

- 1. Select "Summer Sessions 2020" under Term
- 2. Select a Session. The options are "All Sessions," "Session A," and "Session C."
 - Select "All Sessions" if you are flexible and can take any course regardless of when it's offered during the summer. The entire summer term is June 22-September 11.
 - "Session A" includes 6- to 10- week courses that start on June 22, as well as 3-week courses offered in June 22-July 10 or July 13-July 31.
 - "Session C" includes 6-week courses that are offered August 3-September 11 and 3-week courses that are offered August 3-August 21.
- 3. The search criteria option is set as "Subject Area" by default. Please do not change.
- 4. Start typing in the UCLA subject area you are interested in. We are using Economics as an example.

Term: Sum Sessions 2		ria	^① Pleas	e enter a Subje	ct Area or choose from the list	below.		
Summer Se	Search By: SL	ubject Area 🗘	Econ					
				mics (ECON) h as A Second	Language (ESL)			
Select a Se			Lingho					
All Session		As vou type, vou w	ill see suo	agested sub	iect areas like these exa	mples. Choose the one	vou wan	t (it will become highlighted in
What is a Su		,,					,	. (
i. As you t	ype, suggested si	ubject areas	will be	e popula	ted. Choose the	e one you want	by clic	cking.
Term: Summ	er Search Criteria	а						\frown
Sessions 20	20 Search By: Sub	ject Area 🔶	Econom	nics (ECON)				Go
Summer Ses	si 🛊)						
Select a Ses	sion				You have	to click on "Go" separa	tely. Othe	rwise, nothing will happen.
All Sessions	\$							
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7. You will see all Econ 2 options that are available during the entire summer as we selected "All Sessions" when starting the search. Each option shows how many spots have been taken, when and where the course meets, and who the instructor is. If the instructor has not been assigned, it will say "The Staff."

Since one course can be offered multiple times during the summer, each version of the course is identified as a specific "section." Let's say we are interested in the July 13-July 31 3-week option. The section is "Lec 3" as opposed to "Lec 1" and "Lec 2" which are the other two options. Click on "Lec 3" and detailed class information will appear.

CLASS DETAIL Provides detailed information regarding the section of this class. The number of open seats (status) for each section is updated once per hour. Status as of 4:34 PM. Student Reminder To see real-time enrollment counts and to enroll classes into your study list, use the MyUCLA Find a Class and Enroll and Class Planner features. Summer 2020 Economics (ECON) ECON 2 - Principles of Economics Lecture: Lec 3 Class ID: 180008310) Class Website: https://moodle2.sscnet.ucla.edu/course/view/201A-ECON2-3 Textbooks Status Waitlist Statu Day(s) Time Locat Instructor(s) Open: 115 of 115 Left No Waitlist MTWR 10am-12:05pm Haines Hall Room 118 4.0 Osei Twumasi, O.I. Final Exam Information Date Location(s) None listed Consult instructor for method of evaluation **Enrollment Information** Restrictions Impacted Individual Studies Level de Type Letter Grade or Passed/ Not Class: None No N/A Lower Division assed

8. The **Class ID** number is what's required when submitting the initial enrollment request.

- Course status shows the number of spots left. Waitlists may be created if the course becomes full.
- When a waitlist is available, the waitlist status will show the number of waitlist spots.
- Days, Time, and Location indicate the course meeting days, times, and the building name and room number where class meets.
- Units is where you can find the number of UC Credit units the course offers. In case of Econ 2, it's a 4-unit course. With this unit information, you can estimate the unit fees for the course (\$360 X 4 = \$1,440).
- Grade Type shows the grading basis of the course.
- Restrictions show whether the course is open to everyone or limited to UCLA students or particular UCLA majors only. Most of the courses will say "Class: None," meaning non-UCLA students can enroll without restrictions.
- If "**Impacted**" says yes, you need to pay attention to the drop and refund deadlines, which in most cases are earlier than non-impacted courses.

EXAMPLE 2 – Chemistry 14B

Now let's do another search. This time, we are looking for Chem 14B. This example will have an important difference that you need to be aware of, so please be sure to review it.



Enroll and Class Planner teatures.	
Start New Search	
Ierm: Summer Sessions 2020	
Sessions 2020 Summer Sessi +	
Chemistry and Biochemistry (CHEM)	
Select a Session	
Session C 🗘	
What is a Subject Area?	
1. You will see that Summer Sessions 2020 is already selected as term (if not, change it to Summer Sessions	2020).
For Select a Session, again, your options are "All Sessions," "Session A," or "Session C." We have selected	Session
C for this example. Session C includes 6-week courses offered in August 3-September 11 and 3-week courses	
offered in August 3-August 21.	
You can continue with Search by Subject Area. It's the default setting, so you don't need to do anything. N start typing Chem and Chemistry and Biochemistry (Chem) will pop up in blue as a suggestion.	low
Click on it and the following will appear with the "Go" option.	
Term: Summer Search Criteria	
Sessions 2020 Summer Sessi \$ Summer Sessi \$ Subject Area \$ Chemistry and Biochemistry (CHEM) Go	
Select a Session	
Session C 🗘	
What is a Subject Area?	
2. You have to click on "Go" to get the search results.	
SEARCH RESULTS	
You may start a new search to search again or use the filter results to revise your current search results.	
The number of open seats (status) for each section is updated once per hour. Status as of 3:42 PM.	
	-
Student Reminder To see real-time enrollment counts and to enroll classes into your study list, use the MyUCLA Find a Class and	6
Enroll and Class Planner features.	
Start New Search	
Filter Results	
Your results for: 2020, Summer Sessions , Session C, Chemistry and Biochemistry (CHEM)	
 College of Letters and Science The Chemistry Diagnostic Examination is not required for enrollment during the summer. 	
Syllabi and other useful information about chemistry and biochemistry courses may be found at www.chem.ucla.edu.	
UCLA students who are precluded from enrolling in chemistry or biochemistry courses due to requisite checking may contact Denise Mantonya at denise@chem.ucla.edu for assistance with waiving the requisites.	J.C.
Include in your e-mail your student ID number, the course in which you are trying to enroll, and the course ID number. Enrollment status will be confirmed by return e-mail.	
C Expand All Classes	
14B - General Chemistry for Life Scientists II	
14BL - General and Organic Chemistry Laboratory I	
14C - Structure of Organic Molecules	

3. Look for 14B and click on	it.						
14B - General Chemistry for Life S	cientists II						
Session C: Meets from 8/3-9/11: D	Duration 6 week	s					
NOTE: To see all sections for this class, you	.,						
Select Section Status	Waitlist Status	Info	Day(s)	Time	Location	Units	Instructor(s)
Lec 1 ■Open 20 of 60 Enrolled 40 Spots Left	0 of 10 Taken	A	MWF	11am-12:50pm	Young Hall CS24	4.0	Ow, F.P.
There is a little triangle next	to the check box. C	lick on it.					

4. You will see a little triangle in purple next to the check box in the "select" column, different from the Econ 2 example. This little triangle in purple indicates that the course has "discussion sections."

Some UCLA undergraduate courses have class meetings for lecture only, while some courses have meetings to discuss and learn more about lecture in smaller sub-groups in addition to the class meetings for lecture. The sub-groups for these additional class meetings are called discussion sections.

For courses with discussion sections, students are required to attend both lecture meetings and discussion section meetings. Since lecture times are the same for all discussion sections, the UCLA enrollment system is set up so that students select a discussion section that works for their schedule. If enrolled in a discussion section, students are automatically enrolled in the lecture portion of the course, as opposed to enrolling in lecture and discussion section section separately.

Click on the purple triangle to see all discussion section options.

elect	Section	Status	Waitlist Status	Info	Day(s)	Time	Location	Units	Instructor(s)
•	Lec 1	■Open 19 of 60 Enrolled 41 Spots Left	0 of 10 Taken	A	MWF	11am-12:50pm	Young Hall CS24	4.0	Ow, F.P.
east	select a Di	scussion.							
	Dis 1A	 Open 6 of 30 Enrolled 24 Spots Left 	0 of 5 Taken	A	TR	9am-9:50am	Boelter Hall 4283	0.0	ТА
	Dis 1B	■Open 13 of 30 Enrolled 17 Spots Left	0 of 5 Taken	A	TR	10am-10:50am	Boelter Hall 4283	0.0	ТА

14DL Constal and Organic Chemistry Laboratory L

FOROLI ADDI LIASS PLANDOR LOADLINS

5. Let's say the Discussion Section 1A, which meets on Tue & Thur 9-9:50am is the one you want. Click on "Dis 1A" to get details.

		critedures.				
	Summer 2020 Chemistry and Biochemistry CHEM 14B - General Chemi Discussion: Dis 1A Class ID: 142043130 Class Website: N/A Textbooks C Stertos Waitliet S Open: 24 of 30 Left 0 of 5 T	stry for Life Scientists II	Time Location 9am-9:50am Boelter Hall Room 4283	Units 0.0 TA	uctor(s)	
	Final Exam Information					
	Date	Day	Time	Location(s)		
	None listed		Consult instructor for method of evaluation			
1	Grade Type	Restrictions	Impacted	Individual Studies	Level	
5	Non-Graded	Section: None	No	N/A	Lower Division	

6. Please note that the details you see are only for Discussion Section 1A.

The status and waitlist status are for the discussion section, and are different from the total course capacity.

The meeting times listed are only for the discussion section meetings, and students must attend class lecturers as well, which will be in addition to the discussion section meetings.

The unit information says 0 because students do not earn additional unit credit by attending discussion sections. Grade type says non-graded because students earn grade from the entire class.

Therefore, there are only two pieces of information you should take from the discussion section details.

The first one is the **Class ID number**. Since enrollment in the course is done through the discussion section, you and your students need to provide the **Class ID number for the discussion section, if applicable**, when submitting the enrollment request.

The other is the **discussion section meeting information**. For all other course details, students need to click on the lecture portion of the class, in this case, "Lec 1."

CLASS DETAIL

Provides detailed information regarding the section of this class.

The number of open seats (status) for each section is updated once per hour. Status as of 5:01 PM.

Student Reminder To see real-time enrollment counts and to enroll classes into your study list, use the MyUCLA Find a Class and Enroll and Class Planner features.

C					
Summer 2020					
Chemistry and Biochemistry (CHEM 14B - General Chemistr		r.			
	y for Life Scientists in				
Lecture: Lec 1					
Class ID: 142043930					
Class Website: N/A					
Textbooks C				\sim	
5		T1			11 (14 (14 (14 (14 (14 (14 (14 (14 (14 (
Status Waitlist Stat					uctor(s)
Open: 41 of 60 Left 0 of 10 Tak	ken MWF	11am-12:50pm Young Hall	Room CS24	4.0 Ow,	, F.P.
Final Exam Information					
Date	Day	Time		Location(s)	
None listed		Consult instructor	for method of evaluation	1222	
Enrollment Information					
Grade Type	Restrictions		Impacted	Individual Studies	Level
					21.4
Letter Grade or Passed/ Not	Class: None		No	N/A	Lower Division

7. As you can see, Lec 1 has its own class ID number.

Again, please note that this is not the class ID number that you will use for the registration form for courses with discussion sections. If there is any discussion section available, you must provide the class ID of the discussion section you'd like. You use the class ID number of the lecture of your choice is only if the class has no discussion sections.

The lecture meeting times, which are different from the discussion sections, are displayed as part of the class details. The course unit information now says 4 and the grade type is displayed.

CLASS WEBSITE AND SYLLABUS

Class websites may become available as early as February. However, many courses will have the class website ready closer to the instruction start date.

Courses with available class websites will have a link displayed on the class details page.

Summer 2020						
Economics (ECON) ECON 2 - Principles						
Lecture: Lec 3						
Class ID: 1800083	10					
	os://moodle2.sscnet.ud	cla.edu/cou	rse/view/201A-	ECON2-3		
Textbooks 🖸						
Status	Waitlist Status	Day(s)	Time	Location	Units	Instructor(s)
Open: 115 of 115 Left	No Waitlist	MTWR	10am-12:05pm	Haines Hall Room 118	4.0	Osei Twumasi, O.I.

Some courses may have a syllabus posted on the class website publicly, and some courses may have it available to enrolled students only.

In case class websites are not available or syllabi are not accessible to the general public:

- <u>UCLA course descriptions</u> can provide you with a general understanding of the content that will be covered by each course.
- Some departments have sample syllabi posted online, and they are available at https://www.summer.ucla.edu/academiccourses/samplesyllabi.
- If you have questions about the course syllabus, you may contact the course instructor. If the instructor name is listed, please check the UCLA campus directory: http://www.directory.ucla.edu.

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Search Tips Update Directory Listing						
Search Tips Update Directory Listing Did you find what you need?			e directory may not be use cribution of information fro			University faculty, staff,

Type in the instructor name and search. Search results will be displayed. Click on the name for details such as email. Although a phone number may be available, please contact via email.

Emergency Info Campus Evacuation Areas	САМРИ	S DIRECTORY	THE ARE IN LOW AND THE AREA INTO	The second second second second second
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Frequently Asked Questions	People S			-
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	one 310-82 5-101 1	ι.		
Ph	647 - 111 - 14			Download vCard
Ph	one 310-82 5-1011	CAMPUS SAFETY DIVER!	SITY DISABILITY RESOURCES	Download vCard

We hope these step-by-step instructions are helpful. If you encounter any difficulty, please let us know.

UCLA Course Descriptions: <u>https://www.registrar.ucla.edu/Academics/Course-Descriptions</u> UCLA Schedule of Classes: <u>https://sa.ucla.edu/ro/public/soc</u> UCLA Summer Sessions: <u>https://summer.ucla.edu</u> Contact Us: <u>international@summer.ucla.edu</u>