March 23, 2020

Hello Economics Undergrad Students,

We hope you are doing well during this difficult time. In this period, as UCLA transitions to online learning and limits the number of people on campus due to COVID-19, our undergrad counseling office in 2263 Bunche is closed for in person advising. This closure began on March 16, 2020. We will be conducting remote advising services for the time being. We strongly recommend that you communicate with our office via the MyUCLA Message Center initially to address student advising concerns so that we may ensure proper next steps.

This can be accessed on the website below:
https://economics.ucla.edu/undergraduate/contact-us/message-center/

If you have any enrollment questions regarding Economics courses, please keep in mind that the department will still be enforcing major and class standing enrollment restrictions. If a class and waitlist are full, you may continue to monitor the course through MyUCLA. As we have done in the past, the Economics Department does NOT issue any PTE numbers for our courses.

We thank you for your patience and understanding during this time of transition. Please see below for clarification on how to reach various offices for student advising concerns. If you ever have any questions about which campus resource to reach out to, do not hesitate to “message” our office.

**ECONOMICS UNDERGRADUATE COUNSELING OFFICE**

If you’re looking for help with:

- Major and pre-major questions and course planning (for Economics and/or Business Economics)
- Petition to declare a pre-major in Pre-Economics
- Petition to declare a major in Economics
- Petition to declare Pre-Business Economics
- Double major petitions
- Petition to remain in the major
- Petitions for Non-UCLA courses
- Graduation checks
• Enrollment questions/concerns about Economics courses

How to reach us:
https://economics.ucla.edu/undergraduate/contact-us/message-center/

COLLEGE COUNSELING UNITS

If you’re looking for help with:
• Course add/drop petitions
• Graduation checks
• Degree Plan Contracts (ECP exemptions, Unit max petitions, Time to Degree)
• Major and minor exploration across the College
• Academic probation status
• GE and IGETC requirements
• Diversity, Foreign Language, Quantitative Reasoning, English requirements
• Readmission to UCLA
• Withdrawing from UCLA
• Graduate school planning with College Academic Mentors

How to reach College Academic Counseling (CAC):
https://cac.ucla.edu/

You are able to connect through the MyUCLA Message Center, and we will have Virtual Drop Ins where people can speak to an advisor (similar to our windows) and get drop in advising via Zoom Mondays-Thursdays 9-12 and 1-4, and Fridays 10:30-12 and 1-4. We will also continue to offer 30 minute appointments, which can be made via our Virtual Drop Ins. To access Virtual Drop In advising, students should be referred to our website. Our College Academic Mentors are also available via Message Center, and appointments can be scheduled through Message Center with a CAM.
https://cac.ucla.edu/connection/connecting-to-cac-01/

How to reach the Academic Advancement Program (AAP):
https://www.aap.ucla.edu/

You are able to connect with us via MyUCLA Message Center-AAP Counseling and responses will be made within 24 business hours. Our online business hours will
typically be from 9am-4pm Monday-Friday. Here you can submit a question regarding petitioning or general academic policy. You can also request a ZOOM online appointment with an AAP Counselor. To request an appointment via the MyUCLAMessage Center, please explain the nature of your appointment.

**How to reach Honors:**
http://www.honors.ucla.edu/

You are able to connect with us via MyUCLA Message Center or via the Honors Inbox.

To access important offices for current and prospective UCLA students, including the International Education Office, the Financial Aid Office, and the Dashew Center for International Students, please visit the website below:

https://economics.ucla.edu/undergraduate/resources/

We look forward to hearing from you!

Sincerely,

Economics Undergraduate Counseling Office
UCLA Department of Economics
https://economics.ucla.edu/undergraduate/