Trying to add a class and GOLD won’t let you in? These are some common reasons why:

1) You have not fulfilled the pre-requisites.
2) The course has restrictions you have not met.
3) You are not in your pass time to add the class.
4) You did not complete the Change of Major form, and therefore do not meet the restriction.
5) For PSY 90, 99, 197-199: You are putting an “add code” in the place of an enrollment code.
6) The course is “closed”, or “full”.

For instructions on how to discover if any of these apply to you, please visit the corresponding reason and click path instructions below.

Each reason listed above is displayed on its own page with images of how to navigate GOLD to find the answer!
Reason 1. You have not fulfilled the pre-requisites.

To check pre-reqs on GOLD:

A. Click on “course info”.

B. Select the “Pre-Requisites” tab- This will identify which classes must be completed before GOLD grants permission for a student to enroll in the course.

For example: PSY 7 requires the completion of PSY 1 “as well as” PSY5, or equivalent. If a student wished to sign up for PSY 7 in Spring 16, that student must be enrolled in PSY 5 no later than Winter 16. Since GOLD assumes each student will pass their currently enrolled classes, a student taking PSY 5 during Winter will be allowed to enroll in PSY 7 for Spring. If a student does not earn a passing grade (D- or above) for PSY 5 after grades post for Winter 16, GOLD will then drop the student from PSY 7 in Spring.

This is not the same as “concurrent” enrollment. Concurrent enrollment is trying to take both classes in the same quarter; students may not sign up for PSY 5 and PSY 7 in Spring together (no exceptions).
**Reason 2. The course has restrictions you have not met.**

To check course restrictions on GOLD:

A. Click on “course info”

Example 1: PSY 7

```
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Day(s)</th>
<th>Time(s)</th>
<th>Instructor(s)</th>
<th>Location(s)</th>
<th>Units:</th>
<th>Max</th>
<th>Space</th>
<th>Grading: Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 7</td>
<td>INTRO EXPER PSYCH</td>
<td>T R</td>
<td>11:00 AM-12:15 PM</td>
<td>LOPEZ B A</td>
<td>CHEM 1179</td>
<td>3.0</td>
<td></td>
<td></td>
<td>Optional</td>
</tr>
</tbody>
</table>
```

Example 2: PSY 105

```
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Day(s)</th>
<th>Time(s)</th>
<th>Instructor(s)</th>
<th>Location(s)</th>
<th>Units:</th>
<th>Max</th>
<th>Space</th>
<th>Grading: Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 105</td>
<td>DEVELOPMENTAL PSYCH</td>
<td>T R</td>
<td>12:30 PM-1:45 PM</td>
<td>GERMAN T C M</td>
<td>CHEM 1179</td>
<td>4.0</td>
<td></td>
<td></td>
<td>Optional</td>
</tr>
</tbody>
</table>
```

Example 3: PSY 122

```
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Day(s)</th>
<th>Time(s)</th>
<th>Instructor(s)</th>
<th>Location(s)</th>
<th>Units:</th>
<th>Max</th>
<th>Space</th>
<th>Grading: Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 122</td>
<td>MOTIVATION</td>
<td>T R</td>
<td>2:00 PM-3:15 PM</td>
<td>ETENBERG A</td>
<td>CENTER 171</td>
<td>4.0</td>
<td></td>
<td></td>
<td>Optional</td>
</tr>
</tbody>
</table>
```

B. Select the “Restrictions” tab- This will identify the restrictions (protections/limitations) of the course based on WHO is allowed to take them and WHEN the class is open.

Example 1: PSY 7 is limited to students in the majors of Pre-Psychology, Pre-Biopsychology, Psychology, Biopsychology, and Interdisciplinary Studies during Pass 1 and Pass 2. This class is open to all majors during Pass 3.

**NOTE:** Pre-Psychological & Brain Sciences and Psychological & Brain Sciences will be added PSY 1, and PSY 100-109 courses starting Fall 2016 (this snip is taken from Spring 2016 before the major opened on GOLD). Pre-PBS and PBS will not have access to PSY 3, 5, or 7 in Pass 1 or 2, as these courses are not the requirements for this major.
Example 2: PSY 105 is limited to students in the majors of Pre-Psychology, Pre-Biopsychology, Pre-PBS, Psychology, Biopsychology, PBS, and Interdisciplinary Studies during Pass 1 and Pass 2. This class is open to all majors during Pass 3.

(Reason #2 continued below)

Example 3: PSY 122 is limited to “Upper Division Only” students **AND** those who are declared full major status of Biopsychology, Psychology, and Interdisciplinary Studies. Pre-majors are not listed, as the course is not open to students with pre-major status.
Reason 3. You are not in your pass-time to add classes.

To check pass-times on GOLD:

A. Select the "Registration Info" tab on the right hand side of the main page on GOLD
B. Select the quarter you are trying to register in classes for
C. Check if you are in one of the "Registration Pass-Times"

i. For example, this student can register in classes for Spring 2016 during Pass 1 (from 2/5/2016 at 10:45 a.m. until 2/13/2016 at 11:45 p.m.).
ii. This student would not be able to add a course on 2/4/2016 or on 2/14/2016, since they are not in one of their three pass-times. They would be able to enroll again during "Pass 2" from the 19th to the 2nd.
iii. REMINDER- PASS 1 & 2 have heavier restrictions for those declared with the department and have "rights" to the class. In Pass 3, if there is space, other majors may add classes PSY 1-109. PSY 110+ is ALWAYS limited to declared full major students in this department.
4. You did not complete the Change of Major form, and therefore do not meet the restriction.
   A. You must me declared on GOLD. To review your declaration, please look at Registration Info:

   **Additional Registration Information for Spring 2016**

   | Class Level: | Senior |
   | Classification: | Continuing |
   | California Residency: | Resident |
   | Health Insurance Waiver: | Waived |
   | College/Objective/Major: | L&S/ BA/ PSY |
   | Programs: | Educational Opportunity Program |

   B. Change of Major packets need to be turned in for every change a student wants to make. Examples:

   i. Going from pre- to full.
   ii. Going from Undeclared to pre- or full.
   iii. Going from another department pre- or full to a PBS department degree as pre- or full.
   iv. Adding a second degree as pre- or full.

   B. For help on how to change your major, view the "How to Change Your Major" PDF located on the department website: [https://www.psych.ucsb.edu/undergrad/majors](https://www.psych.ucsb.edu/undergrad/majors)

   **Reminder:** If you have already turned in your Change of Major petition, and qualify for it to be processed, it can take the registrar up to two weeks to update your request. For those that do not qualify until final grades are posted at the end of the quarter, Change of Major petitions can may take up to a month after finals week to be reflected on GOLD. Student in this situation must use wait lists as their only option, no clearances or add codes are given to non-full majors.**
5. You are putting an “add code” in the place of an “enrollment code”:

The “enrollment code” is the 5 digit # associated to the course. It is NOT the “add code”.

**Example:** In Fall 2016, the enrollment code for PSY 199P was 43141. The add code is a 4 digit code provided by the advisor after qualifications have been met to enroll in the special courses (PSY 90, 99, 196, 197, 199, etc.).
6. The course is “closed” or “full”

UCSB is severely impacted, especially in the “PSY” catalog with over 2400+ undergrads pursuing our majors. There are not enough spaces for every student wishing to enroll. The class might just be “full” (all spots are taken for this course) or “closed” (meaning enrollments are no longer being accepted for this course). Students are encouraged to select open courses to reach full time unit standing and to avoid $150 late registration fees. Students can add themselves to the waitlist but these units are not “enrolled” units. Also, come students “crash” (which is not encouraged as the PBS department refers on the waitlist anyway) but this is risky practice with usually little reward.

![Course Registration Screen](image)

If after reviewing this document you are still unable to add a desired course and the situations above do not apply to you;

set up an appointment with the peers for help.