

CIVIL & ENVIRONMENTAL ENGINEERING DEPARTMENT

Reader Application

To be completed by student and submitted electronically to CEEHELP@seas.ucla.edu.

Be sure to attach a copy of your unofficial transcripts to your email.

Name (Last, First): _____

Date: _____

E-mail Address: _____

UID#: _____

Student Status: _____

GPA: _____

Department: _____

Course # (e.g. CEE 101): _____

Quarter & Year (e.g. Fall 16): _____

Have you read for this course before?: _____

Quarter & Year (e.g. Fall 16): _____

Completed course at UCLA:

Quarter & Year: _____ Grade Received: _____

Completed Course at other institution (Name: _____)

Term & Year: _____ Grade Received: _____

Eligibility Requirements

- Minimum cumulative GPA of 3.0 for undergraduate students or students who have completed less than 1 year of coursework.
- Minimum 3.0 GPA in coursework completed in past year for students who have completed more than 1 year of undergraduate work or graduate work.
- Completed the course for which they wish to be a reader (or equivalent course at another institution) and earned at least a grade of "B".
- Not to be employed on campus more than 24% total for entire quarter. Other positions must be disclosed to the department at the time of hire.

Reader Signature: _____

Date: _____

Office Use Only

Approved or Rejected: _____

Course: _____

Term: _____

Enrollment: _____

Instructor: _____

Percent %: _____

Week: _____

Pay Rate: _____

Total Working Hours: _____

Effective Date: _____

Timesheet: _____

EDB: _____

Glacier: _____

Audit: _____