How to Enroll in an SRP 99 on MyUCLA

**Step 1**
Log on to MyUCLA at [https://www.my.ucla.edu/](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.”

**Step 3**
Read the process instructions and continue to “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.”

**Step 5**
Read the course requirements and continue by pressing “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.

**Step 7**  
Select the appropriate faculty mentor and click “Next.”

**Step 8**  
Review the information, select the total number of units for the course, and click “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.”

**Step 10**
Thoroughly review the contract and click “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 understand 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 these requirements.

- The student must be engaged in research activities and will not be engaged primarily in clinical, 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 10-15 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 College 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.

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 courses, 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.

Under the “Need Help?: Help” section, click on “Message Center.”
**Step 15**
Click on “Ask a Question.”

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

Questions?

Contact us using the MyUCLA Message Center (Topic: Undergraduate Research Query) or by email at urcsciences@college.ucla.edu.