



COLLEGE OF ENVIRONMENTAL DESIGN
Office of Undergraduate Advising
250 Wurster Hall, MC 1800

BERKELEY, CALIFORNIA 94720

Dear College of Environmental Design EAP Reciprocity Student,

Welcome to the College of Environmental Design! We are looking forward to meeting you here in Berkeley very soon.

The following is some important information for your semester or year at Berkeley.

Important Resources

The current [Schedule of Classes](#) and [Berkeley Academic Guide](#) are available on the web. The College of Environmental Design web site is <http://ced.berkeley.edu>

Studio:

Some of you have already been approved for enrollment in studio courses. The CED Undergraduate Advising office will assist you in enrolling in the studio course you have been assigned before the semester begins. Students who request placement in a higher level studio once they arrive may also elect to do this, but first they must receive approval from the department chair in Architecture.

I recommend that you speak to the professor of your studio class on or before the first day of instruction, to identify yourself as a study abroad or exchange student, so the professor is aware that you will have a different background than other UC Berkeley students. Please also note that most professors will ask you to bring a hard copy of your portfolio on the first day of class.

Choosing Courses:

Many students at Berkeley do what's called "course shopping" or "shop and drop". This means they will sign up for one extra course than what they think they will take, and attend all their courses the first (maybe even the second) week. Once they have had a chance to see what each course will be like, they decide on one class to drop – and end up with their final schedule of about 12-14 units.

Cal Central Enrollment and EAP Pre-Arrival:

You will be notified by email of the EAP enrollment time as well as detailed information about how to add courses in your Cal Central portal.

Cal Central: <https://calcentral.berkeley.edu>

Tutorial on using Cal Central: https://www.youtube.com/watch?v=fMpNn_LBldY

EAP pre-arrival: <http://eap.ucop.edu/ReciprocalExchanges/Pages/BeforeYouArrive.aspx>

Unit Minimum and Deadlines:

You must enroll in a minimum of 12 units, and I would suggest you try to stay around 12 to 14 or 15 units. You can always enroll in something extra and drop it before the add/drop deadline which is the

4th week of class. The 10th week of the term is the deadline for changing grading option (letter grades, or Pass/Not Pass – please let me know if you want to discuss these grading options).

Advising

Your primary contact concerning course enrollment is CED adviser Heather Grothjan. I can be reached at Heather.grothjan@berkeley.edu and 510-642-0928.

We hope you have a wonderful experience while you are here. Go Bears!

Best,

Heather Grothjan
Academic Adviser