

## Enrollment & Waiting List Policies

*To be fair to all students, enrollment is handled exclusively through GOLD, on a first come, first serve basis. We are unable to assist students in getting back into courses they accidentally dropped, or were dropped from due to billing/collection issues. Please do not contact the instructor or undergraduate advisor for an approval code.*

### GENERAL CHEMISTRY ENROLLMENT POLICIES:

1. Enrollment during Pass 1 is limited to the following:
  - Chemistry and Biochemistry (all majors)
  - College of Engineering (following majors):
    - Chemical Engineering
    - Electrical Engineering
    - Computer Engineering
    - Mechanical Engineering
  - College of Creative Studies (following majors):
    - Chemistry and Biochemistry
  - Earth Science (all majors)
  - Ecology, Evolution, Marine Biology (all majors)
  - Environmental Studies (all majors)
  - Geography (following majors):
    - Physical Geography
  - Molecular, Cell, Developmental Biology (all majors)
  - Physics (all majors)
  - Psychology (following majors)
    - Psychological and Brain Sciences BS
    - Biopsychology
2. Students in Earth Science and Physical Geography BS majors must email **ugrads@chem.ucsb.edu** from their UMAIL address\* with the following information for an approval code for Chem 1A/1B/1C (lectures, not labs) *during Pass 1 only*:
  - Full Name
  - Perm Number
  - The course in which you are hoping to enroll (please include first and second preferences for lecture courses)

\*Please only send one email. Sending multiple emails will slow down the process.

3. Undeclared students, or students in majors not listed above, must wait until Pass 2 to enroll.
4. You must add the lecture (Chem 1A/1B/1C) before adding the lab (1AL/1BL/1CL). If you drop the lecture, you will be automatically dropped from the lab. If you drop the lab, you will not be automatically dropped from the lecture. You can find more information about course prerequisites in the general catalog:  
<https://www.sa.ucsb.edu/parents/Academics/UCSBGeneralCatalog.aspx>

## ORGANIC CHEMISTRY ENROLLMENT POLICIES:

1. Enrollment during Pass 1 is limited to the following:
  - 6AL/BL:
    - Chemistry and Biochemistry (all majors)
    - College of Engineering (following majors):
      - Chemical Engineering
    - College of Creative Studies (following majors):
      - Chemistry and Biochemistry
2. Undeclared students, or students in majors not listed above, must wait until Pass 2 to enroll.

## WAITING LIST POLICIES:

1. Waiting lists will only be made available if the course is full. Students must be registered in 12 units to view the waiting list.
2. When adding your name to the waiting list, sign up for *all* sections which fit into your schedule. Do not select a section if you are not prepared to take the course at that time.
3. Students will be auto-added from the waiting lists as spaces become available.
4. Waiting lists will be prioritized by students in majors that require the course, as well as class level/unit standing. GPA will be considered if major and class standing alone do not clearly determine seniority.
5. Waiting lists will close:
  - At the end of the 5<sup>th</sup> Day of Instruction for:
    - Chem 1A-B-C
    - Chem 109A-B-C
    - Chem 6AL (no labs during the first week)
  - Prior to the first day of instruction for:
    - Chem 1AL-BL-CL
    - Chem 6BL

## CRASHING POLICIES - LABS:

1. If you are not auto-added to the course prior to the waiting list closing, you **MUST** crash the course in order to remain eligible to enroll. Attendance will be enforced by the Teaching Assistants via a Crash List.
2. You do not need to be on the Waiting List to crash courses, though students on the Waiting List will receive priority.
3. You may continue to crash labs until the add deadline (typically the 3<sup>rd</sup> week of class).
4. Chem 6AL: Do not crash during the first week.
5. Chem 1AL/1BL/1CL/6AL/6BL: All crashers must meet in front of the Undergraduate Stockrooms (General Chemistry: 2<sup>nd</sup> floor stockroom, Organic Chemistry: in PSB-N Breezeway) to sign a crash list. Teaching Assistants will distribute approval codes (via UMAIL account ONLY) as spaces become available, following the policies listed above.
6. You will have 24 hours to register, with your approval code, before the space is offered to the next student on the waiting list.
7. Please do not contact the course instructor or undergraduate advisor for any lab approval codes.

**SWITCHING SECTIONS POLICY:**

1. If the course is still open on GOLD, and there is a space in the section you would like to switch into, you can change sections by selecting the "SWITCH" button on GOLD. Please do not drop your current section and re-enroll; you will likely lose your space in the course.
2. If you would like to switch lab sections, please find another student to switch with. You and your classmate will need to fill out a Lab Switch Form in Building 232 for the switch to be made on GOLD. Please DO NOT crash another section to obtain an approval code. If you do not show up to the section you are currently enrolled in, you will be dropped from the course.
3. Students will not prohibited from switching ORGANIC labs once the first experiment has been completed.