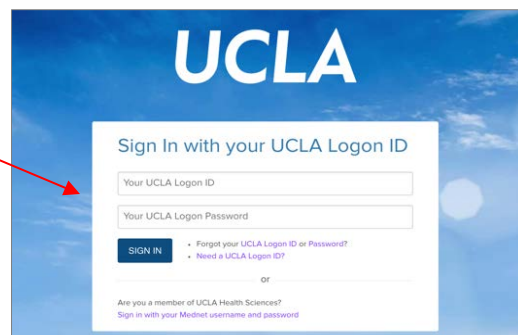
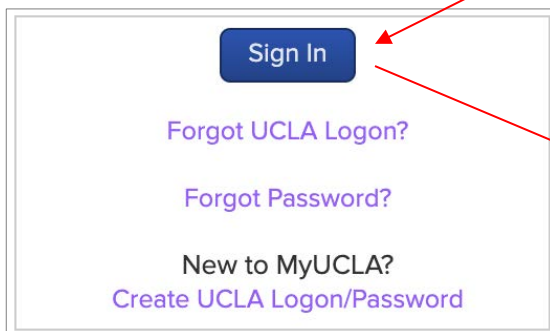


## How to Enroll in an SRP 99 on MyUCLA

### 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.”

The screenshot shows the MyUCLA website interface. At the top, the navigation bar includes "MY FEATURES | CLASSES | ACADEMICS | STAFF | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES". Below this, a menu is organized into categories: "Class Resources", "Plan and Enroll", "Enrollment Actions", "Grades and Transcripts", and "Accessible Education". The "Plan and Enroll" category is expanded, showing options like "Class Planner", "Contract Courses", "Enrollment Appointments", "Enrollment Home", and "Find a Class and Enroll". A red box highlights "Contract Courses" with a red arrow pointing to it. Below the menu, a "Contract Courses" modal window is open. It contains introductory text about the enrollment process and a button labeled "Create a new contract" which is circled in red. A "Need Help?" sidebar is also visible on the right side of the modal.

## Step 3

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

The screenshot shows the "Contract Courses" page with detailed instructions. The page title is "Contract Courses" and the introductory text states: "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 main heading is "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](mailto:MyUCLA@college.ucla.edu)

A red box highlights the "Create a new contract" button at the bottom of the page.

## 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.

i 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 Mentors	
Faculty Name	
Burrell, Kenneth	✓
Curtis, Tracy L	
Finch, Alisha	
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 Mentor:	Burrell, Kenneth	Phone:	57403
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.

**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**

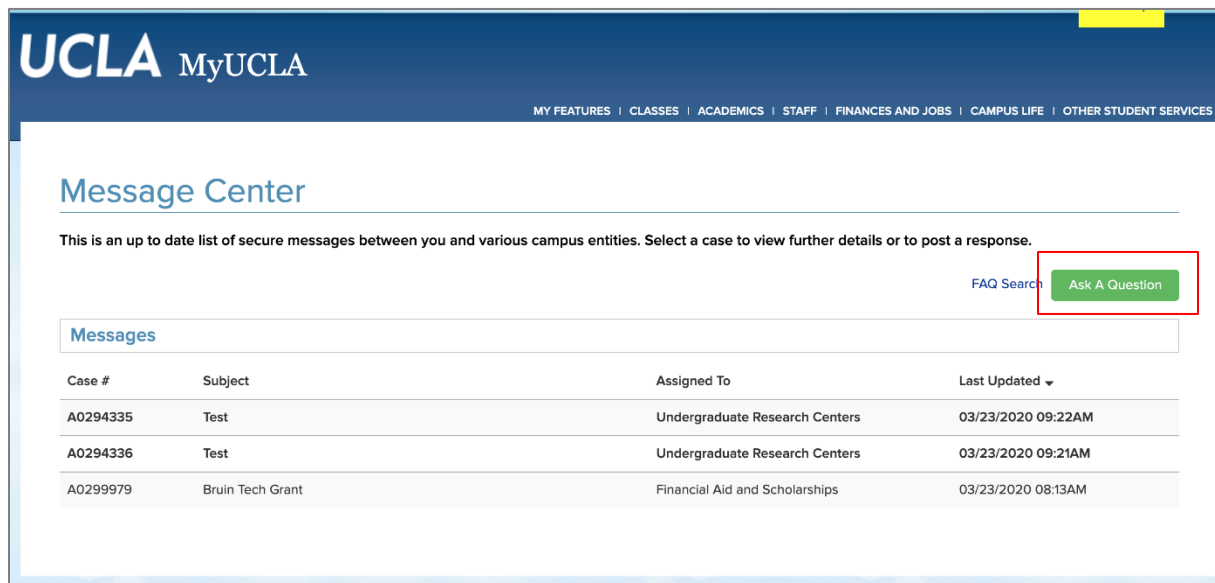
Turn in the signed contract to the Message Center on MyUCLA:  
Log on to MyUCLA, and click on the "My Features" tab.

The screenshot shows the MyUCLA website interface. At the top, the navigation menu includes "MY FEATURES", "CLASSES", "ACADEMICS", "STAFF", "FINANCES AND JOBS", "CAMPUS LIFE", and "OTHER STUDENT SERVICES". The "MY FEATURES" tab is highlighted with a red box. Below the navigation, the "MYUCLA FEATURES" section is displayed. On the right side, there is an "ACTION REQUIRED" section with links for "Holds Academic and Financial Holds" and "Survey UCLA College Senior Survey". Below that is a "LEGEND" section explaining feature icons: Home Feature (Eligible/Selected), Favorite Features (Eligible/Selected). At the bottom right, there is a "NEED HELP?" section with contact information for UIT. In the "Need Help?: Help" section, the "Message Center" link is highlighted with a red box. A red arrow points from the "Message Center" link back to the "MY FEATURES" tab in the navigation menu.

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

## Step 15

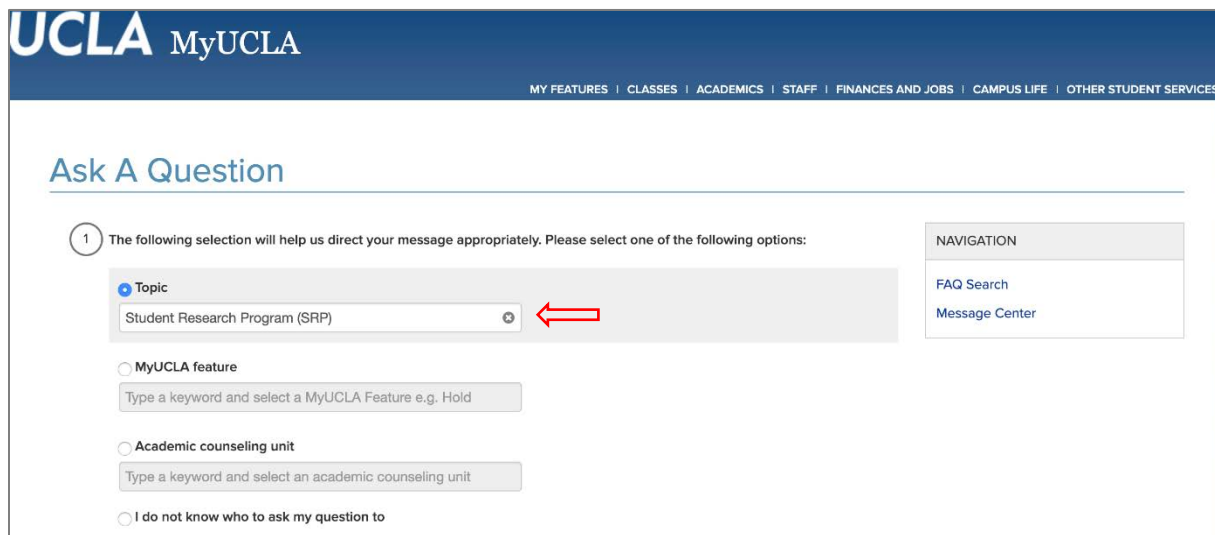
Click on “Ask a Question.”



The screenshot shows the UCLA MyUCLA Message Center. At the top, there is a navigation bar with links for MY FEATURES, CLASSES, ACADEMICS, STAFF, FINANCES AND JOBS, CAMPUS LIFE, and OTHER STUDENT SERVICES. Below this is the 'Message Center' header. A sub-header states: '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.' To the right of this text are links for 'FAQ Search' and 'Ask A Question', with the latter highlighted by a red box. Below the text is a table of 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.

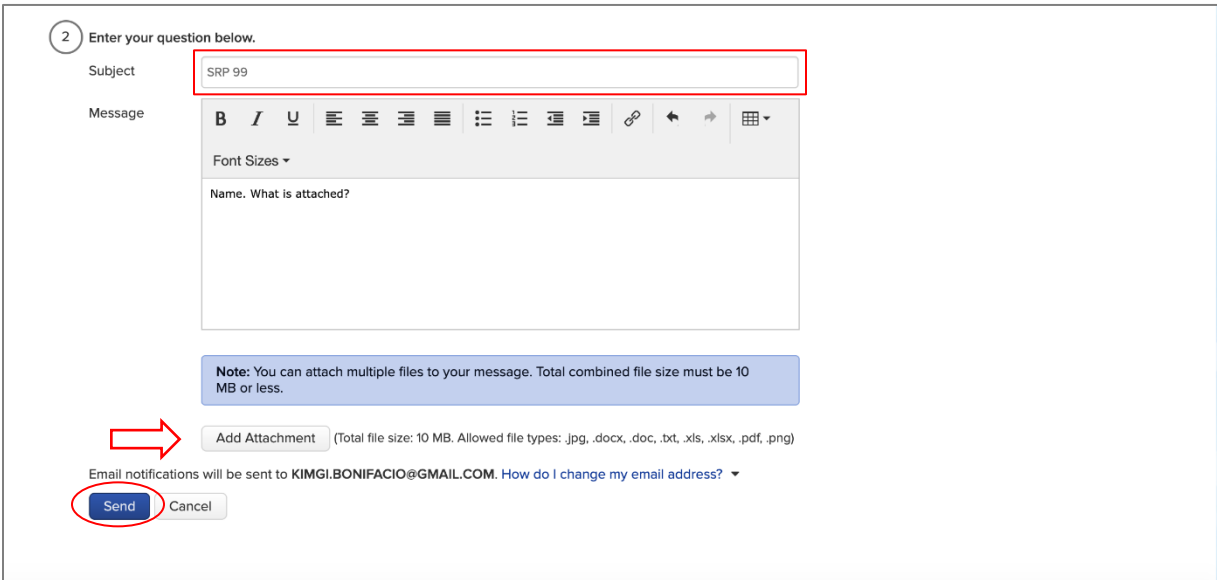


The screenshot shows the UCLA MyUCLA 'Ask A Question' form. At the top, there is a navigation bar with links for MY FEATURES, CLASSES, ACADEMICS, STAFF, FINANCES AND JOBS, CAMPUS LIFE, and OTHER STUDENT SERVICES. Below this is the 'Ask A Question' header. A sub-header states: 'The following selection will help us direct your message appropriately. Please select one of the following options:'. Below this is a form with four radio button options: 'Topic', 'MyUCLA feature', 'Academic counseling unit', and 'I do not know who to ask my question to'. The 'Topic' option is selected, and a dropdown menu is open, showing 'Student Research Program (SRP)' as the chosen option, indicated by a red arrow. To the right of the form is a 'NAVIGATION' sidebar with links for 'FAQ Search' and '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.



The screenshot shows an email composition window. At the top, it says "2 Enter your question below." Below this, there is a "Subject" field containing "SRP 99". Underneath is a "Message" field with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, insert table) and a "Font Sizes" dropdown. Below the message field is a "Name. What is attached?" field. A blue note box states: "Note: You can attach multiple files to your message. Total combined file size must be 10 MB or less." Below the note is an "Add Attachment" button with a red arrow pointing to it, and a note: "(Total file size: 10 MB. Allowed file types: .jpg, .docx, .doc, .txt, .xls, .xlsx, .pdf, .png)". At the bottom, there is a "Send" button circled in red and a "Cancel" button. A note at the bottom says: "Email notifications will be sent to KIMGI.BONIFACIO@GMAIL.COM. How do I change my email address? ▾"

## Questions?

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