

SRP-99 Enrollment Checklist

Eligibility

- Must have a research project arranged with a UCLA faculty member
- Must be in good academic standing
- Must be enrolled in 12 units minimum prior to enrollment (not applicable during Summer Sessions)

Before you create your SRP-99 contract

- Draft a course proposal with your faculty mentor. Your proposal should be at least 4-5 sentences which describes the work you will be doing throughout the quarter.
- Discuss with your faculty mentor how many hours per week you will be working on average.
 - If you plan to work between 3-5 hours per week, you will enroll in SRP-99 for 1 unit.
 - If you plan to work between 6-10 hours per week, you will enroll in SRP-99 for 2 units.
- Submit a petition to your advising unit (CAC, AAP, Honors, or Athletics) to increase your study list unit max, if necessary. The College and schools set a maximum number of units in which a student may enroll. Students must petition to enroll in excess units.

Creating your SRP-99 contract

- Log in to <https://www.my.ucla.edu/>
- Click the “Classes” tab, then click “Contract courses” under the *Plan and Enroll* column.
- Follow the prompts for SRP-99 courses

After your SRP-99 contract is created

- Procure your faculty mentor’s signature. Electronic signatures are ok.
- The Department Chair’s name is not required.
- The Supervisor’s name is optional but may be used to establish reporting duties.

After your SRP-99 contract is signed

- Submit your signed contract to the Undergraduate Research Centers via Message Center (*Topic: Student Research Program (SRP) Course 99 only*) by 5:00 PM on Friday of Week 2. You will receive a reply in Message Center after your contract has been processed by a staff member. Check back frequently.

Common reasons SRP-99 contracts are not approved

- Your contract was submitted late. We cannot accept contracts after 5:00 PM on Friday of Week 2.
- Your contract was created for the wrong term/quarter. Contracts cannot be revised after they are created. A new contract must be created on MyUCLA for the correct term/quarter.
- Your contract is missing your faculty mentor’s signature
- Your proposal does not sufficiently describe your research tasks
- Your study list max has been reached and you have not petitioned for excess units

Important info for students working with a Health Sciences faculty member

- All students who are working with a Health Sciences faculty must receive clearance from the Health Science Volunteer Office. This includes students participating in clinical and nonclinical research.
- The clearance process is initiated by your faculty mentor and can take a few weeks to complete.
- Students who are enrolling in an SRP-99 course for clinical research must have at least started the clearance process before SRP enrollment can be approved.