

## UC Berkeley College of Letters and Science

Dear L&S undergraduate reciprocity student,

Welcome to the UC Education Abroad Program (UCEAP) at UC Berkeley for the Spring 2020 semester! We hope you will enjoy your time at UC Berkeley – both in and out of the classroom. This campus has much to offer, and we encourage you to make the most of your time here! Classes will begin on **Tuesday, January 21, 2020** and final examinations will conclude on **Friday, May 15, 2020**.

The **Berkeley International Office (BIO) Orientation** will be on **Friday, January 17, 2020**. Attendance by UCEAP Reciprocity students is **mandatory**. We look forward to meeting you during the BIO Orientation on January 17. We will review essential L&S information and answer any questions you may have.

[See information about the BIO Orientation.](#)

While at UC Berkeley, you will be an undergraduate student in “limited status” and, as such, there will be special regulations that apply to you. You must adhere to these regulations during your visit. Please read the following information regarding important dates and enrollment instructions carefully.

### ENROLLMENT GUIDELINES

You will be required to enroll in at least **13 units** (for example, three 4-unit courses and one 1-unit course) **each** semester. Customarily students enroll in 13-17 units per semester. You may request to take fewer than 13 units per semester only if you have certifiable health-related challenges or are enrolled in the Disabled Students Program. You must maintain a minimum “C” average (2.0 grade-point average) while at UC Berkeley.

Your program will consist primarily of undergraduate courses (numbered 1-199 in the [Berkeley Academic Guide](#)) offered by academic departments housed in 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 coursework, you should not accept admission to this program.*** 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 UCEAP Reciprocity students.

**Please consider the following:** Prior to departure, we recommend that you plan for a broad range of courses acceptable to your home university. It is absolutely essential for you and your home university to be flexible about your studies at UC Berkeley because it may not be possible for you to enroll in all the classes you wish to take or fulfill specific requirements for your degree back home during your stay at UC Berkeley. You and your home university must be willing to revise plans that you made prior to departure for UC Berkeley depending on the outcome of your enrollment here.

### PLANNING YOUR ENROLLMENT AND USING CALCENTRAL

See [Enrollment](#) for detailed information.

You will receive your Student Identification Number (SID) for creation of your CalNet ID and passphrase. You may check specific registration appointment dates and times on your [CalCentral](#) dashboard.

As a reciprocal exchange student, you are not declared in a major at UC Berkeley; only continuing UC Berkeley students may declare a major. Departments may restrict enrollment to continuing UC Berkeley students who are declared in the major. That is one reason why the enrollment system may give you a message that you are not eligible to enroll in a course and why you may only be able to add yourself to the wait list. In addition, sometimes a course will be full and your only option may be to add your name to

the wait list.

Patience, flexibility, and course alternatives are essential in this process because you may not be able to register for all the classes you wish to take. You may write to the instructors and/or departments offering the classes to inquire about enrollment in their courses. Be sure to identify yourself as a UCEAP reciprocity student and include a sentence or two about what you can contribute to the course if you are allowed to enroll. Department information is available in the [Berkeley Academic Guide](#). Sometimes you may need to wait until classes begin to speak with the instructor or department to find out if you can enroll in some of the classes you want. **L&S can help you plan your enrollment, but we cannot assist you with getting into courses; this is handled exclusively by the academic departments.**

### **CalCentral Course Enrollment Dates**

For the Spring 2020 semester, the [CalCentral](#) enrollment periods are as follows:

**Enrollment Begins:** Monday, November 18, 2019

You may enroll up to a maximum of **17.5 units**.

You will be able to make adjustments to your schedule before arrival and into the beginning of the Spring 2020 semester.

**Adjustment Period:** Begins Monday, January 6, 2020

During the adjustment period you may increase your enrollment up to a **maximum of 20.5 units**.

**Last day to finalize your course schedule:** Friday, February 7, 2020

This is the official deadline. Ideally you should have your class schedule set by the end of the second week of classes.

**Note:** During enrollment, if you add yourself to the wait list for a course, the units for the course will count towards the enrollment limit of 17.5 units (or 20.5 units). We suggest, therefore, that you do not build your course schedule entirely around wait-listed courses.

You may decide to register for more classes than you intend to take in order to explore courses or to have back-ups for wait-listed courses. Remember, although you may drop/add courses until **Wednesday, February 12, 2020**, you should finalize your schedule sooner.

### **PLANNING YOUR ARRIVAL**

For general information to help you plan your arrival at UC Berkeley, visit the [UCEAP Reciprocity web pages](#).

We wish you well as you travel to UC Berkeley and look forward to meeting you on Friday, January 17.

Sincerely,

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