Thank you for reading the Department of Economics Announcements!

We hope this message finds you healthy and well during these difficult times.

The Economics Undergraduate Counselors have been receiving numerous questions from our students, 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/

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 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), 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:** During this switch to remote learning – during Spring 2020 – can I take any Economics courses pass/no pass?

**Answer:** During the Spring Quarter, our majors must still take all of the pre-major courses (Econ 1, Econ 2, Econ 11, Econ 41, Math 31A, Math 31B, and Writing II) on a letter-grade
basis. They must also take all of the upper-division core courses (Econ 101, 102, and 103/103L) on a letter-grade basis.

Courses that may be taken Pass / No Pass are Econ 5 and the upper-division Econ electives. The electives offered in the Spring are as follows: Economics 106F/106FB, 106G/106GL, 106M/106ML, 106T/106TL, 107, 113, 122, 134, 143, 144, 160, 165, and 170. If our students take any Econ elective P/NP during Spring 2020 and receive a “Pass”– the course will still count for the major. Please note that if a student takes a lecture and a lab course in Spring –for example, Econ 106G & Econ106GL, the lecture and the lab must be taken on the same grading basis — either both P / NP or both for letter grade. If the selections differ, we will assume the courses are for letter grade. Students have until Friday of Week 10 of the Spring Quarter (June 5) to change the grading basis of a course. If students still have questions about this new option – they should inquire with the Econ undergrad counselors.

Question: I would like to audit a particular course. May I do so? And if yes - how can I still have access to the course materials online?

Answer: A student may be able to audit a course if the instructor approves. Any student wishing to do so should contact the instructor directly to ask if it would be possible. If the instructor is willing to allow the student to audit the course, he/she can manually give the student access to the website.
**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](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, your cumulative UCLA GPA, and total units completed (under 135 units for the calculator to work).

**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 (read the following question for the procedure. Once you add yourself, you will be able to view the Bus Econ application links (non-transfer and transfer students) in the middle of the page.

**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 a double major?

**Answer:** If you have completed both pre-majors and two upper division courses in 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 three forms in your message.

The Undergraduate Program Change Petition

Double major worksheet

A Degree Planner

These three forms can be accessed online at:

https://cac.ucla.edu/academic-planning/declaring-a-double-major-minor-or-specialization/

The forms can also be accessed on our FAQs:
https://economics.ucla.edu/undergraduate/current-students/faq/

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

For additional questions about the double major procedure, please contact the College at https://cac.ucla.edu/

**Question:** I am an international student and need to collect signature(s) on various forms from the Dashew Center (e.g., OPT, CPT, Reduced Course Load). Will a counselor in the Economics Department be able to sign off on these forms?
Answer: Unfortunately – no. Please contact your College Counselor to collect a signature on these forms.

For more info, visit:

https://www.registrar.ucla.edu/Academics/Academic-Counseling

**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 Management courses?

**Answer:** If you have questions about Management courses, please email accounting.minor@anderson.ucla.edu

**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:
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

Question: Who should I contact if I have questions 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/