

## Greetings from the School of Engineering and Applied Sciences!

Below is some important information regarding your visit to UCLA.

Students visiting UCLA's Henry Samueli School of Engineering and Applied Science (HSSEAS) through the EAP 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) 825-0968

**Fax:** (310) 825-2473

**Advisor Contact:** Erkki Corpuz

erkki@ea.ucla.edu

Student Affairs Officer

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### Course Enrollment

The enrollment system is called [URSA](#). Links to the [Schedule of Classes](#) and the [General Catalog](#) may also be found at the URSA web site.

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](#).

**Undergraduates may enroll in graduate-level courses (numbered 200 and above) only with permission of the instructor/department. Petitioning with HSSEAS Office of Academic and Student Affairs is required.**

### Web sites of Interest

Although it is designed for new students enrolling in degree programs at UCLA, there is a web site which does contain a lot of information that may be of interest to visiting students as well: [New Student Guide](#)

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.

**Updated:** 4/8/09