

Information for UCEAP Reciprocity Students UCLA School of Engineering and Applied Science

HSSEAS - Office of Academic & Student Affairs

Tel: (310) 825-9580

Website: seasoasa.ucla.edu

Advisor Contact

Leonardo Cerutti

Lcerutti@seas.ucla.edu

Eligibility

Students visiting UCLA's Henry Samueli School of Engineering and Applied Science (HSSEAS) through the UCEAP Reciprocal Programs are subject to the same [rules and procedures](#) as regular HSSEAS undergraduates.

You will need the assistance of the HSSEAS advisor to enroll in courses with prerequisites. You may enroll in undergraduate courses in HSSEAS, provided you meet the prerequisites and there is space in class. Prerequisites are listed in the course descriptions in the [General Catalog](#).

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.

Academic resources

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 you as well.

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

Steps for enrollment success

- Research courses in the [General Catalog](#) and check the [Schedule of Classes](#) to verify that the times and days of the classes and final exams do not coincide. The Schedule of Classes will tell you:
 - 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)

Documenting prerequisites

To enroll in courses with prerequisites, provide [Leonardo Cerutti](#) with the course request form.

Online process

- Complete the [2023-24 Reciprocity Course Request Form](#).

Note: If you have already completed the email / PDF process, you do not need to complete the “online process” again.

Email / PDF form process

- To enroll in courses with prerequisites, email [Leonardo Cerutti](#) the [course request form](#). In your email, include:
 - Subject line: "UCEAP Reciprocity Enrollment" and
 - in the body of your email, your UCLA ID number
- Once approved, and your enrollment time begins, email [Leonardo Cerutti](#) again. Include "UCEAP Reciprocity Enrollment" in the Subject line, and provide your UCLA ID in the body of your email, the course title and number, and the discussion session in which you wish to enroll.
- Include all your course requests in **one** email. Submit your enrollment email requests for one quarter at a time.

Lectures and sections

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.

Non-engineering courses

If you are unable to enroll on your own through [MyUCLA](#), contact the academic advisor in the department that offers the course.

Questions?

Contact [Leonardo Cerutti](#) if you have questions about courses or course prerequisites.

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

We look forward to meeting you!