



# **Undergraduate Student Handbook 2025-2026**

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**Department of  
Chemistry & Biochemistry**

**UCLA** College | Physical Sciences  
**Chemistry & Biochemistry**

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# Welcome

This handbook contains important information about the department, the major, helpful websites, and departmental tools to help in your success at UCLA.

## Undergraduate Office Newsletter

- Separate from our department newsletter, this newsletter is specifically made for our undergraduate majors. The newsletter includes reminders/academic deadlines, research opportunities, related student organizations, and departmental scholarships.
- Sign-Up Link: <https://forms.gle/5D2Cn9CnPVZLqjgU7>

## Departmental Links

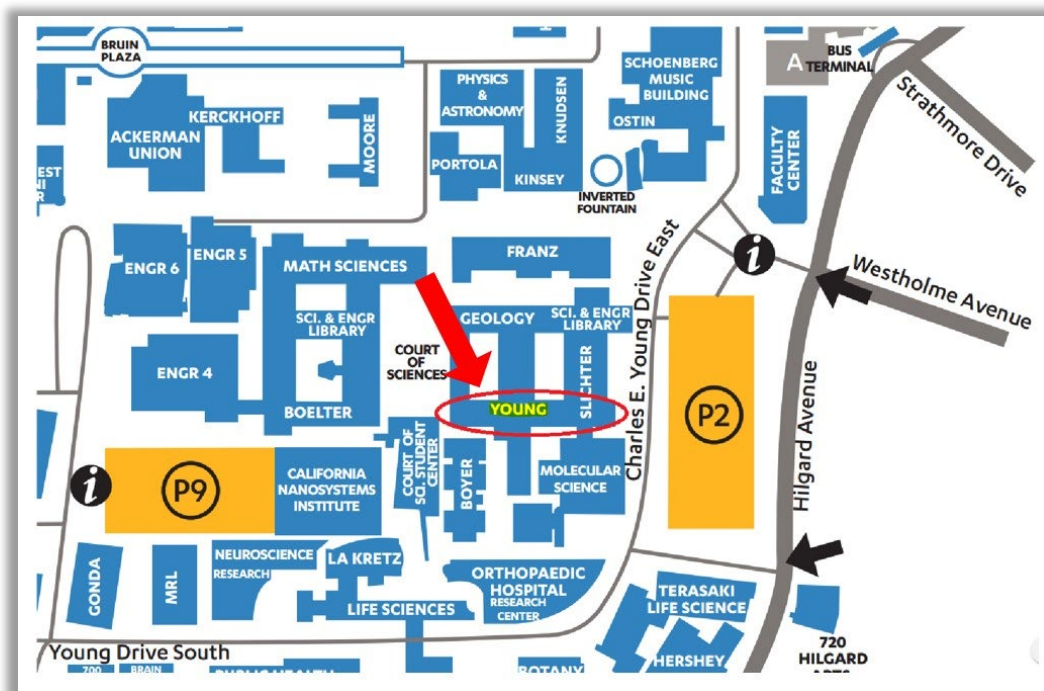
- **Department Website**
- **Tutoring List** | Updated every September
- **Pre-Health Requirements** | Career Center
- **Faculty Directory**
- **Seminars & Events** | Open to all students; some events may require reservations
- **Department Newsletter** | Sign up for the weekly department newsletter

## University Links

- **College Advising Units** | For academic advising outside of the major
  - **College Academic Counseling (CAC)**
  - **Academic Advancement Program (AAP)**
  - **College Honors Programs**
  - **Athletics**
- **Career Center**
- **Financial Aid**
- **Center for Accessible Education (CAE)**
- **Counseling & Psychological Services (CAPS)**
- **LGBTQ Center**

# Chemistry & Biochemistry Undergraduate Office

The Undergraduate Office is located in Young Hall 3013.



**Business Hours:** Monday-Friday | 8:00 AM - 5:00 PM (Closed 12-1PM)

**Advising:** In-person and Zoom, by appointment

**General Inquiries:** [cbugrad@ucla.edu](mailto:cbugrad@ucla.edu)

Academic Advisors	
Ana Guido <a href="mailto:guidoana91@ucla.edu">guidoana91@ucla.edu</a> (424) 259-5797	Ariana Rodriguez <a href="mailto:ariana0239@g.ucla.edu">ariana0239@g.ucla.edu</a> (424) 259-5797

## Services Offered by Advising Staff:

- Major Advising
- Course Planning
- Change of Major
- Degree Progress
- Enrollment Assistance
- Grade Change Inquiries
- Referral to Campus Resources
- Research Opportunities (196A, 196B, 199)
- Graduation & Commencement
- Departmental Scholars Program

# Student Organizations

## Departmental Student Organizations

### **Alpha Chi Sigma** | Co-Ed Chemistry Fraternity

- Purchase Lab Supplies, Free Tutoring



### **SMACS** | Student Members of the American Chemical Society

- Events, Programs, Resources



### **BiochemASE** | Biochemistry Association for Student Enrichment

- Networking, Mentorship



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## More STEM Student Organizations

### **CURE at UCLA** | Collaboration in Undergraduate Research Enrichment at UCLA

CURE at UCLA aims to expose, interest, and prepare undergraduate students for an optimized and exciting research experience.

### **Organization for Cultural Diversity in Science**

Working to increase visibility and promote student participation at all educational levels in the physical and life sciences through community college outreach events and a quarterly lecture series.

### **Queers in STEM**

An organization for LGBTQ+ graduate and undergraduate students in STEM-fields at UCLA.

### **SACNAS** | Society for the Advancement of Chicanos and Native Americans in Science

Fostering the success of science students, postdocs and professionals by providing a forum for academic, social and community activities and services.

### **STEM Transfer Community**

Informs, empowers, and unites STEM transfer students at UCLA.

### **Women in the Physical Sciences**

WPS is an organization that seeks to create a supportive atmosphere for all women in science, technology, engineering, and mathematics (STEM) fields of study. Its goal is to provide encouragement and guidance to our members through research opportunities, academic related excursions, and social activities.

## Majors and Specialization

Majors in Chemistry, Biochemistry, & Chemistry-Materials Science, and General Chemistry are complex subjects that require a strong background in math, physics, and biology. For any of these majors, you will be required to take a series of rigorous preparation courses to aid you in your understanding of the various chemical fields. The organization of the curriculum allows you to begin taking chemistry courses, along with other preparation courses, during your first quarters at UCLA.

Biochemistry	<p>This major is designed primarily for students who are interested in attending graduate school in Biochemistry or related areas. Biochemistry is the chemistry of living systems. It also satisfies many of the requirements for applying to medical school and other professional schools.</p>
Chemistry	<p>This major is designed primarily for students who are interested in attending graduate school in Chemistry or related areas. It also satisfies some of the requirements for applying to medical school and other professional schools.</p> <ul style="list-style-type: none"> <li>➤ <b>Organic Chemistry</b> is the chemistry of carbon-containing compounds.</li> <li>➤ <b>Inorganic Chemistry</b> is the chemistry of inorganic substances.</li> <li>➤ <b>Physical Chemistry</b> is the physical behavior of substances in relation to their structures and chemical properties.</li> </ul> <p><u>Physical Chemistry Concentration</u>            This concentration within the Chemistry major is designed primarily for Chemistry majors for students attending graduate school in Physical Chemistry, Physics, or related areas.</p>
Chemistry- Materials Science	<p>This major is designed primarily for students who are interested in chemistry with an emphasis on material properties. The major is appropriate preparation for graduate studies in fields emphasizing interdisciplinary research involving chemistry, engineering, and applied science.</p> <p><u>Chemistry-Materials Science Organic Concentration</u></p> <p>This concentration is only for Chemistry-Materials Science majors. The major provides appropriate preparation for graduate studies in fields emphasizing interdisciplinary research involving chemistry, engineering, and applied science.</p>
General Chemistry	<p>This major is intended for students who wish to acquire considerable chemical background in preparation for careers in secondary school chemistry teaching. The major may also be appropriate for some students who plan to enter other chemistry-related careers involving teaching chemistry to non-chemists.</p>
Computing Specialization	<p>This specialization can be added to either the Chemistry or Biochemistry major and is designed for students who are interested in adding computer programming and computational chemistry to their Chemistry or Biochemistry degree.</p>

## Careers in Chemistry & Biochemistry (CHEM 147)

**2 Upper Division Units**

**Pass / No Pass**

**Open to all Biochemistry, Chemistry, Chemistry-Material Science majors**

**Offered twice a year (Fall and Spring)**

Chemistry 147 - *Careers in Chemistry and Biochemistry* is a weekly seminar course that has two key objectives:

- (1) To share with Chemistry and Biochemistry majors some of the employment and career opportunities that are available after earning their UCLA degrees, as well as some of the strategies to approach a job search
- (2) To network with seminar speakers, faculty, and fellow students in order to develop professional skills and seed future professional relations

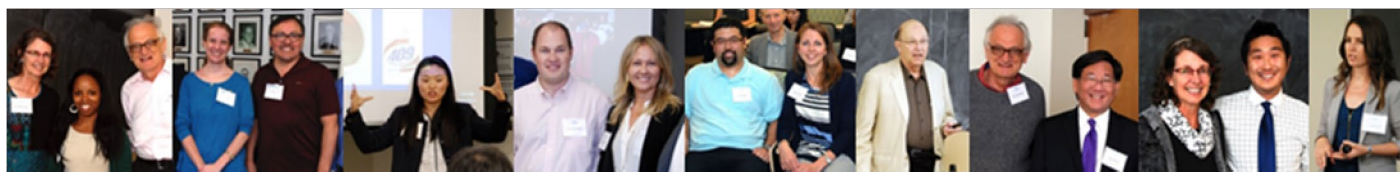
Each week a UCLA alumnus is invited to give a presentation that describes her/his career path in areas such as industry, government, research, development, education, law, health care, etc. Speakers describe how their education in Chemistry and Biochemistry helped them become successful and share with students the key skills and knowledge that have helped them advance in their professions. Each presentation is followed by a Q&A / discussion and a reception that gives the students an opportunity to develop a closer fellowship amongst themselves, speakers, and department faculty.

Some of the presenters from previous quarters:

- **Dr. Anna Fisher** (B.Sc. '71, M.D. '76, M.S. '85) - former NASA astronaut who flew aboard Space Shuttle Discovery on mission STS-51A
- **Dr. Bryana Henderson** (Ph.D., M.S. Physical Chemistry '11) - Scientist, Planetary Ices Group, JPL
- **Dr. Steve Kim** (Ph.D. Biochemistry & Molecular Biology '01, Harold Martinson group) - JD, Intellectual Property, Patent Law
- **Dr. Justine Lee** (B.S. Molecular, Cell, and Developmental Biology '99) - Craniofacial and Pediatric Plastic Surgeon, Bernard G. Sarnat Endowed Chair in Craniofacial Biology, UCLA Geffen School of Medicine
- **Dr. Jon Low** (B.S. Biochemistry '08) - Associate Scientist & Medicinal Chemistry, Amgen
- **Cynthia Ma** (B.S. Chemical Engineering '12, M.Ed. Science Education '13) - Chemistry and Physics Teacher at Green Dot Public Schools
- **Dr. Kenny Mayoral** (Ph.D. Chemistry '13, Prof. Thomas Mason's group) - Scientist II, Beyond Meat
- **Dr. Tanya Petrossian** (B.S. Biochemistry '05; Ph.D. Biochemistry and Molecular Biology '10, Prof. Steven Clarke group) CEO of EndoCyclic Therapeutics, Mayor Garcetti's Entrepreneur in Residence (EIR), Principal at Building Blocks Advisory Group
- **Dr. Ramin Slehi-Rad** (B.S. Biochemistry '01; M.D./Ph.D David Geffen School of Medicine UCLA '11, Internal Medicine '12, Prof. Michael Jung group) - Physician, UCLA
- **Dr. Taz Varkey** (B.S. Biochemistry '91) - Obstetrician Gynecologist

**Fall 2026**

**Mondays 5:00-6:20PM**



## Choosing your General Chemistry Course

All students that plan to take General Chemistry at UCLA are required to take the [Chemistry Diagnostic Exam](#).

Available online at <https://www.chemistry.ucla.edu/chemistry-diagnostic-exam/>

Shortly after you complete the exam, you will receive your general chemistry placement recommendation. Please note that this is only a **recommendation** and you should use your own judgment as to which course is most appropriate for you.

Students will receive a placement recommendation for one of the following courses:

- CHEM 14AE
- CHEM 20A or 14A; depending on student's major
- CHEM 20AH

**CHEM 14AE** covers the same content and has the same rigor as CHEM 14A; the two courses are equivalent on a transcript. The primary difference between them is that CHEM 14AE has a mandatory two-hour discussion section (compared to a one-hour discussion section for CHEM 14A), which is centered around group work and collaborative learning. The emphasis on lecture and discussion participation in CHEM 14AE should decrease the time students spend studying and doing homework outside of class, such that the total time spent on coursework is equivalent to CHEM 14A. The additional support provided in CHEM 14AE is intended help students with limited prior exposure to chemistry succeed in general chemistry without delaying their progress by taking a precursor course. (Offered Fall and Winter)

**CHEM 14A** discusses the quantum chemistry principles that lead to an understanding of atomic and molecular structure and properties, molecular interactions, and the properties of inorganic, organic and biological acids, bases and salts. Biological, environmental and socially relevant examples are used to illustrate the central role that chemistry plays in our world. (Offered Fall, Winter, Spring, Summer)

**CHEM 20A** surveys quantum chemistry, atomic properties, chemical bonding in molecules, spectroscopy, and an introduction to organic molecules and transition metal complexes. (Offered Fall, Winter, Summer)

**CHEM 20AH** is designed for students with a high-level of preparation for college chemistry. The course covers the same material as CHEM 20A but in more depth, and with more complex examples in a smaller class setting. (Offered Fall)

# How to Get Involved in Research

## What is Undergraduate Research?

In the most general sense of the word, research is independent study in a field of interest. Undergraduate research is usually done in a lab under the supervision of a faculty mentor. At UCLA, you are not limited to research within your major/department or limited to working with a single faculty mentor or project at a time.

## What is research in STEM?

STEM research is usually done in the laboratory of a PI, or principal investigator. This is the faculty that runs the lab. STEM research often addresses a hypothesis, or scientific question and entry-level undergraduate STEM research is usually done as part of a larger, ongoing project in the lab. Undergraduates new to STEM research are often trained and supervised by postdocs, technicians, grad students, and other senior undergraduate researchers.

## Why do Research?

- Conduct independent study in a field of interest that complements your studies, your academic goals, and your professional goals – and find out if a career in research is right for you!
- UCLA is a world-class research institution with prestigious faculty conducting original research
- Gain valuable experience to make you a competitive applicant for graduate school or future careers
- Build meaningful relationships with and receive mentorship from faculty and lab members

## Finding a Research Mentor

Getting involved in an undergraduate research project is not like signing up for a class. Instead, it is much more like finding a job. All students are responsible for finding their own faculty mentor and research project.

### Step 1. Finding a research project

- Think about previous courses you have taken and make a list of subjects that you find most interesting.
- Look at the departmental websites for the subjects in which you are interested.
- Think about what you want to gain from research experience.

### Step 2. Make a list of ideally 10-15 possible faculty mentors

- **Browse Department Websites:** Most departments have their own webpages with a list of faculty and what research they are currently working on.
  - i List of Departments: <https://www.college.ucla.edu/academics/departments-and-programs/>
- **Undergraduate Office Newsletter:** Separate from our department newsletter, this newsletter is specifically made for our undergraduate majors. Most newsletter editions include related research opportunities across campus.
  - i Sign-Up Link: <https://forms.gle/5D2Cn9CnPVZLqjgU7>
- **Ask your TAs and professors** if they have any open positions in their labs.

### Step 3. Contacting potential faculty mentors

[Send an email to your list of potential faculty members](#) introducing yourself and clearly indicating your purpose for contacting them. As an attachment to your email, include your curriculum vitae (CV). A CV is similar to a resume but is specific to your academic career.

## How to Get Involved in Research

For help refining your CV or cover letter, we recommend visiting the [UCLA Writing Center](#) or [UCLA Career Center](#).

The reason you want to reach out to at least 10-15 faculty members is because this process is just like finding a job. You may not get a response from everyone you reach out to. You may also receive plenty of declines. **Be persistent!** Every student who has wanted a research position has eventually secured one. If you don't hear back from a specific lab, send a polite follow-up email 1-2 weeks after your initial email.

### **Step 4. The interview**

When you contact potential mentors, you may find that one or more of them is unable to accept you into his/her lab. This may be due to a variety of circumstances so do not take it personally. In such a case, graciously thank them for their time. If a faculty does invite you for an interview, make sure you are on time and that you have questions to ask regarding the research and the laboratory environment. Be sure to inquire about how your research experience will be structured.

- Who will supervise and/or direct your research efforts?
- What will you be doing in the lab?
- What types of lab safety courses are required to work in the lab?
- What is the weekly time commitment? How flexible are schedule changes?

### **Earn Academic Credit**

When a potential faculty mentor agrees to accept you into their lab, the next step is to earn academic credit! Depending on your academic standing (freshman, sophomore, etc.), you can apply for lower division or upper division credit.

#### **Student Research Program (SRP) 99** | Lower Division

The Undergraduate Research center administers the Student Research Program which assists undergraduates in becoming part of the larger university research community.

SRP 99 is an entry-level independent research course.

Undergraduate Research Center - Sciences

Life Sciences Bldg. 2121

(310) 794-4227 [www.ugresearchsci.ucla.edu](http://www.ugresearchsci.ucla.edu)

#### **Departmental 196/199** | Upper Division

Departmental 196/199's are the 'next step' in pursuing undergraduate research. Although the specific rules and prerequisites vary by department, in general a Departmental 196/199 is intended as an upper-division research course that allows students to work on an independent research project under the guidance of a faculty mentor.

For guidelines in the Chemistry & Biochemistry Department, please refer to pages 12-13.

## Opportunities for Students in Research

### **Departmental Summer Undergraduate Research Fellowships (SURF)**

The Department's Summer Undergraduate Research Fellowship (SURF) offers undergraduates the opportunity to earn funding as they carry out research with a Chemistry or Biochemistry faculty mentor during the Summer. The mentor must agree to supervise the student during the Summer. The application and additional information are available on the department website.

### **Departmental Scholars Program (B.S./M.S. Program)**

The Departmental Scholars Program is designed for exceptionally promising undergraduate students in the department. It allows undergraduate students to earn their Bachelor's (B.S.) and Master's (M.S.) degrees simultaneously after completing one additional year of graduate level coursework and research.

Qualifications include:

- Major GPA of 3.5 or better
- Current research with a faculty member in the department

If you are interested in becoming a Departmental Scholar, consult the Chemistry & Biochemistry Undergraduate Office for more information on application dates for graduate admission. The Undergraduate Office is located in Young Hall 3013.

### **Programs to Get You Started in Research (Undergraduate Research Center – Sciences)**

#### **UC LEADS | UC Leadership Excellence through Advanced Degrees**

A two-year program that provides Physical Science and Engineering students with educational experiences that prepare them to assume positions of leadership in academia, industry, government, and public service following the completion of a doctoral degree, preferably at the University of California. Up to \$22k scholarship. Interested students can apply in winter.

#### **URFP | Undergraduate Research Fellows Program**

A two-quarter program that supports UCLA students who are conducting a life science, physical science, or engineering research project with a UCLA faculty during winter and spring quarter. Up to \$3k scholarship. Interested students can apply in fall.

#### **URSP | Undergraduate Research Scholars Program**

A three-quarter scholarship program that supports students who are conducting a life science, physical science, or engineering research project with a UCLA faculty. Up to \$6k scholarship. Interested students can apply in spring.

#### **SPUR | Summer Programs for Undergraduate Research**

The UCLA Summer Programs for Undergraduate Research (SPUR) offer upper division undergraduate students with outstanding academic potential the opportunity to work closely with faculty mentors on research projects. The programs are designed for students who wish to learn more about the graduate school experience and possibly pursue an academic career in teaching and research.

## Earning Academic Credit for Research

These instructions are specific to students conducting research in the **Chemistry & Biochemistry Department**.

You are more than welcome to do research in other departments. Just note that each department has different guidelines for contract courses.

### **Contract Course and Proposal – Due Friday of Second Week of each quarter**

#### **PREREQUISITES:**

- Junior standing with a minimum 3.0 GPA in the major OR
- Senior standing OR
- Consent of the instructor

#### **COURSE INFORMATION AND GRADING POLICIES:**

- **Chem 196A: Research Apprenticeship (take during 1st & 2nd research quarters)**
  - To be taken for the first 8 units of Research Tutorials in Chemistry and Biochemistry. Variable 2 to 4 units a quarter. Mandatory P/NP grading.
- **Chem 196B: Research Apprenticeship (take during 3rd research quarter)**
  - Prerequisites: 8 units of 196A, consent of instructor, and consent of department chair. Variable 2 to 4 units per quarter. May be taken for a maximum of 4 units. P/NP or letter grading.
- **Chem 199: Directed Research**
  - Prerequisites: 8 units of 196A on related material, consent of instructor, and consent of department chair. Variable 2-4 units per quarter. Can be repeated for 12 units max. P/NP or letter grading.
- **Chem 99: Student Research Program**
  - Administered through the Undergraduate Research Center (Life Sciences Bldg. 2121) and have different requisites, deadlines, and guidelines. Mandatory P/NP grading.
  - Recommended for first- and second-year students

#### **STUDENT INSTRUCTIONS:**

- On MyUCLA, go to the Classes > Plan and Enroll > Contract Courses. Select and complete the appropriate contract (196A, 196B, or 199).
- In the area designated for the description of the project, write "See Attached." A required written proposal must accompany your application. Instructions are on the next page. Assistance may also be received from your faculty mentor.
- In the area designated for the description of your tangible evidence to be completed at the end of the quarter, write "Report." You will have to write a final report that is due to the Undergraduate Office by Friday of Finals week. Guidelines for the final report will be e-mailed to you during 6th or 7th week.
- Obtain your faculty mentor's signature on the Contract. The Undergraduate Office will obtain the Department Chair's signature.
- A mandatory lab safety certification course through the Environment, Health & Safety Office (<https://worksafe.ucla.edu/>) must be completed and submitted with your application. A copy of the lab safety certification must be submitted each quarter, even if you previously submitted one. Enrollment will NOT be processed without this

# Research Proposal Guidelines for Chemistry & Biochemistry

(New and Continuing Research Students)

To enroll in Chemistry & Biochemistry Research Contract Courses (Chem 196A, 196B, 199) each quarter, you are required to submit a research proposal describing your research project. Clearly describing your research project will aid you in carrying out the research during the quarter and in writing your research report which must be submitted at the end of the quarter. You should work with your research mentor in preparing your proposal and research report.

Your research proposal should include the following:

1. A descriptive Title.
2. A brief (<250 words) Abstract describing the background, long-term goal(s), short-term objectives, and specific methods of investigation of your proposed research project.
3. A brief Introduction summarizing the background of your proposed investigation and your previous research accomplishments on the project (if applicable). The background should clearly summarize the essential chemistry or biochemistry relevant to your project and place your project in context of known science. You must have citations to the scientific literature. Indicate how this quarter's objectives relate to the work you have completed in previous quarters (if applicable). Explain how it is different (if applicable).
4. A description of what you propose to do (Methods). What hypotheses will your work test or what questions do you hope to answer? Describe the tasks or plan of experiments you will be performing including laboratory techniques you will be learning (or applying) and the kind of data you will be collecting (if applicable).
5. A brief Discussion describing how your proposed experiments will contribute to the short or long-term objectives of your research project- i.e. how does your work fit into the "big picture." Describe the direction your research project will follow in succeeding quarters.
6. A list of cited References using the proper format for literature citations. For Chemistry research use the format found in the Journal of the American Chemical Society and for Biochemistry research use the format found in Biochemistry.

In addition to the guidelines outlined above, you are required to indicate the amount of time you expect to spend on the course (12 hours/week is considered the minimum for 4 units of Research Contract Courses), and how frequently you expect to meet with your faculty mentor.

## Frequently Asked Questions

### I'm having trouble enrolling in a Chemistry/Biochemistry course; what should I do?

If you have taken the pre-requisites for a Chemistry or Biochemistry course at a different institution, MyUCLA will not recognize your transferred coursework, EVEN IF IT SHOWS CORRECTLY ON YOUR DAR. In this case, please follow the guidelines below or visit the Undergraduate Office (Young Hall 3013) for further assistance. Enrollments will NOT be done over the telephone. E-mail [cbugrad@ucla.edu](mailto:cbugrad@ucla.edu) with the following detailed information:

- Your Full Name
- Your Student ID number
- The Chemistry or Biochemistry course you wish to enroll into
- The course ID (9-digit) number of the open discussion or lab section you wish to enroll into ○ Please make sure it is the number that corresponds to the discussion or lab, not the lecture

Please do not send multiple e-mails. You will be enrolled and/or wait-listed within 24 hours of your original request. Please be aware of the following guidelines:

- You are only allowed 10 units total on your priority/1<sup>st</sup> pass
- You will not be able to enroll in wait list-only courses on your priority pass
- If the course is full, including the waiting list, we cannot override this
- Requests must be sent after your enrollment pass begins; we cannot enroll you before your pass starts
- We can only do Chemistry & Biochemistry enrollment; for all other enrollment inquiries please contact the respective department
- During peak enrollment periods, emails will typically will be answered even on evenings, weekends, and holidays

### Should I enroll in a class for which I have not met the prerequisites?

\* \* \* \* **NO!** \* \* \* \*

**We strongly advise against taking a course without having met the pre-requisites.** Here's why:

- Students who have taken courses out of sequence tend to not perform as well as students who have met all the pre-requisites for the course
- Sequence Restrictions: You may not receive grade credit or unit credit for a course taken out of sequence If you still insist on trying to take a course without the proper pre-requisites, please follow the guidelines:

**How to enroll in a class that you have not met the pre-requisites for.**

- Contact the instructor who is teaching the more advanced course you wish to take.
- The instructor must be willing to provide written consent (handwritten or email), indicating that they will allow you to take the course without meeting the pre-requisites.

## Frequently Asked Questions

### Help! I am on the waitlist for a Chemistry/Biochemistry course. What do I do?

The Chemistry & Biochemistry Department has realistic waitlists on all of our courses. Waitlists are monitored on a regular basis, and as space becomes available the waitlists will automatically be enrolled. If you are on the waitlist, you should still attend lecture, discussion and/or lab.

### Why is there only a waitlist for certain lab classes?

Chemistry 114(H), 136, 144, 154, C174, 184, and 185 are waitlist only. Why, you ask?

- Lab space is extremely limited
- Graduating seniors will be prioritized for enrollment consideration

You can only put yourself on the waitlist for these courses on your 1<sup>st</sup> or 2<sup>nd</sup> pass (you cannot put yourself on the waitlist during priority pass). It is highly recommended to put yourself on the waitlist for these courses on your first pass, as the waitlist could reach capacity.

You must attend lecture and lab during the first week for final enrollment consideration.

### How do I declare or change my major?

To declare a major in the Chemistry & Biochemistry Department, please visit the Undergraduate Office (Young Hall 3013). Eligibility for the Chemistry & Biochemistry Department:

- Be in good academic standing (Minimum 2.0 UC GPA, and no outstanding Ds or Fs)
- Ability to complete the proposed major within the unit maximum (216 units) and an appropriate time to degree

If you wish to change your major outside of the Chemistry & Biochemistry Department, please visit the respective department in which you are interested, as each department has their own eligibility requirements.

### Can I switch between the Chemistry 20/30 and the Chemistry 14 series?

- Chemistry 20/30 series is geared toward Physical Science majors
- Chemistry 14 series is geared toward Life Science majors

If students are uncertain which major (Physical Science vs. Life Science) they would like to pursue, and therefore unsure which Chemistry series to start, they may be able to switch later on.

- There are specific points where students can make a switch between the two Chemistry series

Please contact the Undergraduate Office ([cbugrad@ucla.edu](mailto:cbugrad@ucla.edu)) to determine if you can switch and/or which course to take next.

## Frequently Asked Questions

### If I think I may have taken a course at another school that I didn't get credit for here, what should I do so I don't have to take it again?

If you transfer in coursework that does not translate directly as a UCLA class, you may have to petition to receive credit for it.

- For GE coursework and College requirements, you can petition with your College Advising Unit ([CAC](#), [AAP](#), [Athletics](#), [Honors](#))
- For Chemistry classes, please submit a detailed syllabus of the course(s) you took at the other school(s) to the Undergraduate Office (Young Hall 3013) and we will have its course content evaluated for credit by our faculty. Whatever credit the professor determines you should receive will be reported to you in writing.

All necessary changes to your DAR must go through your major department. To petition credit in other subjects, students must go to those specific departments.

### Who do I talk to if I need to figure out what classes I should take next quarter?

The best place to start is your **Degree Audit Report**, found on MyUCLA, which lets you see what requirements you still need to fulfill. If you would like academic advising about Chemistry and Biochemistry courses or major classes, or if you want to find information on specific courses or course content, please reach out to our Undergraduate Office via email or in office (Young Hall 3013). They are free to see students on an appointment or drop in basis, weekdays from 8:30am-4:30pm. For L&S requirements, including GEs, students should visit their College counseling unit ([CAC](#), [AAP](#), [Athletics](#), [Honors](#)).

### I'm a pre-med student. Will this major meet the pre-med requirements?

All professional schools are different, so students should check the requirements for each school individually to make sure they are taking the correct classes to qualify for admissions. However, there are some standard science requirements that students usually need:

- 1 year of general chemistry
- 1 year of organic chemistry
- 1 year of biology
- 1 year of physics
- 1 year of math
- 1 course in biochemistry

The requirements for the Biochemistry major do cover most science requirements for medical school (NOT statistics), but students should always double-check individually with each school they are applying to. Please refer to the [Career Center website](#) and the [College Academic Counseling Pre-Health Requirement sheet](#) for more detailed information on pre-med requirements.

## Frequently Asked Questions

### **I'm planning on going to graduate school in Chemistry/Biochemistry/Materials Science. Who should I speak to?**

General information about graduate study in chemistry, biochemistry and related fields is available in the Undergraduate Office (Young Hall 3013). For specific questions about graduate studies at UCLA, you can speak to a counselor in the Graduate Office (Young Hall 3013).

### **How do I get/remove an 'Incomplete Grade'?**

To receive an Incomplete in a course you must be passing the course with a grade of "C" or higher. Receiving an Incomplete is at the discretion of the instructor and you must have extenuating circumstances as to why you need the Incomplete.

Incompletes must be made up the following quarter that you are a regular enrolled student at the University. If the Incomplete is not resolved, it will lapse to an "F". Details on making up the Incomplete are between you and the instructor and may be limited to course assignments and/or exams, as decided by the instructor.

When making up the Incomplete you should notify the instructor teaching the course the next quarter that you are making up the Incomplete, check when their exam dates are scheduled and if you can have access to their course materials. It is advised that you attend the lecture and discussion for the section, instructors have different teaching methods.

Extensions on Incompletes are rarely granted. If you have any questions on the policies on Incompletes, please contact the Undergraduate Office (Young Hall 3013).

### **When are midterms and final exams?**

Midterm and final exam information is posted in the Schedule of Classes. **Always read the Class Notes** as important information about evening midterm exams may be posted. In general, faculty will not provide a make-up exam for time conflicts. Also, we do not advise that student schedule two exams in one day.

### **Can I reschedule a final exam if I have a conflict?**

There are no make-up final exams. Please make sure there are no time conflicts with your final exams for the quarter. Faculty will not provide a make-up exam for time conflicts on exams. Should a situation arise that a final exam conflicts with a student's religious observances, an alternate exam schedule will be set up between the student and instructor.