@seas.ucla.edu](mailto:abenson@seas.ucla.edu)
Student Affairs Officer

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Student Affairs Officer

**Course Enrollment** The enrollment system is called [MyUCLA](http://my.ucla.edu). Click for links to the [Schedule of Classes](http://registrar.ucla.edu/schedule) and the [General Catalog](http://www.publicaffairs.ucla.edu/arc/GeneralCatalog.html).
You will need your nine-digit UCLA student ID number, and your four-digit security code to enroll.

The [Schedule of Classes](http://registrar.ucla.edu/schedule) 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 Benson (abenson@seas.ucla.edu) to request prerequisite clearance. In your message, 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!

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