

## **FAQs for Econ Students - Spring, 2020**

The Economics Undergraduate Counselors have been receiving numerous questions from our students during this difficult time, so we collectively came up with a list of Frequently Asked Questions that we thought you all would find helpful.

If you still have questions after reviewing the list below - please contact us on the MyUCLA Message Center for Economics:

<https://economics.ucla.edu/undergraduate/contact-us/message-center/>

For information about our listserv, our majors, additional FAQs, our Handbook, and continuous updates for Spring Quarter, please visit <https://economics.ucla.edu/undergraduate/>

### **Frequently Asked Questions for Spring 2020**

**Question:** What is the best way to get in touch with the Economics undergraduate counselors at this time?

**Answer:** Please contact us on the MyUCLA Message Center for Economics.

**Question:** How do I schedule an appointment with one of the Economics undergraduate counselors at this time?

**Answer:** Visit the website below for the links to book appointments with the counselors.

<https://economics.ucla.edu/undergraduate/>

**Question:** How can I obtain a PTE number to enroll in an Econ course?

**Answer:** The Department of Economics does not provide PTE numbers to enroll in any of our undergraduate courses. Even under special circumstances. If a course still has space and you meet the enrollment criteria (refer to the Prerequisites and Enrollment Notes message that we sent out via the Econ-Alert on Friday, March 27), and you need help enrolling in the course, please contact the undergraduate counselors via the MyUCLA Message Center.

**Question:** How can I get in to Econ 41 for Spring 2020?

**Answer:** Economics 41 is full for Spring 2020, so students who are currently on a waitlist will need for a student to drop in order for the first person from the waitlist to become enrolled. Since students cannot add themselves to a waitlist for this course, you should watch for students to drop from a section which has no waitlist. The availability of that spot will be on a first-come, first-served basis.

**Question:** Can I take courses for the major pass/no pass?

**Answer:** All courses required for the Economics and the Business Economics majors must still be completed on a letter grade basis for Spring 2020. The Department of Economics policy will not change due to the switch to remote learning.

**Question:** I would like to audit a particular course. How can I still have access to the course materials online?

Answer: Even if the course is full, a student can still audit the course if the instructor is open to it. Any student wishing to do so should contact the instructor directly. If the instructor is okay with it, then he/she can manually give the student access to the website.

**Question:** How do I get on the Economics Undergraduate Counseling listserv?

Answer: To add yourself to the listserv in order to receive e-mails with important information that you might not find out otherwise, go to

<https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling>

**Question:** How do I declare the Pre-Economics, the Pre-Business Economics, or the Economics major?

Answer: To declare the Pre-Major in Economics, the Pre-Major in Business Economics, or the Economics major, please complete the [Change of Major request](#) form and submit the form to us online via [the MyUCLA Message Center](#). The title of the message should be: Change of Major request form. Please allow the counselors at least 15 business days to review and process your form.

**Question:** How do I declare the Business Economics major?

Answer: You cannot “declare” this major. Instead you “apply” to this major via the CCLE listserv.

**Question:** When will the Bus Econ application be available?

Answer: The Business Economics application can now be accessed through the Department of Economics Undergraduate Counseling Moodle site. If you are already subscribed to our listserv, you should have received an e-mail about the availability of the Bus Econ application for Spring Quarter. The application deadline is Friday, April 17 at 11:59 p.m.

If you did not receive an e-mail, which means that you might not be subscribed to our listserv, you can add yourself to our listserv. Once you add yourself, you will be able to view the Bus Econ application links in the middle of the page. Please note that there is one link for non-transfer and another for transfer students.

**Question:** How can I calculate my Business Economics primary score?

Answer: You will need to first log on to the UCLA VPN and then you will be able to access the Primary Score calculator at <http://archive.econ.ucla.edu/undergraduate/primaryscore.cfm>.

When calculating your Primary Score, make sure that you include grades for each pre-major course, any upper division major courses that you have completed, your cumulative UCLA GPA, and the total number of units completed (under 135 units for the calculator to work).

**Question:** How do I declare a double major?

Answer: The College's specific procedure for how departmental counselors can "remotely" sign off on paperwork for the double major during the Spring 2020 Quarter has not been determined yet. We hope to have an update before Week 3 of the

Quarter. For now, if you have completed the pre-major courses on both majors, and two upper division courses on each major, please send us your request via the MyUCLA Message Center. The title of the message should be: Double Major Request for 20S.

Be sure to submit the following forms in your message.

The Undergraduate Program Change Petition  
A Degree Planner  
Double major worksheet

These three forms can be accessed at  
<https://economics.ucla.edu/undergraduate/current-students/faq/#5>

Make sure that you complete the student sections of each form.

For additional questions about the double major, please contact a counselor in the College at <https://cac.ucla.edu/>

**Question:** I am an international student and need to collect signatures on various forms from the Dashew Center (e.g., the OPT form, the CPT form, the Reduced Course Load form). Will an academic counselor in the Economics Department be able to sign off on these forms?

**Answer:** Unfortunately – no. Please contact your College Counselor (in CAC, AAP, Honors, etc.) to collect a signature on these forms.

**Question:** What is the status of the 2020 Department of Economics Commencement?

Answer: Due to the Covid-19 situation, plans for the Department of Economics are on hold. We ultimately expect to be given a directive by the university on how to proceed.

In the meantime, if you have any thoughts on whether you would like a virtual commencement to be held in June, for the ceremony to be postponed until later in 2020, or to have the opportunity to participate in the June 2021 ceremony, please let us know via the MyUCLAMessageCenter.

**Question:** Who should I contact if I have questions about the Accounting Minor?

Answer: Please visit the website below:

<https://www.anderson.ucla.edu/programs-and-outreach/accounting-minor-program/the-minor>

If you still have questions, please email [accounting.minor@anderson.ucla.edu](mailto:accounting.minor@anderson.ucla.edu)

**Question:** Who should I contact if I have questions about the about the Entrepreneurship Minor?

Answer: Please visit the website

below: <http://www.uei.ucla.edu/academic-programs/entrepreneurship/apply-to-the-minor/>

If you still have questions, please contact Janel Munguia:

<http://www.uei.ucla.edu/academic-programs/entrepreneurship/contact/>

**Question:** Who should I contact if I have questions about English Composition 131B, an UD course required of Business Economics majors?

Answer: Please contact the academic coordinator of Writing Programs, Andrea Hernandez. Her information is posted at:

<https://wp.ucla.edu/people/staff/>