

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

HSSEAS - Office of Academic & Student Affairs

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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)

You may enroll yourself in any undergraduate course that does not have any prerequisites, restrictions, and has space available.

Documenting prerequisites

To enroll in engineering courses with prerequisites, provide [Tamar Rotstein](#) with the course request form and they will assist you to enroll in your courses. Tamar Rotstein will not be able to enroll you in non-engineering courses (e.g., psychology).

Online process

- Complete the [2025-2026 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 [Tamar Rotstein](#) 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 [Tamar Rotstein](#) again. Include "UCEAP Reciprocity Enrollment" in the Subject line. 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 engineering course requests in **one** email. The School of Engineering does not have the authority to enroll you in non-engineering courses. Be prepared to select alternative courses if space in class is not available. 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 [Tamar Rotstein](#) 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!