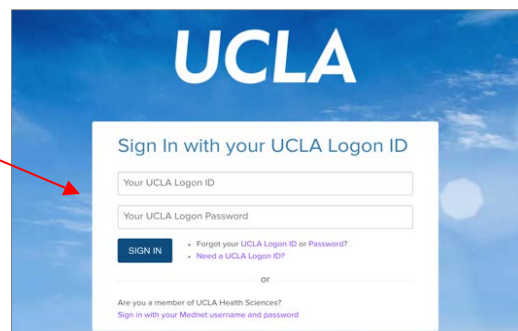
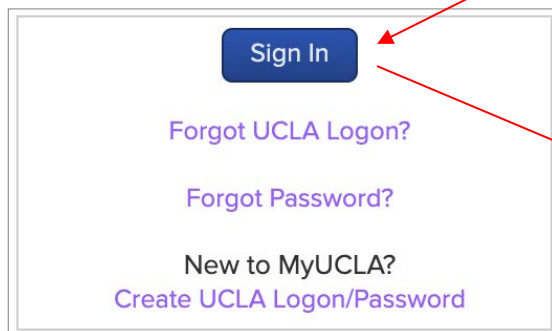


How to Enroll in an SRP 99 on MyUCLA

Step 1

Log on to MyUCLA at <https://www.my.ucla.edu/>.



Step 2

Click on the “Classes” and select “Contract Courses” under “Plan and enroll.” A new window will open. Click on “Create a new contract.”

UCLA MyUCLA

MY FEATURES | **CLASSES** | ACADEMICS | STAFF | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES

Plan and Enroll

- Class Planner
- Contract Courses**
- Enrollment Appointments
- Enrollment Home
- Find a Class and Enroll

Enrollment Actions

- Change Grade Type
- Change Units
- Drop a Class
- Exchange a Class or Section
- Move from Waitlist

Grades and Transcripts

- Exam and Homework Grades
- Expected Cumulative Progress (ECP)
- Final Grades and GPA
- GPA Calculator

Accessible Education

- Letter of Accommodation Request

Contract Courses

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

Contract courses allow students to pursue independent studies with the guidance of a faculty mentor. Completed contracts should normally be submitted by Friday of 2nd week. Please confirm this with your department as there may be some exceptions.

Create a new contract

Need Help?

Tutorials for Contract Courses

If you need additional assistance, you may choose to contact UTA by:

- Phone: (310) 206-4525
- 8am-5pm, Monday-Friday
- Send Feedback

Step 3

Read the process instructions and continue to “Create a new contract.”

Contract Courses

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

How the process works

Step 1: Build and print your customized contract

- Choose the type of contract you wish to create
- Review the preliminary steps that you need to complete before creating your contract
- Answer a series of brief questions that will include a request for a short course proposal
- Print your completed contract (you will need **Adobe Acrobat Reader** installed on your computer to complete this step—click [here](#) to download the Adobe Reader)

Step 2: Follow the instructions printed on your customized contract

- Obtain the specified signatures
- Submit your printed contract to the designated office

Tips

- If you quit the process before you have finished creating the contract, your work will not be saved.
- It is your responsibility to check the status of your contract by returning to your **MyUCLA Contract Courses** page or by verifying your enrollment on your **study list**.

Contact Us

Problems with this process? Call our help desk at (310) 206-4525
Feedback? Email MyUCLA@college.ucla.edu

Create a new contract

Step 4

Choose the appropriate term under the Term dropdown menu.
Then, select “Student Research Program (SRP) – 99” and click “Next.”

Contract Courses

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

The School of Engineering offers only 195 and 199 contract courses. Consult with the HSEAS Office of Academic and Student Affairs, 6426BH, if you have any questions.

Please select your Term

Choose term

Please select your Course

☐ Honors Contract - 89HC
adjunct to lower-division lecture course restricted to students in College Honors

☐ Community or Corporate Internship - 95
off-campus internship supervised by a faculty member

☒ Student Research Program (SRP) - 99
entry-level research experiences (3-10 hours per week) under faculty mentor guidance

☐ Individual Studies for USIE - 188SA
individual study with faculty mentor to develop and facilitate a USIE 88S seminar

Step 5

Read the course requirements and continue by pressing “Next.”

Contract Courses

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

Student Research Program (SRP) - 99

Spring 2020

You must complete the following steps before you can create a contract for this course:

- 1) Find a faculty mentor to supervise your work. If you do not have a faculty mentor, do not proceed with this process.
- 3) Prepare a 3-5 sentence paragraph describing what YOUR specific responsibilities are for the research project. Write the description in the first person. Prepare this description using a word-processing program such as Microsoft Word so you may "copy" and "paste" when prompted. For more information attend an SRP workshop; workshop schedule can be found at:

Science, Engineering, and Math:
<http://sciences.ugresearch.ucla.edu/courses/srp/>

Arts, Humanities and Social Sciences:
<http://hass.ugresearch.ucla.edu/courses/srp/>

Use a word-processing program such as Microsoft Word to prepare and save your work so that you may copy and paste it into your contract when prompted.

If you've completed these steps and are ready to begin creating your contract, click "continue."

If you haven't yet completed these steps, you may print a copy of the preparation instructions for this contract by clicking "print steps." You may return to MyUCLA via the "back to MyUCLA" link at the top of this page.

Print Instructions

Back Next

Step 6

Select your “Subject Area” from the dropdown menu and click “Next.”
“Subject Area” is the same as your faculty mentor’s department.

Contract Courses

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

Student Research Program (SRP) - 99 **Spring 2020**

Select the subject area for your tutorial. If the subject area you're looking for does not appear in the list box below, contact the department associated with that subject area for more information.

Please select your subject area

Choose subject area

Back Next

Step 7

Select the appropriate faculty mentor and click “Next.”

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

Student Research Program (SRP) - 99 **Winter 2020**

Please select your faculty mentor from the list box below and then click "continue."

Faculty Name
Burrell, Kenneth
Curtis, Tracy L.
Finch, Aisha
Grigsby, Eugene

Step 8

Review the information, select the total number of units for the course, and click “Next.”

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

Student Research Program (SRP) - 99 **AFRICAN AMERICAN STUDIES 99** **Winter 2020**

Mentor Details:

Name: Burrell, Kenneth
Address: DEAN'S OFFICE SOAA,
Email: Phone: 57403

The Gradetype for this class is PN

Please select total number of units

1.0

Back Next

Step 9

In the first person, write 3-5 sentences describing what your specific responsibilities are for the research project in the space provided, and click “Next.”

My Research Plan: You must write a paragraph (3-5 sentences) describing what YOUR specific responsibilities are for the research project. Please write the description in the first person.

300 characters left

Back

Next



Step 10

Thoroughly review the contract and click “Next.”

Student Research Program (SRP) - 99

AFRICAN AMERICAN STUDIES 99

Winter 2020

Below is a summary of the information you have entered. Please review it carefully. If you need to make any changes, use the "<< back" link to return to previous sections of the contract.

Student Details:

UID:

Email:

Name:

Phone:

Units: 1.0

Grade PN

Term: 20W

Type:

Mentor Details:

Faculty Burrell, Kenneth

Phone: 57403

Mentor:

Address: DEAN'S OFFICE SOAA,

E-mail:

My Research Plan: You must write a paragraph (3-5 sentences) describing what YOUR specific responsibilities are for the research project. Please write the description in the first person.

Research Plan Summary

Back

Next



Step 11

Agree to the contract terms and click “Continue.”

Below is a list of terms or requirements for this contract. You must indicate that you have read and understood these conditions by selecting the box next to each term. Once you've completed this step, you will be asked to indicate whether you are eligible to enroll in this course or whether you need to request an exception to those requirements.

- ☐ The student must be engaged actively in research activities and will not be engaged primarily in clerical, clinical or laboratory maintenance tasks.
- ☐ The student's project must provide the student with some measure of independence and fall within the research area of the student's faculty mentor.
- ☐ A student may enroll in only one SRP (99) course per term.
- ☐ 3-5 hours of work per week is the equivalent of 1 unit. 6-10 hours of work per week is the equivalent of 2 units. A student may earn a maximum of 2 SRP (99) units per term.
- ☐ For 6-week summer sessions, 5-8 hours of work per week is the equivalent of 1 unit, and 10-16 hours of work per week is the equivalent of 2 units.
- ☐ Only six units of SRP (99) credit can be applied toward degree requirements. A student may enroll in an additional 4 units of SRP (99) but will receive no credit toward degree.
- ☐ Up to four units of SRP (99) course work may count toward the College Honors unit requirement. However, SRP (99) course work will not satisfy the regular Honors Collegium course requirement for College Honors. Please see College Honors in A-311 Murphy for details.
- ☐ The student agrees to submit an evaluation form for this course before a grade is assigned and credit awarded.
- ☐ One faculty mentor may not sponsor more than ten (10) students enrolled in an SRP (99) in any one term.

☐ I meet all the eligibility requirements for this contract.

☐ I do not meet all the eligibility requirements for this contract and am requesting an exception.

If you are ready to proceed, click "continue" to save your contract information. WARNING: Once you click "continue," you will not be able to make any further changes to this contract. If you are not sure whether you should proceed, use the "<< back" link to return to the previous sections and make the appropriate changes.

Step 12

Select “View contract.” Save as PDF.

✔ Contract Saved Successfully.

⚠ You will not be enrolled in this course until you have completed all the steps described in the instructions that appear on your printed contract.

Press Print below to generate your printable contract (you will need Adobe Acrobat Reader installed on your computer to print your contract -- click [here](#) if you need to download the Adobe Reader).

Instructions (what you need to do next):

- Obtain the signature of your faculty mentor.
- Bring the signed form to A334 Murphy by 4:30 p.m. on Friday of Week 2. Late contracts will not be accepted.
- Following the University's transition to online classes, students may submit their SRP-99 contract and Lab Safety Fundamental Concepts (LSFC) certification, if required, in-person to the Undergraduate Research Center or online using the MyUCLA Message Center. The submission deadline is 4:30 PM on Friday of Week 2. Students who choose to submit their SRP-99 contract online should follow the below instructions:
- 1. Log in to MyUCLA
- 2. Click on the yellow "Need Help?" button in the top right hand corner
- 3. Click "Message Center."
- 4. Click the green "Ask a Question" button.
- 5. Select "Topic" and type "Student Research Program" in the text field.
- 6. Type "SRP-99 Enrollment" in the Subject Line.
- 7. Attach scanned copies of your signed SRP-99 contract and Lab Safety Fundamental Concepts (LSFC) certification, if required.
- 8. Click "Send"
- 9. You will receive a reply in the Message Center after your contract has been received and processed.
- It is your responsibility to check the status of your contract by returning to your MyUCLA Contract Courses page or by verifying your enrollment on your study list.

Note: if you are prompted to complete the Lab Safety Fundamentals course, please see page 10 for more information.

Step 13

Email the PDF contract to your faculty mentor to sign electronically.



Faculty Mentor Signature and Date (signature must be the person listed under "Faculty Mentor Name")

Supervisor Name (if other than faculty mentor)

Step 14

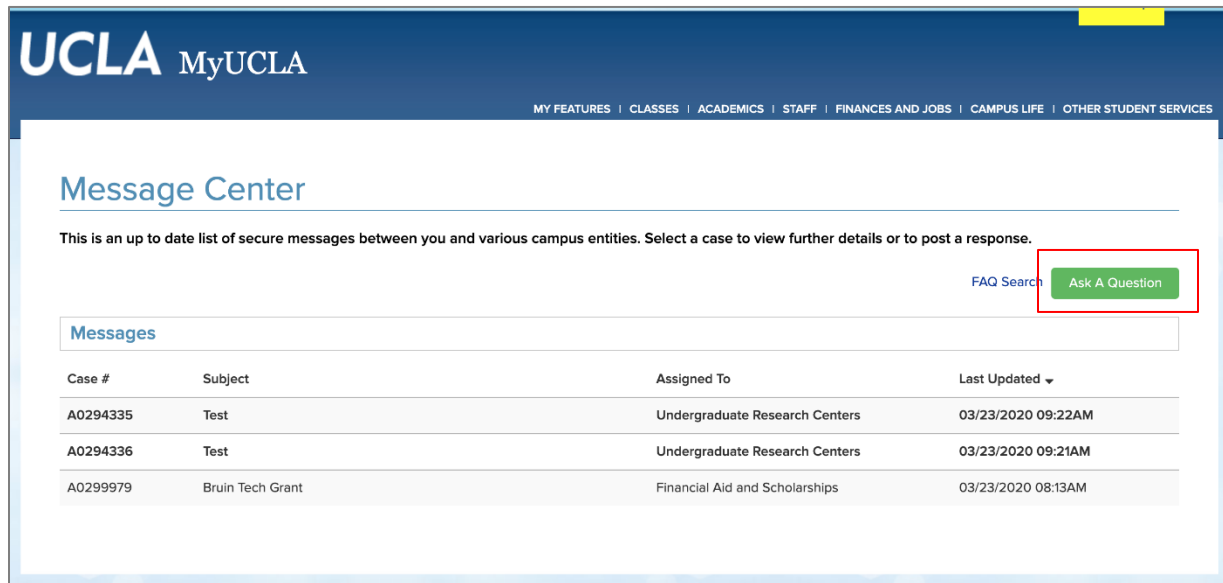
Turn in the signed contract to the Message Center on MyUCLA:
Log on to MyUCLA, and click on the "My Features" tab.

The screenshot shows the MyUCLA website interface. At the top, the navigation bar includes links for MYFEATURES, CLASSES, ACADEMICS, STAFF, FINANCES AND JOBS, CAMPUS LIFE, and OTHER STUDENT SERVICES. The 'MYFEATURES' tab is highlighted with a red box. Below the navigation bar, the 'MYUCLA FEATURES' section lists various services with icons indicating eligibility or selection status. A red arrow points from the 'MYFEATURES' tab to the 'Message Center' link, which is also highlighted with a red box. The 'Message Center' link is located under the 'Need Help?: Help' section. Other links visible include 'MyUCLA Features', 'Study List', 'Timesheet - TRS Legacy', 'WebMail', 'Remote Learning', 'Find a Class and Enroll', 'Timesheet - TRS UCPATH', 'Ask A Question', 'FAQ Search', and 'MyUCLA Tutorials'. On the right side, there is a sidebar with 'ACTION REQUIRED' (Holds, Survey), 'LEGEND' (Home Feature, Favorite Features), and 'NEED HELP?' (Contact UIT by phone or feedback).

Under the "Need Help?: Help" section, click on "Message Center."

Step 15

Click on “Ask a Question.”



UCLA MyUCLA

MY FEATURES | CLASSES | ACADEMICS | STAFF | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES

Message Center

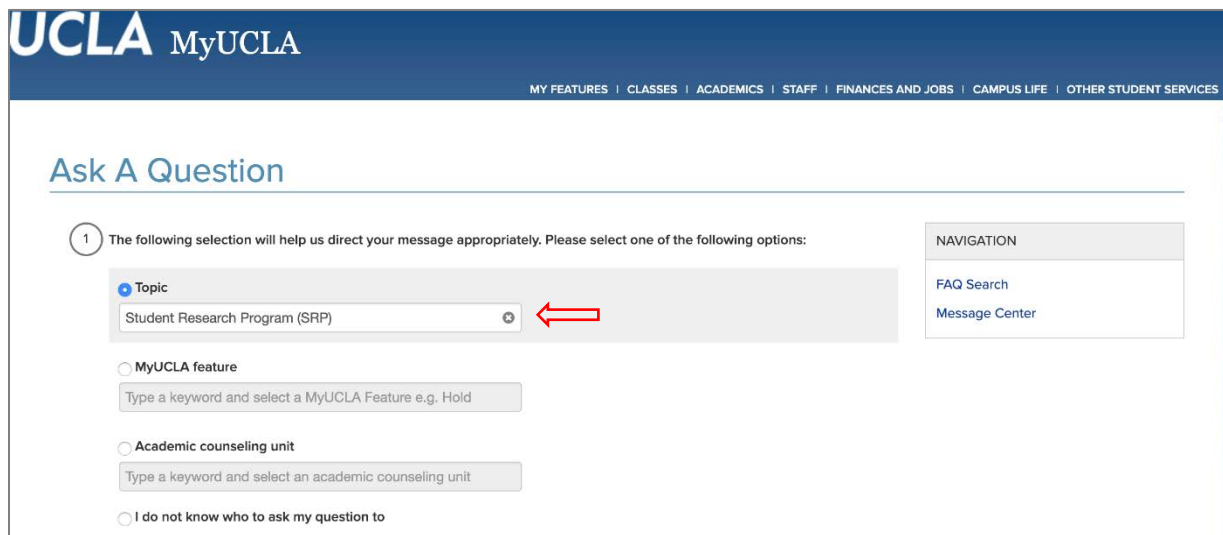
This is an up to date list of secure messages between you and various campus entities. Select a case to view further details or to post a response.

FAQ Search **Ask A Question**

Messages

Case #	Subject	Assigned To	Last Updated ▾
A0294335	Test	Undergraduate Research Centers	03/23/2020 09:22AM
A0294336	Test	Undergraduate Research Centers	03/23/2020 09:21AM
A0299979	Bruin Tech Grant	Financial Aid and Scholarships	03/23/2020 08:13AM

Choose “Student Research Program (SRP)” under the “Topic” dropdown menu.



UCLA MyUCLA

MY FEATURES | CLASSES | ACADEMICS | STAFF | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES

Ask A Question

1 The following selection will help us direct your message appropriately. Please select one of the following options:

☒ **Topic**

Student Research Program (SRP) ←

☐ **MyUCLA feature**

Type a keyword and select a MyUCLA Feature e.g. Hold

☐ **Academic counseling unit**

Type a keyword and select an academic counseling unit

☐ **I do not know who to ask my question to**

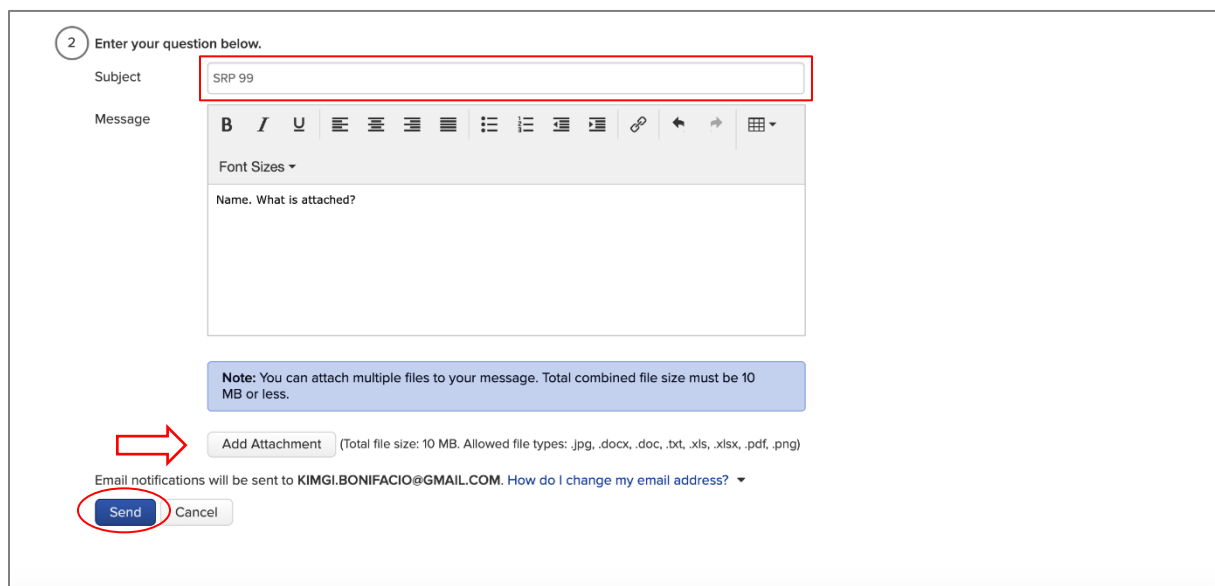
NAVIGATION

FAQ Search

Message Center

Step 16

Type “SRP 99” in the Subject Line. In the textbox, type your name and identify the document you are attaching. Click “Add Attachment” to attach your SRP 99 contract. Press “Send.” We will receive your SRP 99 contract and will process it during our normal business hours.



2 Enter your question below.

Subject SRP 99

Message

B *I* U [Text Alignment Icons] [List Icons] [Link Icon] [Reply Icon] [Reply All Icon] [Insert Table Icon]

Font Sizes ▾

Name. What is attached?

Note: You can attach multiple files to your message. Total combined file size must be 10 MB or less.

Add Attachment (Total file size: 10 MB. Allowed file types: .jpg, .docx, .doc, .txt, .xls, .xlsx, .pdf, .png)

Email notifications will be sent to KIMGL.BONIFACIO@GMAIL.COM. [How do I change my email address?](#) ▾

Send Cancel

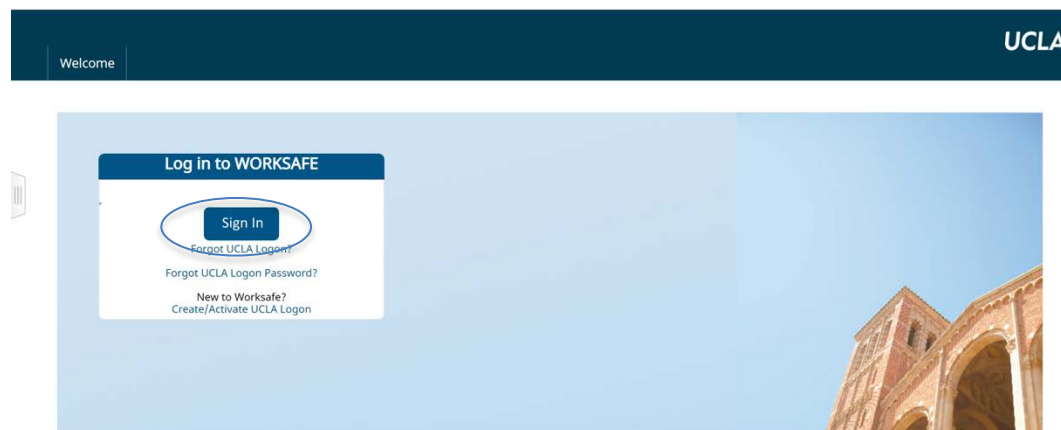
Questions?

Contact us over the phone at (310) 825-2935 or by email at urhass@college.ucla.edu.

How to Enroll in the Lab Safety Fundamentals Course (LSFC)

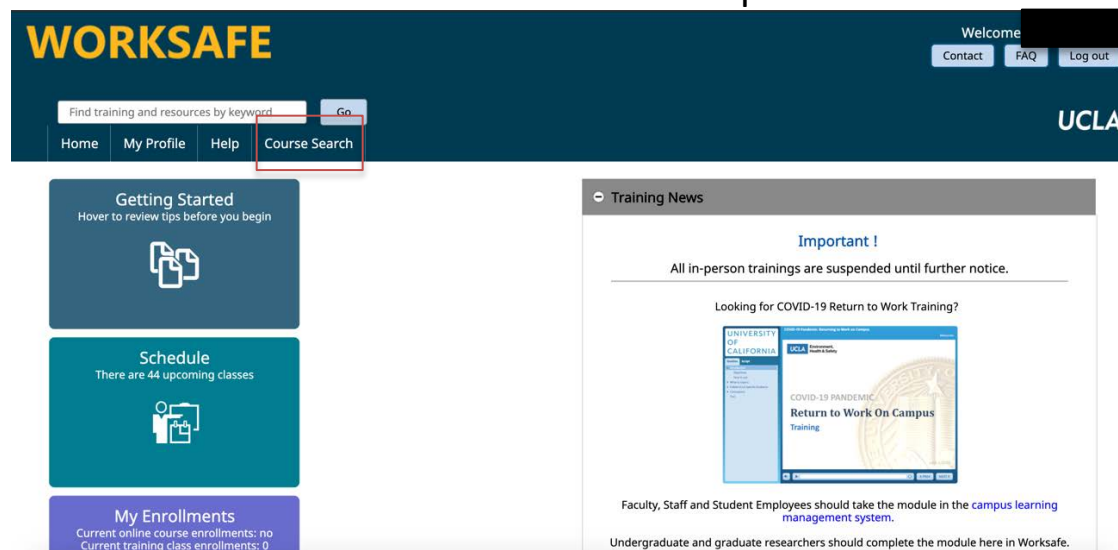
Step 1

Log onto UCLA Worksafe at <https://worksafe.ucla.edu/>



Step 2

Click on the “Course Search” tab on the top left-hand side



Step 3

Choose the “Laboratory Safety Fundamentals” Course

The screenshot shows the WORKSAFE UCLA website. The header includes the WORKSAFE logo, a search bar, and navigation links (Home, My Profile, Help, Course Search). A sidebar on the left lists various safety topics. The main content area displays a grid of course cards. The 'Laboratory Safety Fundamentals' course card is highlighted with a red box, and a red arrow points to it. The card shows a laptop icon, the course title, 'Self Paced' status, and details: 'Status: Not Taken', 'Delivery: On-Line', and 'Duration: 1.25'.

Step 4

Click “launch” to begin the course

The screenshot shows the 'Laboratory Safety Fundamentals' course page. The header is 'Laboratory Safety Fundamentals'. Below it is a laptop icon and the text 'Self-Paced'. The 'Course Description' section states: 'This module will provide an overview of laboratory safety requirements, and is required by all laboratory personnel. Topics of discussion include: the recognition and mitigation of laboratory hazards; the use of engineering controls, administrative controls and personal protective equipment; working safety with chemicals; the use of SDSs, procedures for disposing of hazardous chemical waste, and fire safety precautions for the laboratory.' A yellow highlight is on the text: 'This course is the initial training offered, and only needs to be taken once. If expired, please navigate to the refresher course HERE!'. The 'Category' is 'Laboratory Safety' and the 'Duration' is '1.25'. At the bottom, a red box highlights the 'Launch' button. On the right, the 'Current status for this skill or lesson' is 'Status: Not Taken'. Below this, there are tabs for 'Documents (0)' and 'Equivalents (4)'. The 'Documents (0)' tab is selected, showing a table with columns 'Document Name' and 'Audience'. The table is empty, with the text 'There are no Documents associated with this Course' below it.

Questions?

Choose “Contact” at the top right corner

The screenshot shows the WORKSAFE UCLA website. The header is dark blue with the 'WORKSAFE' logo in yellow and 'UCLA' in white. A search bar with the text 'Find training and resources by keyword' and a 'Go' button is on the left. Navigation links include 'Home', 'My Profile', 'Help', and 'Course Search'. In the top right corner, there is a 'Welcome' message, a 'Contact' link (circled in red with a red arrow pointing to it), a 'FAQ' link, and a 'Log out' button. Below the header, there is a 'Contact Information' section with a grey background. The contact details are as follows:

Contact:	<u>UCLA Environment Health & Safety</u>
Details:	Email: training@ehs.ucla.edu Phone: (310) 794-1899

At the bottom of the page, there are social media icons for Facebook, Twitter, LinkedIn, and YouTube.