

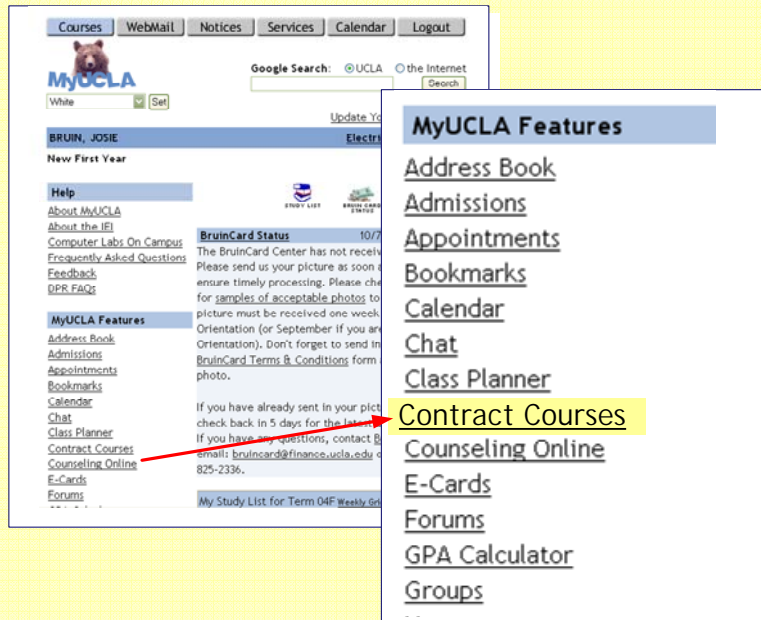
Enrolling in Contract Courses on MyUCLA

MyUCLA Portal Page
my.ucla.edu

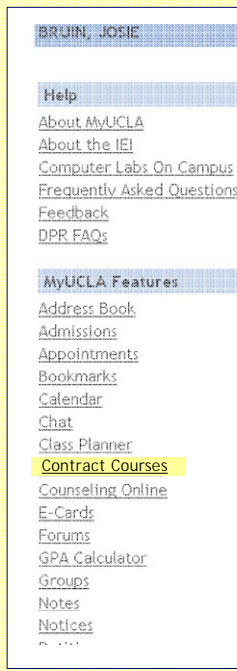
Step 1
Logon to MyUCLA



Step 2
Click on "Contract Courses"
(listed under MyUCLA Features)



Step 3
From the "My Contract Courses" page, students can view the status of previous contracts and create a new contract



My Contract Courses

Contract Courses allow students to pursue independent studies with the guidance of a faculty mentor.

Create a new contract

After submitting your contract, press "Reload" on your browser to see the changes below.

Term	Course	Faculty Mentor	Status
05W	Poli Sci 199	Washington	Pending
Comment:			
view contract			
05W	Poli Sci 198B	Revere	Pending
Comment:			
view contract			

Step 4
Select year and term

Contract Courses

Select term

05W
05W
05S
051

go

List box will show all the terms for which the student is enrolled as well as any current enrollment terms

Step 5
Choose a tutorial type from the Contract Course Menu

Contract Courses

Please select the course you wish to enroll in:

- Honors Contracts (CRS# 89HC)
adjunct to lower-division lecture course restricted to students in College Honors
- Student Research Program (CRS# 99)
entry-level research for lower-division students under faculty guidance
- Honors Contracts (CRS# 189HC)
adjunct to upper-division lecture course restricted to students in College Honors
- Community or Corporate Internship (CRS# 195)
faculty supervision for off-campus internship
- Research Apprenticeship (CRS# 196)
preparation and training for assisting with a professor's research
- Individual Studies (CRS# 197)
intensive course of study under faculty guidance
- Honors Research (CRS# 198)
development and completion of thesis for departmental honors
- Directed Research (CRS# 199)
intensive work on student's original research project or paper

continue



If Josie is not eligible to enroll in the tutorial she will either receive a warning or will not be permitted to continue with the process depending on the type of restriction. In both cases she will be referred to the appropriate resource for more information about eligibility requirements.

Step 6
Read enrollment instructions specific to the selected tutorial

Community or Corporate Internships (195) 05W

[Description of contract-type]

Before enrolling in a 195 tutorial complete the following steps:

- 1) Consult either an advisor in the [department](http://www.registrar.ucla.edu/Dept/dept.asp) offering the 195 tutorial or the [Center for Community Learning](http://www.college.ucla.edu/up/ccj) to determine where your internship will be administered.
- 2) Find a faculty mentor to supervise your work.
- 3) Prepare a short description of the internship and the nature of the faculty supervision as well as a description of the tangible evidence you will provide as proof of the work completed.

Once you've completed these steps and are ready to proceed with enrollment, click "continue"
or
If you would prefer to return later, click "back to MyUCLA"

<<< back to MyUCLA

continue

Step 7a
Identify the unit that will administer the internship (195 only)

Community or Corporate Internships (195) 05W

Choose the administrative unit that will coordinate your internship:

- Center for Community Learning www.college.ucla.edu/up/ccl
- Department offering the course www.registrar.ucla.edu/Dept/dept.asp
- Don't know
- Other

The instructions printed with a 195 contract are determined by the administrative unit the student chooses.

Step 7
Select the Subject Area for the tutorial

Community or Corporate Internships (195) 05W

Select the Subject Area for your 195 tutorial

Political Science
Policy Studies (Pre-Fall 2004)
Polish
Political Science
Portuguese
Program in Computing

Available subject areas may vary from term to term

Step 8a
Choose Course #

Community or Corporate Internships (195) 05W

Choose course number

Political Science

195
195
M195DC

When a subject area offers more than one version of a contract, students will be prompted to choose a course number only if the selected subject area is offering more than one type of a particular contract course during that term.

Step 8
Select a Faculty
Mentor

Community or Corporate Internships (195) 05W

Type in the first few letters of your faculty mentor's last name and click "search"

Har search

Select your faculty mentor

Harrison, Benjamin
Harding, Warren
Harrison, Benjamin
Harrison, William

continue

You should contact the department if you cannot locate your faculty mentor's name.

Step 9
Select grade type and
number of units

Community or Corporate Internships (195) 05W

Political Science 195 Faculty Mentor: Harrison, B

Select grade type P/NP
P/NP
Letter grade

Select number of units 4
2
4

continue

Available grading
and unit options
are based on the
course the
student selects



If the number of units Josie requests would take her over the 8-unit limit per quarter allowed for Contract Courses, she will receive a warning advising her to review her study list before proceeding.

Step 10
Enter description of
internship and
tangible evidence

Community or Corporate Internships (195) 05W

Political Science 195 Faculty Mentor: Harrison
Grading Option: P/NP Units: 4

Provide a short description of the internship and the nature of the faculty supervision.

Indicate the tangible evidence you will provide as proof of the work completed. Evidence of work may be in the form of a written report or other project.

continue

Community or Corporate Internships (195)
05W

Political Science 195

Term: 05W	E-mail: jbruin@ucla.edu
Level: UFR	Major: Political Science
Name: BRUIN, JOSIE	Phone: 3108250000
UID: 000000000	

Faculty Mentor: Harrison, B.	Phone: 800 555-5555
Address: n/a	E-mail: harrison@

Provide a short description of the internship and the nature of the faculty supervision.

faturusne operae prelium sim si a primordio urbis res populi Romani perscripserim nec satis scio nec, si sciam, dicere ausim. quippe qui cum ueterem tum uulgatam esse rem uideam, dum noui semper scriptores aut in rebus certius aliquid allaturos se aut scribendi arte rudem uelustatem superaturos credunt.

Indicate the tangible evidence you will provide as proof of the work completed. Evidence of work may be in the form of a written report or other project.

utcumque erit, iuuabit tamen rerum gestarum memoriae principis terrarum populi pro uirili parte et ipsum consuluisse; et si in tanta scriptorum turba mea fama in obscuro sit, nobilitate ac magnitudine eorum me qui nomini officient meo consolet.

Step 11
Review contract

Student Information

Faculty Mentor Contact Information

Community or Corporate Internships (195)
05W

Contract Terms:

- I understand that the deadline to enroll without a fee is Friday of the 2nd week of classes, and with a fee, Friday of the 3rd week of classes.
- I understand that I might be a senior or a junior with a 3.0 or above GPA in my major in order to enroll in this course.
- I meet all the eligibility requirements for this course.
- I do not meet all the eligibility requirements for this course and would like to request an exception. Reason: _____

Step 12
Agree to contract terms

Contract terms will vary depending on the course selected

continue

Create or lookup the class offering for the selected instructor

Community or Corporate Internships (195)
05W

Political Science 195

You will *not* be enrolled in this course until you complete all the steps described in the instructions that preface your contract.

Press "Print" below to generate your enrollment petition and any supplementary forms.

- 1) Instructions
- 2) Contract
- 3) Supplemental Form(s)

print

Step 13
Print completed contract and supplemental forms

Instructions

Contract

Supplemental Forms

Community or Corporate Internships (195)
05W

Since you indicated that the Center for Community Learning will be administering this internship, be sure to contact them if you have any questions.

Return to your "My Contract Courses" page on MyUCLA to check the status of your request.

<<< back to MyUCLA

Step 14
Final Instructions