Frequently Asked Questions for UCLA’s Econ Students for Spring 2020 – Updated 4/10/20

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

Answer: To add yourself to the listserv, go to [https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling](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 switch to Pre-Economics, Pre-Business Economics, or Economics, please complete the [Change of Major request form](https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling) and submit it to us online via the [MyUCLA Message Center](https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling). The subject title 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 in it, and you meet the enrollment criteria, please contact the undergraduate counselors via the [MyUCLA Message Center](https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling) to inquire about enrollment. Please refer to the Prerequisites and Enrollment Notes message that was sent to our listserv on Friday, March 27 for additional information.

**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 of the courses for the Economics or the Business Economics major pass/no pass?

Answer: Our Department is discussing this now and hopes to make a decision before the end of April. Once a decision is made, we will notify students on our listserv.

To add yourself to the listserv, go to [https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling](https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling)

**Question:** During this switch to remote learning – if I wish to drop a course - what is the deadline to do so?

Answer: During the Spring Quarter 2020 – students can drop both Impacted and Non-Impacted courses via [MyUCLA](https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling) through Friday of Week 10 of the quarter, with no transcript notation and no fees. A drop petition will not be required unless the drop is requested after Week 10.
Retroactive drops after Week 10 will still be by petition to the appropriate College/school advising office and an approved retroactive drop will still include a transcript notation.

**Question:** During this switch to remote learning – will the add deadlines change?

**Answer:** In short – no. Students are expected to establish their study lists by Week 2 and can add courses through the end of Week 3. All late fees for this quarter have been suspended through Friday of Week 10. If students want to add courses after Week 3, they will have to submit late add petitions.

Note that students will not be able to drop to zero units via MyUCLA. This will still require a withdrawal petition.

**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 Business Economics 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, you might not be subscribed to our listserv.

To add yourself to the listserv, go to [https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling](https://moodle2.sscnet.ucla.edu/course/view/Econ-Counseling)

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 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
Degree Plan Contract
Double Major Petition

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 the Management courses and/or the Accounting Minor?

**Answer**: Please send an email to 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, at ahernandez@humnet.ucla.edu

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

Answer: Please contact Janel Munguia via [MyUCLA](https://my.ucla.edu).