

2017-18



# UCLA ECONOMICS

**Undergraduate Handbook** 

# **Counseling Information**

### **UCLA Department of Economics Undergraduate Counselors**

Jessica Fraser Natasha Levy Julie Plotkin

### **Contact Information**

Office: 2263 Bunche Hall

Drop-in Hours: Monday - Friday, 9:00 a.m. to 4:00 p.m. (subject to change)

Electronic Communication: UCLA Message Center (available via MyUCLA)

http://economics.ucla.edu/undergraduate/contact-us/

Website: http://economics.ucla.edu/undergraduate/

Counseling is available on a drop-in basis and is first come, first served. Please sign in via the iPad in the lobby of our office and then have a seat until your name is called. During the first few weeks of each quarter and during enrollment passes, many students come in. You might need to wait longer during these times, so please plan accordingly.

Check our Facebook page, "UCLA Economics Counselors" at https://www.facebook.com/UclaEconomicsCounselors for updates to our daily counseling hours.

Contacting us via the Message Center is fine for quick and general questions requiring short answers. For more involved questions and issues that require us to look at your Degree Audit Report, please come to our office.

### Your General Counseling Unit: College Counseling, AAP, College Honors, or Athletics

Please visit your general counseling unit for questions regarding:

- General Education and College Requirements
- Expected Cumulative Progress (ECP) and Probation Issues
- Petitioning for Excess Units
- Switching from another School at UCLA to a College of Letters & Science Major
- Double Majoring

College Academic Counseling: A316 Murphy Hall
College Honors Counseling: A311 Murphy Hall
AAP Counseling: 1205 Campbell Hall

Athletics: Morgan Intercollegiate Athletics Center

# **Getting Started**

#### Welcome

This handbook describes the academic requirements for the undergraduate Economics and Business Economics majors at UCLA. It also introduces the opportunities and advising available to undergraduates in these majors. While this handbook is a great starting point to help guide you through your undergraduate career, it is only one of the important resources that you will need to use.

#### ◆ Department of Economics Website

www.economics.ucla.edu/undergraduate

This website is a source of information that will be referenced throughout this handbook. You can also access a PDF version of this handbook on our website.

### ♦ Message Center

http://economics.ucla.edu/undergraduate/contact-us/message-center/

This secure website allows you to submit academic questions to our office electronically, and stores the correspondence for future review. This replaces e-mail as the electronic means of communication with our office.

### ♦ Department of Economics Undergraduate SSC CCLE website

moodle2.sscnet.ucla.edu/course/view/Econ-Counseling

Add yourself to this website to receive vital and timely information about our majors, the Business Economics application, Economics courses, prerequisites, career development opportunities, internships, and scholarships.

### Other Essential Resources

### **♦ MyUCLA**

my.ucla.edu

You will use MyUCLA for many academic and financial issues including enrolling in classes each Quarter, paying your monthly bill, and declaring your Degree Expected Term.

You can access your Degree Audit Report (DAR) through MyUCLA. DARS enables you to view your progress toward your degree requirements for your major and minor (if applicable). It also allows you to explore the requirements for any other major or minor.

#### UCLA General Catalog

catalog.registrar.ucla.edu/

This is UCLA's official publication for the rules and policies that you will be expected to follow. You should refer to the catalog for the year that you entered UCLA as a student as far as general requirements.

#### ♦ Schedule of Classes

http://www.registrar.ucla.edu/Registration-Classes/Overview

Information on the courses to be offered each quarter can be found through the Registrar's website. Disregard "tentative" Department of Economics schedules for upcoming quarters as these are merely the schedules from the previous year and are not necessarily indicative of what will be offered in upcoming quarters.

### ◆ College Academic Counseling

www.cac.ucla.edu

This is the general advising unit for most students in the College of Letters and Science. You will find information about University and College requirements such as unit rules, GE courses, and petitions. If you have academic questions or concerns that are not directly related to your major, the College website is a good place to begin. Useful petitions and forms can be found here as well.

### Academic Calendar

http://www.registrar.ucla.edu/Calendars/Overview

This will help you keep track of quarterly deadlines such as paying fees, dropping courses, and changing grading basis to Pass/No Pass.

# **Getting Connected**

#### **Econ-Alert and Economics Career Network**

Sign up to find out crucial information about Department of Economics changes in requirements, scholarships, Business Economics application, Department of Economics Commencement, and more. This might be the only way that you obtain certain information.

- Example: The Business Economics application (Note that this is the only way to access the application.)
- Example: An e-mail notifying you about declaring your Degree Expected Term on MyUCLA if you will be completing
  your degree and graduating in the upcoming year

Sign up by going to the Department of Economics Undergraduate Counseling SSC CCLE website at <a href="https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling">https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling</a>. Instructions on how to add yourself to the website are on the landing page. Once you have access, you will automatically receive Econ-Alert and Economics Career Network announcements via e-mail.

### **Facebook**

https://www.facebook.com/UclaEconomicsCounselors

We are on Facebook! Please like our "UCLA Economics Counselors" page to see quick updates about upcoming deadlines and changes to our daily counseling hours.

- Example: Reminder that it is the last week to drop an Impacted course
- ♦ Example: Our counseling office will be closing at 3:00 p.m. today

### **Summer Sessions**

Consider enrolling in our Summer Sessions courses to lighten your load during the regular year and to make steady progress toward your degree. Nearly 80% of all UCLA undergraduates complete at least one Summer Sessions course as part of their undergraduate studies.

Non-resident tuition is not charged in the summer, so out-of-state students pay the same fees as in-state students.

The Department of Economics releases its summer schedule prior to the winter break in December. The official UCLA Summer Sessions schedule is on-line in January and registration for UCLA students begins in February. Two courses in a session is considered a full-time load due to the condensed nature of Summer Sessions.

For more information, visit www.summer.ucla.edu

## Campus Resources

### **Student Services & Programs**

Arthur Ashe Student Health & Wellness Center Arthur Ashe Center

◆ Center for Accessible Education (CAE) A255 Murphy Hall

Counseling & Psychological Services (CAPS)
 John Wooden Center West

♦ Registrar's Office 1113 Murphy Hall

◆ Bruin Resource Center Suite B44, Student Activities Center

♦ BruinCard Center 123 Kerckhoff Hall

Career Center Strathmore Building 2nd Floor

Center for Community Learning
 A265 Murphy Hall

◆ Undergraduate Research Center A334 Murphy Hall

◆ International Education Office (Study Abroad)
1332 Murphy Hall

♦ Financial Aid & Scholarships Office A129 Murphy Hall

♦ Scholarship Resource Center 233 Covel Commons

♦ LGBT Campus Resource Center Suite B36, Student Activities Center

◆ Dashew Center for International Students & Scholars 106 Bradley Hall

♦ Summer Sessions 1331 Murphy Hall

♦ Undergraduate Admission 1147 Murphy Hall

For a list of additional campus resources, go to http://www.ucla.edu/students/current-students

# Prerequisite Course Guide

Course

Prerequisite(s)

	Course	Prerequisite(s)
Math 31A	Differential and Integral Calculus	Math 1/Pre-Calculus
Math 31B	Integration and Infinite Series	Math 31A
Economics 1	Principles of Economics	None
	(Introduction to Microeconomics)	
Economics 2	Principles of Economics	Economics 1
	(Introduction to Macroeconomics)	
Economics 11*	Microeconomic Theory	Econ 1 and 2
	(Intermediate-Part I)	Math 31A and 31B
Economics 41*	Statistics for Economists	Math 31A and 31B;
		Officially declared as
		Pre-Econ or
		Pre-Bus Econ
Management 1A	Principles of Accounting	Minimum Sophomore
	(Financial Accounting)	Standing (45+ units)
Management 1B*	Principles of Accounting	Management 1A
	(Managerial Accounting)	
Economics 101*	Microeconomic Theory	Economics 11
	(Intermediate-Part II)	
Economics 102*	Macroeconomic Theory	Economics 101
	(Intermediate)	
Economics 103/103L*	Introduction to Econometrics with Lab	Economics 11 and 41

If your Degree Audit Report indicates that you have credit for Econ 1, Econ 2, Math 31A, or Math 31B in the Advanced Placement (AP), International Baccalaureate (IB), or A-Level section, you do not need to take those courses. If you do, you will not receive additional units or GPA credit for them.

If you choose to take either Econ 1 and/or Econ 2, despite already having credit, you must complete it prior to Econ 11 in order for the grade to be factored into your pre-major GPA. If your grade is lower than the minimum of C required and, as a result, you must repeat the course, it will be considered toward the maximum of one pre-major repeat allowed. This applies to a course completed at UCLA or elsewhere.

<sup>\*</sup> These courses are Impacted courses. An Impacted course is one for which demand exceeds the number of seats available. Undergraduate students cannot drop an Impacted course after Friday of the second week of a term (first week of each summer session) for other than exceptionally extenuating circumstances.

## **UCLA Economics** Major Requirements

Pre-Major Courses	Grade	
Math 31A		
Math 31B		Minimum
Economics 1		mum m
Economics 2		ဂ
Economics 11		or hiahe
Economics 41		iah
Any College Writing II course		7

Pre-major GPA (excluding Writ. II)	2.5 min.
Cumulative UCLA GPA	2.0 min.
Deadline to Apply	135 units for non-transfers or 3 quarters for transfers

<b>Major Courses</b>	Grade
Economics 101 (C- or higher)	
Economics 102 (C- or higher)	
Economics 103 / 103L (C- or higher)	
Economics Elective	
Major GPA	2.0 min.
majo. Of 7	2.0 111111.
Cumulative UCLA GPA	2.0 min.

### **Pre-Major Requirements**

- 1. Complete all pre-major courses with a 2.5 minimum GPA and a "C" or better in each course. Note that your grade in the Writing II course is not calculated into your pre-major GPA, however, you must earn a minimum grade of "C" in it.
- 2. If you are a transfer student, your grades in pre-major courses taken prior to entering UCLA will be calculated into your pre-major GPA (each course will be calculated as four quarter units) even though they are not calculated into your official UCLA GPA.
- 3. Non-transfer students must apply before exceeding 135 units in order to be eligible for the Economics major. (AP and other units earned prior to first entering UCLA can be unofficially excluded if they bring your total over 135). Transfer students must apply no later than after their third quarter.
- 4. You can apply for the major the quarter after you complete the pre-major by going to the Department of Economics counseling office. Make sure that all of your course credit and grades have been posted on your Degree Audit Report by the time you are applying for the major.
- 5. Each pre-major and major course must be taken for a letter grade.
- 6. You are allowed a maximum of **one course repeat in the pre-major** (provided you earn a grade of C-or lower), and you may repeat that one course one time only. This includes course equivalents taken elsewhere.

## **UCLA Economics** Major Requirements

### **Pre-Major Requirements (continued)**

- 7. You must be in good standing at UCLA (2.0 cumulative UCLA GPA and not on Probation or Subject to Dismissal) at the time you apply in order to be considered for admission. Your upper division major GPA must be a 2.0 minimum and you must have earned a minimum of C— in Economics 101, 102, and/or 103/103 if you have completed any of these prior to applying for the major.
- 8. You are permitted to enroll in most upper division Economics courses prior to being admitted to the major provided you have completed the prerequisites. Exceptions include Economics 106 courses and some Econ 187's.
- 9. You are subject to any requirement changes in both the pre-major and the major until you are officially admitted to the major.
- Most upper division Economics courses require completion of at least Economics 101. Many also require completion of Economics 102 and/or Economics 103/103L.
- 11. Prerequisites for all Department of Economics courses are strictly enforced. No PTE numbers are granted.
- 12. It is essential that you subscribe to the Undergraduate Counseling CCLE website for important requirement updates.

### **Major Requirements**

- 1. You must complete the upper division major with a minimum 2.0 grade point average. Economics 101, 102, and 103/103L need to be completed with a minimum grade of a "C-" in each course. The minimum grade required to satisfy an Economics elective is "D-."
- 2. Economics 11, 101 and 102 should be taken in sequence. We recommend that you take them in successive quarters although this is not mandatory. Since Economics 103/103L is also a prerequisite for some upper division courses, we recommend that you take it in a timely manner and shortly after completing Economics 41. Do not wait until your last two guarters to take this course.
- 3. You have the option to substitute one or two upper division Economics electives with one or two upper division Management courses from: 120A, 120B, 122, 127A,130A, and 180 (Real Estate Finance only).

# UCLA **Business Economics** Major Requirements

Pre-Major Courses	Grade	
Math 31A		
Math 31B		_
Economics 1		≦: n
Economics 2		Minimum
Economics 11		
Economics 101		Co
Economics 41		or h
Management 1A		higher
Management 1B		er
Any Writing II Course		

### **Non-Transfer Student Requirements**

Pre-major GPA minimum: (Excluding Writing II)	3.0
Cumulative minimum UCLA GPA for non-transfers:	2.0
Minimum Primary Score: (Economics 11and 101 are weighted three times as heavily as the other courses)	3.3
Deadline to Apply	135 units

### **Transfer Student Requirements**

Minimum Pre-major GPA (Excluding Writing II)	3.0
Cumulative minimum UCLA GPA for transfers:	3.3
Minimum Economics 11 and 101 GPA: (see next page for alternative op- tion)	3.5
Deadline to Apply:	After third quarter

Major Courses	Grade
Economics 102	
Economics 103 / 103L	
Two Economics 106 series courses	
1.	
2.	
Five Economics and Ma courses from the pre-ap 108, 120A, 120B, 122, 1 160, 161, 162, 163, 164, Estate Finance only), wit total of three Manageme	proved list (Mgmt. 27A, 127B, 130A, ,167,180 (Real th no more than a
1.	
2.	
3.	
4.	
5.	

Two courses from the Econ 106's and Econ electives must be completed with labs.

English Composition 131B	
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Minimum Grade in Each Course:	C- or higher
Minimum Upper Division Major GPA:	2.0
Minimum Cumulative UCLA GPA:	2.0

# UCLA **Business Economics** Major Requirements

### **Pre-Major Requirements**

**Non-Transfer Students:** A formula that derives a number called a Primary Score is used for admission to the major. You can determine your eligibility for the major by using the Primary Score calculator on the Business Economics section of our website at http://economics.ucla.edu/undergraduate/current-students/majors-and-minors/

A Primary Score of at least a 3.3 is required to enter the major.

 You can submit your application to the major during the first three weeks of each quarter if you have completed between 72 and 135 units (not including AP or other units earned prior to entering UCLA if that brings your total over 135 units).

Transfer Students must meet one of the following sets of criteria to be admitted into the major:

- Complete Economics 11 and 101 with a 3.5 minimum GPA and have a 3.3 minimum cumulative UCLA GPA.
- Complete Economics 11 and 101 with a 3.3 minimum GPA and have a minimum 3.5 GPA in Economics 11,101, and all Economics courses completed at the time of application (only courses that have at least Economics 11 as a prerequisite will be considered) and have a minimum 3.3 cumulative UCLA GPA.
- ♦ The deadline to apply is after your third quarter, at the beginning of Summer Session A.

#### For All Students:

- 1. You must complete all pre-major courses with a minimum 3.0 GPA and a "C" or higher in each course. Any Writing II course is acceptable for the composition requirement as long as you have earlier credit for English Composition 3.
- 2. All pre-major and major courses must be taken on a letter grade basis.
- 3. You are allowed to repeat a maximum of one course in the pre-major (provided you earn a grade of C- or lower in it) and you may repeat that course one time only. Repetition of more than one pre-major course or of one pre-major course more than once will result in automatic denial of admission to the major. This includes course equivalents taken elsewhere.
- 4. You must be in good standing at UCLA at the time you apply in order to be considered for admission (not on Probation or Subject to Dismissal).
- 5. You are permitted to enroll in most upper division Economics courses prior to being admitted to the major provided you have completed the prerequisites. Exceptions include Economics 106 courses and some Econ 187's.
- 6. Most upper division Economics courses require completion of at least Economics 11 and many also require completion of Economics 101, 102, and/or 103/103L.
- 7. Economics course prerequisites are enforced and no exceptions will be granted.
- 8. You are subject to any requirement changes in both the pre-major and the major until you are officially admitted to the major.

### **Major Requirements**

- 1. You must complete the upper division courses for the major with a minimum 2.0 GPA and a "C-" or higher in each course. You must also have a 2.0 minimum cumulative UCLA GPA in order to earn your degree.
- 2. Economics 11, 101 and 102 must be taken in sequence. We recommend that you take them in successive quarters although this is not mandatory. Since Economics 103/103L is also a prerequisite for some upper division courses, we recommend that you take it in a timely manner and shortly after completing Economics 41. Do not wait until your last two quarters to take this course.
- 3. If you are in the Business Economics major and the Minor in Accounting, you will need to complete one additional Management course for the Minor in Accounting if you are taking three upper division Management courses for the Business Economics major. This is required because students need to complete a minimum of twenty units for a minor that do not overlap with a major. You can also choose to apply only two Management courses to Business Economics and to take an extra Economics elective or non-Minor in Accounting Management course that is approved for the Business Economics major.

# Departmental Honors Program

The Departmental Honors Program is open to students majoring in Economics and Business Economics. It is an opportunity for outstanding students to:

- Pursue their interests in greater depth by researching and writing on an Economics topic of their choice.
- Interact more closely with a ladder faculty member.
- Earn a special notation on their UCLA transcript and diploma.

### **Application Requirements**

To apply for this program, you must:

- Be officially in a Department of Economics major.
- ◆ Have completed Economics 11, 101, 102, and 103/103L with a 3.5 minimum GPA.
- ♦ Have a minimum 3.5 cumulative UCLA GPA.
- Submit an application, which is available on the Undergraduate portion of the Department of Economics website.

### **Program Requirements**

To complete the Program, you must:

- Complete four courses from the list of approved Department Honors courses:
  - Economics 106D, 106E,106F,106G,106I,106M,106P,106T,106V,121,122, M123, 130,141,143, 144, 145, 148, 150, 160, 161, 164, 165, 183.
- ♦ Complete a two-quarter Honors Thesis (Economics 198A/198B) in a Fall/Winter or a Winter/Spring combination.
  - ♦ It is your responsibility to find a tenure-track (not visiting) faculty member to oversee your research.
  - Note that Economics 198A and 198B apply as major electives.
- Complete all Departmental Honors upper division course requirements with a 3.5 minimum GPA and a 3.5 minimum cumulative UCLA GPA.

## Departmental Scholar Program

The Departmental Scholar Program (DSP) in Economics allows exceptional Juniors to pursue their Bachelor and Master degrees in Economics simultaneously. Nomination to become a Departmental Scholar is an honor that carries practical benefits such as:

- Simplifying the graduate school application process
- Access to graduate-level courses
- Opportunity to conduct graduate-level research under the direct supervision of UCLA's distinguished faculty

### Nomination Requirements

To be nominated for this program, you must:

- ♦ Have completed 24 courses (around 96 quarter units) at UCLA.
- Have a 3.5 cumulative UCLA GPA.
- Have a 3.5 GPA in the upper division courses of the major.
- Have completed or be in the process of completing the following courses with a minimum 3.6 GPA before applying:
  - -Econ 1, 2, 11, 41,101, 102, and 103/103L
  - -Math 31A, 31B, 32A, 32B, 33A, 33B, 115A, 131A
- Apply during the Spring Quarter of your Junior year. Consult with the Department of Economics Graduate Advisor in 8292 Bunche Hall for further information and an application, or call 310-206-1413.

\*Note: Selection to the Departmental Scholar Program is highly selective. Meeting the above criteria does not guarantee admission.

#### **Time Commitment**

- Graduate courses generally meet for four hours per week, with two hours of tutorial. Courses usually require problem sets, midterms and finals. Because there is approximately twice the coursework as of that required at the undergraduate level, it is recommended that you take no more than one graduate course per quarter in the first year of the program.
- It typically takes six quarters to earn the degree.
- Unit requirements for both degrees must be completed (180 units for the Bachelor degree and 36 for the Master degree, or a total of 216 units).
- No course may be used to fulfill requirements for both degrees.
- To exceed the maximum unit limit to fulfill the Master degree, a blue petition must be filed with the College Honors Program.
- ♦ Students must file a "Petition for Advancement to Candidacy" for the M.A. with the Department of Economics Graduate Advisor prior to the second week of the quarter of graduation.

For more information, go to http://economics.ucla.edu/undergraduate/departmental-scholars-program/

# Scholarships

### **Department of Economics**

The Department of Economics appreciates the generous contributions from our donors. Scholarship amounts range from \$1,500 – \$5,000 each. The donors have specified particular criteria for many of the awards, however the following information applies to all awards:

- You must be officially in a Department of Economics major (or have completed the prep for one of these majors before the application deadline).
- ♦ You must be a full-time UCLA student for the full academic year.
- Scholarship awards are only for the current academic year. Receiving a scholarship one year does not guarantee a scholarship award the following year.
- The scholarship funds typically pay out to each recipient in Winter and Spring quarters.
- Recipients are required to write a thank you note and bio to formally accept the award.
- Bios of the recipients will be shown on the Department of Economics Scholarship website to recognize the award recipients.

For more information, go to http://economics.ucla.edu/undergraduate/departmental-scholarships/

### **UCLA Scholarship Resource Center**

The Scholarship Resource Center (SRC) was established at UCLA in 1996 to provide scholarship information, resources, and support services to all UCLA students, regardless of financial eligibility.

It offers free resources to help you find scholarships:

- Departmental Scholarships
- UCLA Scholarships
- ♦ Scholarship Search Databases
- National and International Scholarships
- Tips for Scholarship Applicants and for Parents
- Library of scholarship books, many of which contain listings not on the web
- Bulletin boards displaying a wide range of up-to-date opportunities

It offers free resources to help students apply for scholarships:

- Individual counseling by appointment for scholarship-related questions
- ♦ One-on-one writing assistance by appointment for scholarship essays and personal statements
- Workshops such as How to Find Scholarships, Writing Personal Statements, How to Obtain Letters of Recommendation, and others
- Strategies, a quarterly newsletter

223 Covel Commons
(310) 206-2875
www.ugeducation.ucla.edu/src/
Contact the SRC for office hours

# Frequently Asked Questions

### How do I declare Pre-Economics or Pre-Business Economics?

Please visit the undergraduate counseling office in 2263 Bunche Hall and meet with a counselor. As long as you are in good academic standing, have passing grades in any of our pre-major courses that you have already taken, and show that you can complete our pre-major within 135 units, we can place you into one of our pre-majors.

### When do I need to declare the major?

Non-transfer students must complete the pre-major within 135 units, excluding AP units or other units earned prior to entering UCLA.

Transfer students must complete the pre-major by their third regular quarter at UCLA.

### How do I get into the Economics major?

Please come to the undergraduate counseling office in 2263 Bunche Hall to meet with a counselor once you successfully complete the pre-major and all of your pre-major grades are posted. You must complete the pre-major with a minimum 2.5 GPA and a "C" or better in each course to qualify. Students can declare the Economics major through Week 9 of each quarter.

### How do I get into the Business Economics major?

To apply for the Business Economics major, applications are available online via the Undergraduate Economics Counseling CCLE website and are accepted during the first three weeks of each quarter.

#### Is there an order to the Economics courses?

All pre-major courses must be completed before you can officially enter the major. Many courses also have prerequisites. Please note that Economics 11, 101, and 102 must be taken in sequence, although they do not have to be taken in consecutive quarters.

### How do I obtain a Permission to Enroll (PTE) number for an Economics course?

PTE numbers are not given out for any of the undergraduate classes in the Department of Economics.

### Can I start taking classes for the major before I am officially accepted into the major?

You may take any economics class as long as it is not restricted and you meet the required prerequisites. You must have sophomore standing to enroll in Econ 11 and Econ 41.

### If I drop a class, does that count as a repeat in my pre-major?

A drop does not count as a repeat for the purpose of a maximum of one pre-major course repeat. You are allowed to repeat only one pre-major course and may repeat that course only one time. You may repeat a course only if you earn a "C-" or lower.

# Frequently Asked Questions

### Am I required to enroll into a lab for an Economics course if it is offered?

Yes. Any course that has an associated lab is a co-requisite of the course. You must take the course and affiliated lab together although you need to enroll in each course individually. Economics labs are designed to give students an opportunity to explore real-world examples in relation to their course. Economics 103L is always a mandatory co-requisite for Economics 103.

### What if I don't qualify for the Business Economics major?

If you have not met the requirements for the Business Economics major, you may still be able to be accepted into the Economics major. Please come in to see a counselor in 2263 Bunche Hall to discuss this further.

### How do I get into a "Business Economics majors only" class?

Economics 106 courses are open to students officially in Business Economics on both First and Second Passes. If there is still a lot of space after all Business Economics majors have had the opportunity to enroll, the Department will consider opening up enrollment to Seniors officially in Economics and Mathematics/Economics. If there is still space after that, Juniors officially in Economics and Mathematics/Economics will have the opportunity to enroll.

Summer Sessions courses are not restricted to Business Economics majors, so any students who meet the prerequisites can enroll.

### How do I declare a double major?

In order to petition the College for a double major, you must first complete all of the pre-major course requirements for both majors, as well as two upper-division courses in each major.

The steps for petitioning a double major are explained on the website below: <a href="http://www.ugeducation.ucla.edu/counseling/double-major.html">http://www.ugeducation.ucla.edu/counseling/double-major.html</a>.

### How do I get information on the Minor in Accounting?

Please visit the Counselor in the UCLA Anderson School of Management, D413 Cornell Hall, or call (310) 206-8711.

### How do I get information on the Minor in Entrepreneurship?

Please visit the Counselor in 149 Humanities Building, or call (310) 825-1389.

### How do I get information on internships and jobs?

- —Visit the UCLA Career Center in the Strathmore Building.
- —Visit UCLA's Center for Community Learning

For additional FAQs, visit http://economics.ucla.edu/undergraduate/current-students/faq/

#### **Undergraduate Minors at UCLA**

### http://www.admissions.ucla.edu/prospect/majors/lsminor.htm

Accounting Gerontology
African American Studies Global Health
African and Middle Eastern Studies Global Studies

African Studies Greek

American Indian Studies Hebrew and Jewish Studies

Ancient Near East and Egyptology History

Anthropology History of Science and Medicine

Applied Developmental Psychology International Migration Studies

Arabic and Islamic Studies Iranian Studies
Armenian Studies Israel Studies

Art History Italian

Asian American Studies Labor and Workplace Studies

Asian Humanities Latin

Asian Languages Latin American Studies

Atmospheric and Oceanic Sciences Lesbian, Gay, Bisexual Transgender, and Queer Studies

Bioinformatics Linguistics

Biomedical Research Literature and the Environment

Central and East European Studies Mathematical Biology

Chicana and Chicano Studies Mathematics
Civic Engagement Mexican Studies

Classical Civilization Middle Eastern Studies

Cognitive Science Music History
Comparative Literature Music Industry
Conservation Biology Neuroscience
Digital Humanities Philosophy
Disability Studies Portuguese

Earth and Environmental Science Public Affairs
East Asian Studies Public Health
Education Studies Religion, Study of

EnglishRussian LanguageEntrepreneurshipRussian LiteratureEnvironmental EngineeringRussian Studies

Environmental Systems and Society Scandinavian
European Studies Science Education
Evolutionary Medicine Social Thought

Evolutionary Medicine Social Thought
Film, Television, and Digital Media Society and Genetics
Food Studies South Asian Studies

Food Studies South Asian Studies
French Southeast Asian Studies

Gender Studies Spanish

Geochemistry Spanish Linguistics

Geography Statistics

Geography/Environmental Studies Structural Biology
Geology Systems Biology

Geophysics and Planetary Physics Teaching Secondary Mathematics

Geospatial Information Systems and Technologies Theater

German Urban and Regional Studies

Germanic Languages Visual and Performing Arts Education



### COLLEGE OF LETTERS AND SCIENCE

### Quick Reference to Study List Procedures

Check the status of your petition on MyUCLA by clicking "Petitions" in the "Academics" tab. A decision will be posted in approximately ten working days. Approval of petitions is not guaranteed\*.

Please note that some transactions may generate a permanent transcript notation and may result in a transaction fee charged to your BAR account. For information on fees and transcript notations, see the "Drop Reference Chart" at www.registrar.ucla. edu/soc/enroll.htm

All petitions are available at academic counseling units and ASK Peer Counselor locations.

#### **DROPPING COURSES**

#### IMPACTED

Week 1- 2......MyUCLA
Week 3-10.....Red Drop Petition
Finals Week & thereafter.....Red Drop Petition

Note: Transcript Notation as of Week 3 if petition is approved

#### **NON-IMPACTED**

Week 1-7.....MyUCLA

Week 8-10.....Restricted Drop Petition\* or Red Drop Petition\*\*

Finals Week & thereafter...... Red Drop Petition Note: Transcript Notation as of Week 4

\*\*If you have exceeded your 3 allowed restricted drops.

### ADDING COURSES

Week 1-3..... MyUCLA

Week 4-10 & thereafter..... Late/Retroactive Add Petition Note: Transcript Notation only if Retroactive Petition approved

### CHANGING A GRADE TO PASS/NO PASS OR VICE VERSA

Week 1-6..... MyUCLA

Week 7-10 & thereafter.....Late Credit Detail

Change Petition

Note: Transcript Notation as of Week 7 if petition is approved

### WITHDRAWING FROM THE QUARTER

Petitions To Be Submitted:

1. UCLA Notice of Withdrawal From The Term

2. Withdrawal Supplement (Weeks 10 & thereafter)

### **IMPORTANT NOTICES**

Minimum Progress:

Approved study list changes do not exempt you from the College's Expected Cumulative Progress (ECP) requirement, Financial Aid progress requirements, or from full-time enrollment requirements associated with other programs or services.

### International Students (F-1/J-1 Visa):

International Students must obtain permission from the Dashew Center **prior to** dropping to a course load of less than 12 units (drops, retroactive-drops, or withdrawals). Please consult with an F-1 Counselor at 106 Bradley International Hall.

Acadamia	Counseling	Llnito
Academic	Counseling	Units

College Academic Counseling	A316 Murphy Hall
Honors	
Athletics	127 Morgan Center
Academic Advancement Program.	1205 Campbell Hall

<sup>\*</sup>Automatic approval if you are within your 3 allowed restricted drops.



### COLLEGE OF LETTERS AND SCIENCE

### Repeat Policy

Any course in which a grade of C- or below or a No Pass (NP) is earned can be repeated once.

If you originally took the course for a letter grade, you MUST take it for a letter grade the second time. If you are within your 16 units of repeat credit, the second grade earned, better or worse, is calculated into your cumulative and term grade point average (GPA).

If you originally took the course Pass/No Pass (P/NP) and received a No Pass, you have the option of repeating the course for a grade or for P/NP. There is no limit to the number of P/NP courses you may repeat.

### Important Additional Restrictions

- You may repeat the same course only once.
- 2. You may receive units for a repeated course only once.
- You will not receive credit for a course repeated after you have completed a more advanced course in the same sequence with a grade of D- or better (e.g., Math, Chemistry, or foreign languages).
- 4. You may repeat up to 16 units of GRADED course work.

How do I sign up to repeat a course?

Simply enroll in the course through MyUCLA. The Registrar's Office will automatically code the course as a repeat after the quarter ends.

How does a repeat look on my transcript?

Two notations will be listed on your transcript for the repeated course: "Repeated: Excluded from GPA" for the first attempt; "Repeat of Course Previously Taken" for the second attempt.

What happens after I use up my 16 repeat units? If you have used the 16 units of repeat credit or do not have enough repeat credit, you may still repeat a course in which you received a C- or below. However, both grades will be averaged into your cumulative GPA for any subsequent repeat.

What happens if I repeat a course more than once? Regardless of the grade, a notation of "Unapproved Repeat" will show on your transcript if you repeat the same class more than once and you will not receive units or grade points.

Can I repeat a course that I received a grade of C or better?

No. If you received a C or better or a Pass the first time you took a course, a notation of "Unapproved Repeat" will show on your transcript and you will not receive units or grade points.

Can I repeat a course outside of UCLA?

Please consult your Academic Counselor first. Depending on the institution, grade credit may not transfer to UCLA, in which case the courses cannot be used to repeat a UCLA course.

Please consult your academic counseling unit if you have any questions about repeating courses.

Academic Counseling Units	
College Academic Counseling	A316 Murphy Hall
Honors	A311 Murphy Hall
Athletics	127 Morgan Center
Academic Advancement Program	1205 Campbell Hall

### UCLA

### COLLEGE OF LETTERS AND SCIENCE

### Calculating your GPA

To calculate your grade point average (GPA), use the chart and the instructions provided. GPA is calculated by using the following formula:

$$GPA = \frac{\text{total grade points}}{\text{total attempted units}}$$

### Instructions on how to calculate your GPA

- Identify the courses you would like to use in a GPA cálculation.
- Using the chart below, add the grade points by locating the units and grade for each course. Divide the total number of grade points by the total number of attempted units.

1 unit	2 units	3 units		4 units	5 units	6 units
4.0	8.0	12.0	Α	16.0	20.0	24.0
3.7	7.4	11.1	A-	14.8	18.5	22.2
3.3	6.6	9.9	B+	13.2	16.5	19.8
3.0	6.0	9.0	В	12.0	15.0	18.0
2.7	5.4	8.1	B-	10.8	13.5	16.2
2.3	4.6	6.9	C+	9.2	11.5	13.8
2.0	4.0	6.0	С	8.0	10.0	12.0
1.7	3.4	5.1	C-	6.8	8.5	10.2
1.3	2.6	3.9	D+	5.2	6.5	7.8
1.0	2.0	3.0	D	4.0	5.0	6.0
0.7	1.4	2.1	D-	2.8	3.5	4.2
0.0	0.0	0.0	F	0.0	0.0	0.0

### Example

Term Stu	ıdy List	<u>Units</u>	<u>G</u>	<u>irade</u>	Grade Poi	<u>nts</u>
Phy Sci 1 Life Scie Ethnomu	.11A nce 4 ı 91J	6 units 5 units 2 units	S	A-	19.8 18.5 0.0	
		13			38.3	
0.04	38.3 g	rade po	int	ts	0.040	

GPA = 
$$\frac{38.5 \text{ grade points}}{13 \text{ units}} = 2.946$$

### How to calculate your cumulative GPA based on possible grades

Use the GPA Calculator on MyUCLA or use the formula below.

<sup>\*</sup>Found on DARS under "University of California Units & GPA" OR on DPR following the list of completed UCLA coursework under "Univ Calif Cumulative".

### Degree Plan Contract UCLA College of Letters & Science

Academic Advancement Program 1205 Campbell Hall
Honors Programs A311 Murphy Hall
Athletics Morgan Center, Suite 127
College Academic Counseling A316 Murphy Hall

INSTRUCTIONS						Name				
Starting with the <u>current term</u> , list all courses that you plan to complete every quarter and summer session until graduation.		S	tudent ID No.							
Please note, the grey box area is for departmental use only.				Major						
2. Return this degree plan with appropriate departmental signatures and all required documentation to your College counseling unit.					Admit Term					
Signature of the department does <u>not</u> guarantee admission to				4	Degree Term					
major/minor/specialization and is only intended to indicate courses that would satisfy requirements if admitted.				Тур	e of Contract		e Petition			
Please note that petition process and may take lo			nimum of 5-10 working day mplete or inaccurate.	rs to			Change of	Major Petition of College Request mption / Exit Plan / Appe	al	
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Fall	Units		Winter	Units	Spring		Units	Summer	Unit	S
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				1000		TO MEDI	SE-25			
Total:		1	Total:	- I-market		Tot	al:	Tota	al:	
Please note that substantive considered a violation of you			your degree plan may be	UNI		or information				
				A				s of the current term:		
Student Signature			Date	E		required for a				
			d initial the grey box next to	0	. Units	you anticipate	receiving cre	dit for (e.g. incompletes):		-
courses that will count towa	ii d (II)	stude	ne s program.		). Total	units requeste	d(A + B + C):			
Department Counselor Pr	imary	Major	Date	E		nt unit max:				
				F	. Total	units exceedin	g unit max (D	- E):		
Department Counselor Se	cond l	Major/	Minor/Specialization Date		OR			(1)		
					G. I will	not exceed my	unit max (init	nar nerej:		
Department Counselor Th	nird M	ajor/M	inor/Specialization Date					Rev	ised 05/0	2/2013



### Partnership UCLA



### Why connect with Partnership UCLA?

- ☑ Get prepared for life after graduation
- Find networking and professional opportunities
- Gain access to top internship opportunities
- Enhance your educational experience
- ✓ Service to the community



The world is changing at breakneck speed. How does one keep up? Standing still is not an option. Rather we must build on our strengths, embrace what's new, and get ahead of the curve by fortifying our connections beyond campus walls.

### \*\*\*\* HERE ARE JUST SOME THE PROGRAMS AND OPPORTUNITIES WE OFFER STUDENTS. \*\*\*\*



### College/Sharpe Fellows Internship Program

The College/Sharpe Fellows internship program supports the career development needs of undergraduate students at UCLA by bringing them together with top employers. The College Fellows have accepted internships at organizations like Proctor & Gamble, Saatchi & Saatchi, Walt Disney, Intel, GE, California State Assembly, and Deloitte Consulting. Students apply in fall of junior year.



### **Bruin Development Academy**

Helping you to prepare for the world of work requires the support of our talented alumni network. Through intensive, hands-on training sessions, participants will have an opportunity to learn valuable skills from today's industry leaders. Among the programs offered are Real World 101, Consulting, Law, and Entertainment. Application required. Open to all students.



### **UCLA Social Enterprise Academy**



The UCLA Social Enterprise Academy is a six-month social entrepreneurship program in which groups of UCLA students partner with participating social ventures to develop earned income opportunities and to present their ventures to potential investors. The program is designed to link students with established not-for-profits that are looking to enhance the effectiveness of their mission. Accomplished professionals serve as guest instructors to help participants learn about the basics of market research, operations, financial and business planning, marketing, SWOT analysis and pitching. Open to juniors and seniors of all majors. Students apply in the fall quarter.



### Life After the Degree

Distinguished alumni are invited to campus on a regular basis to present a topic of interest related to their industry or to career paths in general. These sessions, which are followed by a Q&A and/or a reception, are interactive and informative. Topics have included career and professional opportunities, post-graduation experiences, and other subjects of special interest. Open to all students and hosted several times during the year.



#### **Bruin in Residence Program**

Bruin in Residence program is designed to enrich student learning by further integrating accomplished business and community leaders into the UCLA community. Students have the opportunity to attend guest lectures, career talks, office hours, résumé referrals, and mock trials. Open to all students.

partnership.ss.ucla.edu

For more information or to get involved, please contact Partnership UCLA, 9240 Bunche Hall (310) 825-5242 or partnership@ss.ucla.edu



### **Career Launch: Your Four Year Plan**

#### What should I do to get started?

Business employers tend to have very structured recruiting procedures. Start early to make the most of your job and internship search! Below are a few tips to get you started:

Thist year. Duna your base
☐ Get involved on campus (The UCLA Business Council provides a list of business-related student organizations)
☐ Create a BruinView <sup>™</sup> account (visit career.ucla.edu) to schedule a meeting with a career counselor, review career resources and events calendar (job/internship listings, employer information sessions, job fairs, career workshops, on campus interview program, etc)
<ul> <li>Meet a career counselor to discuss your career goals and establish your customized Career Four Year Plan</li> </ul>
☐ Draft your resume (Review the Career Center's Career Guide) and get it critiqued by a career counselor
Sophomore year: Develop yourself and your network
<ul> <li>Attend the Distinguished Alumni Speaker Series events (Visit the Department of Economics website for details)</li> </ul>
Attend to man Charle and Compan Weath accounts to be made and continued fields and to made industrial

# Attend JumpStart and Career Week events to learn about various fields and to meet industry professionals (career.ucla.edu)

- ☐ Gain experience. Consider applying for an academic or summer internship (Visit BruinView<sup>TM</sup> for details)
- ☐ Conduct an informational interview with an alumnus from the UCLA Alumni Career Network (bruinworks.com)

#### Junior year: Connect with employers and gain experience

- ☐ Apply for the Sharpe Fellows Program (visit the Department of Economics website for details)
- ☐ Participate in a mock-interview with a career counselor
- ☐ Attend employer information sessions and career events to network with employers
- ☐ Visit BruinView<sup>TM</sup> for a list of on-campus information sessions and internship openings
  - Note: Many firms interview students in early Winter Quarter for summer internship positions

### Senior year: Showcase your skills

- ☐ Upload your resume, unofficial transcript, and other documents on BruinView<sup>™</sup> at the beginning of Fall Quarter
- ☐ Meet with a career counselor to discuss job search strategies
- ☐ Visit BruinView<sup>™</sup> for a list of on-campus information sessions and job openings
  - Note: Many firms visit campus during the Fall Quarter to recruit for full-time hires

# Notes