Enrolling in Contract Courses on MyUCLA

Step 1
Logon to MyUCLA

Logon Screen

Step 2
Click on “Contract Courses” (listed under MyUCLA Features)

MyUCLA Features
- Address Book
- Admissions
- Appointments
- Bookmarks
- Calendar
- Chat
- Class Planner
- Contract Courses
- Counseling Online
- E-Cards
- Forums
- GPA Calculator
- Groups

Step 3
From the “My Contract Courses” page, students can view the status of previous contracts and create a new contract

My Contract Courses

Contract Courses allow students to pursue independent studies with the guidance of a faculty mentor.

Create a new contract

After submitting your contract, press ‘Reload’ on your browser to see the changes below.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Faculty Mentor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>05W</td>
<td>Poli Sci 199</td>
<td>Washington</td>
<td>Pending</td>
</tr>
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Comment:

view contract

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Step 4
Select year and term

Step 5
Choose a tutorial type from the Contract Course Menu

Step 6
Read enrollment instructions specific to the selected tutorial

If Josie is not eligible to enroll in the tutorial she will either receive a warning or will not be permitted to continue with the process depending on the type of restriction. In both cases she will be referred to the appropriate resource for more information about eligibility requirements.
Step 7a
Identify the unit that will administer the internship (195 only)

Step 7
Select the Subject Area for the tutorial

Step 8a
Choose Course #
Step 8
Select a Faculty Mentor

Step 9
Select grade type and number of units

Step 10
Enter description of internship and tangible evidence

If the number of units Josie requests would take her over the 8-unit limit per quarter allowed for Contract Courses, she will receive a warning advising her to review her study list before proceeding.
Step 11
Review contract

Step 12
Agree to contract terms

Create or lookup the class offering for the selected instructor

Step 13
Print completed contract and supplemental forms

Step 14
Final Instructions