

UCLA  
Social Welfare 270  
Being A Leader and the Effective Exercise of Leadership:  
An Ontological / Phenomenological Model

Registration and Enrollment Guide  
Rev. 01/31/2024

## **BE AWARE:**

This process involves multiple steps to (1) register you as a Summer UCLA student, (2) enroll you in the course, and (3) pay the tuition fees to fully complete your enrollment.

Please be prepared to spend up to 30 minutes.

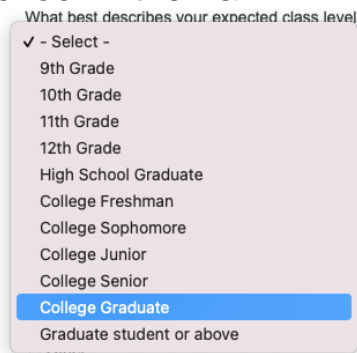
## **FOR MORE SUPPORT:**

Jill Locantore, Course Coordinator, is available for further registration and enrollment support. For an appointment, email [info@beingaleader-ucla.com](mailto:info@beingaleader-ucla.com).

## START HERE - Register as a Summer UCLA Student

1. [CLICK HERE](#) for the Academic Course Online Registration Form. Carefully review the information and click “Yes, Continue to Registration”.
2. Continue to fill out the form.
  - a. For the question “What best describes your expected class level in Fall 2024?”, select College Graduate if you are not attending school in the Fall.

What best describes your expected class level in Fall 2023? (Click [here](#) for class-level descriptions). \*



ethnic backgrounds of our students, please tell us which of the following information is for statistical purposes only by UC, government agency

3. Once that page is complete, click the blue “Continue” button at the bottom.
4. Follow the prompts to submit the payment for the **non-refundable registration fee** (\$150 for current UC students; \$350 for all others).
  - a. Choose either Credit Card or Electronic Check and follow prompts to complete payment. **NOTE: 2.75% transaction fee applied to credit card payments.**
5. Once you see the screenshot below you have successfully registered as a Summer Session student. **KEEP GOING** to enroll in the course.

**UCLA** Summer Sessions

[Registration for Academic Courses, Online Courses, and Summer Intensive Studies](#)

Thank you for registering with UCLA Summer Sessions!

Your application has been successfully submitted! Please check your e-mail for your new UCLA Identification Number (UID). If you do not receive your UID e-mail within one business day, e-mail us to resolve the issue and mention “UID problem” in the subject line of the e-mail with your name and confirmation number in the body of the e-mail.

Your nonrefundable registration fee will be applied to your BruinBill account within 24 hours of enrollment in classes.

For further questions, please e-mail us.

Best regards,  
UCLA Summer Sessions

## CONTINUE HERE – Enroll in the Course

1. Your University Identification (UID) number will be emailed to you after successful payment of the registration fee. You will need your UID to create your MyUCLA login.
2. [CLICK HERE](#) to create your MyUCLA account.
3. Click “I HAVE A 9 DIGIT UCLA ID NUMBER (UID)”

Step 1 Affiliation Step 2 Identity Step 3 Account Creation Step 4 Activate MFA

### CREATE A UCLA LOGON ID: CONFIRM UNIVERSITY AFFILIATION

Do you have a 9 Digit UCLA ID Number (UID)?

IF YOU ARE AFFILIATED WITH ONE OF THESE POPULATIONS YOU HAVE A 9 DIGIT UCLA ID NUMBER (UID):

- New UCLA Students (including admitted/waitlisted applicants and summer sessions)
- Former UCLA Students (including alumni and summer sessions)
- UCLA Faculty or Staff Members
- UCOP or UC Merced Staff Members
- Contractors
- BroncoCard holders

IF YOU DO NOT HAVE A 9 DIGIT UCLA ID NUMBER (UID) AND YOU ARE NOT AFFILIATED WITH THE UNIVERSITY:

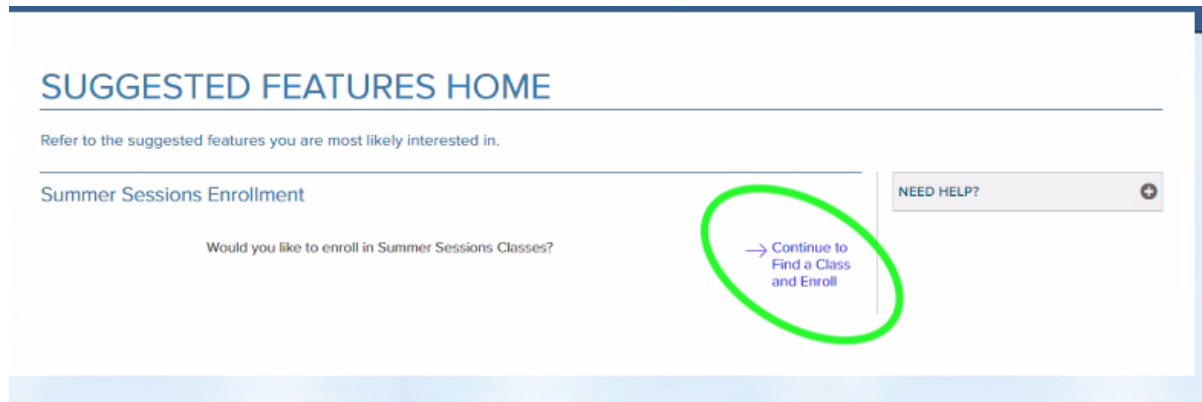
Accounts created without a 9 Digit UCLA ID Number (UID) can be used with, but may not have full access to, many UCLA applications. Users with unaffiliated accounts generally aren't eligible to receive campus services.

I DO NOT HAVE A 9 DIGIT UCLA ID NUMBER (UID)

I HAVE A 9 DIGIT UCLA ID NUMBER (UID)

4. Follow the prompts to create your login. **Please write down your login information** (logon ID and password). You will need it throughout the course.
5. Visit <https://www.my.ucla.edu> and sign-in with the login you just created.

6. You should see the screenshot below. Click “Continue to Find a Class and Enroll”.



7. Make sure "Summer Sessions 2024" is selected. Search by Instructor and enter “Cooper, K.”. Once you successfully enter the search parameters, click “Go”.

Term: Summer Sessions 2023  
Summer Sessi ↓  
Select a Session

Search Criteria  
Search By: Instructor

Please enter an Instructor's Last Name or choose from the list below.  
Cooper, K. | Go

8. Enable your enrollment by selecting all the terms and conditions and clicking "Enable Enrollment." If you've already enabled enrollment, skip to the next step.
9. Find SOC WLF 270 from the list of classes. Click the box next to “Lec 1” to select the course.
10. Select Grade Type: Letter Grade or Passed/Not Passed. Those taking the class for a Letter Grade are required to write a paper on their leadership project.

11. Select "Enroll" to verify enrollment.

Open

Meeting Day

Tuesday

Thursday

Meeting Time

Location

Units

Instructor

Level

Impacted

Enrollment Restrictions

Enforced Requisites

Individual Studies

Session C6: Meets from 8/2-9/10: Duration 6 weeks

NOTE: To enroll for this class, you must select a Lecture.

Plan	Sect	Status	Info	Time in Pacific Time	Location	Units	Instructor(s)
<input checked="" type="checkbox"/>	Lec 1	Open 69 of 100 Left	TR	8am-12pm	Online	6.0	Cooper, K.

OPTIONS

Social Welfare (SOC WLF) 270 - Being Leader and Effective Exercise of Leadership: Ontological/Phenomenological Model has the following options:

Select the grade type:

Letter Grade

To enroll in Summer Sessions 2021, click:

Enroll

Or

Select one of the following options:

Start Exchange Class   Enter PTE#   Add to Class Planner

Cancel

12. You are now enrolled in the UCLA Leadership Course! KEEP GOING to complete payment.

Narrow By:

Session

Session C

6 weeks  
8/2-9/10

Status

Open

Meeting Day

Tuesday

Thursday

Meeting Time

Location

Units

Instructor

Level

Impacted

Enrollment Restrictions

Enforced Requisites

Individual Studies

Your results for: 2021, Summer Sessions, All Sessions, Cooper, K.

Expand All Classes

NOTE: The number of open seats for a section is constantly updated.

Social Welfare (SOC WLF) 270 - Being Leader and Effective Exercise of Leadership: Ontological/Phenomenological Model

Session C6: Meets from 8/2-9/10: Duration 6 weeks

NOTE: To enroll for this class, you must select a Lecture.

Plan	Sect	Status	Info	Time in Pacific Time	Location	Units	Instructor(s)
<input checked="" type="checkbox"/>	Lec 1	Enrolled: 68 of 100 Left	TR	8am-12pm	Online	6.0	Cooper, K.

✓ SUCCESS Jul 7 2021 11:29AM

You have successfully enrolled in Social Welfare (SOC WLF) 270 - Being Leader and Effective Exercise of Leadership: Ontological/Phenomenological Model with the following section:

- Lecture 1

To save your selections and add them to your Class Planner, click:

Add to Class Planner   Close

NEED HELP?

ENROLLMENT APPTS

STUDY LIST

VOTER REGISTRATION

## CONTINUE HERE – Pay Tuition Fees

1. Return to the MyUCLA Home Page (click the UCLA logo in the upper left corner of the page).
2. Continue to BruinBill to complete tuition payment.

### SUGGESTED FEATURES HOME

Refer to the suggested features you are most likely interested in.

#### BruinBill

Would you like to access your BruinBill information?

→ [Continue to BruinBill](#)

NEED HELP?

#### Summer Sessions Enrollment

Would you like to enroll in Summer Sessions Classes?

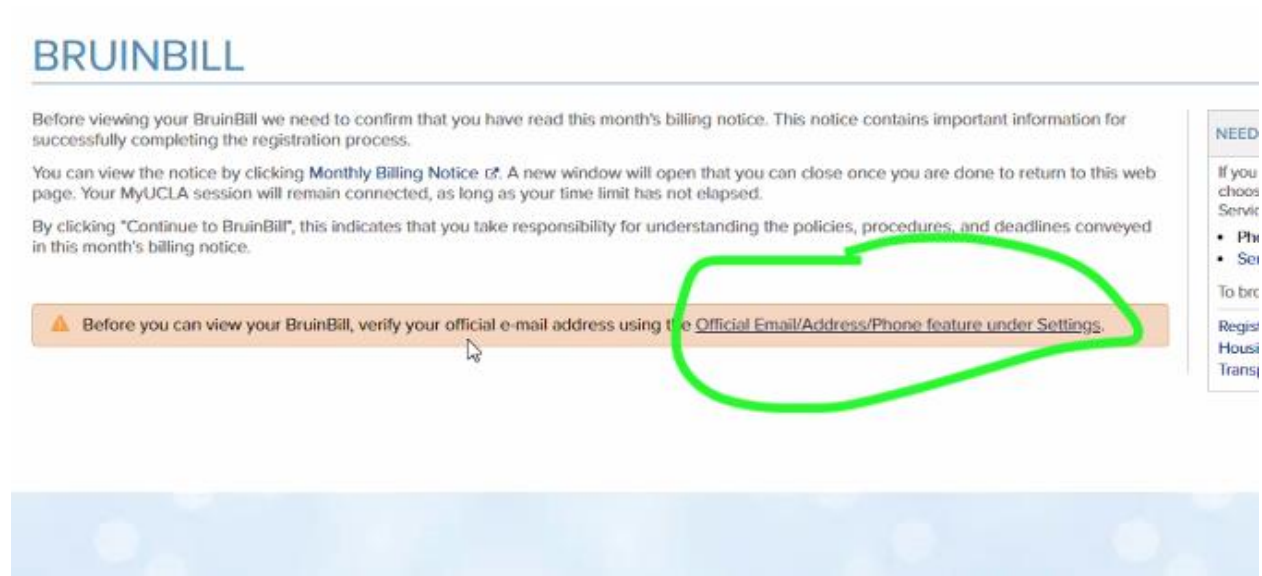
→ [Continue to Find a Class and Enroll](#)

\*If you do not see the screen above, you can find BruinBill under the Finances tab as in the screenshot below

The screenshot shows the navigation menu for MyUCLA. The 'FINANCES AND JOBS' tab is selected. Under the 'BruinBill' sub-tab, the 'BruinBill' link is circled in red. Other links in the menu include '1098T Information', 'Financial Aid and Scholarships', 'Jobs and Community', 'Awards and Notices', 'Disbursement Summary', 'Satisfactory Academic Progress', 'Scholarship Home', 'Summer Financial Aid Applications', 'View All Documents', 'Community Service', 'Handshake - Job Search', 'Internship Search', 'Letter of Reference', and 'Work Study Job Search'.

MY FEATURES   FACULTY   CLASSES   ACADEMICS   STAFF   FINANCES AND JOBS   CAMPUS LIFE   OTHER STUDENT SERVICES			
<b>BruinBill</b>	<b>Financial Aid and Scholarships</b>	<b>Jobs and Community</b>	CLOSE (X)
1098T <a href="#">↗</a>	Awards and Notices	Community Service	
1098T Information <a href="#">↗</a>	Disbursement Summary	Handshake - Job Search <a href="#">↗</a>	
<b>BruinBill</b>	Satisfactory Academic Progress	Internship Search	
Tax Information	Scholarship Home	Letter of Reference	
	Summer Financial Aid Applications	Work Study Job Search	
	View All Documents		

### 3. Verify your email address.



### 4. Click on verify near your email address listed on the Settings page.

### 5. Return to the MyUCLA home page (logo in upper left corner).

### 6. Return to BruinBill



### 7. Review your tuition balance and continue to "Make a Payment" (bottom right corner). Confirm the amount you are about to pay.

### 8. Choose your payment method

- Credit or debit card (2.75% transaction fee applies)
- Bank account (RECOMMENDED because free of charge. Must have U.S. bank account)
- 529 Savings Plan
- International Payment

### 9. Enter information and follow prompts to complete payment.



# Congratulations!

**You have now registered, enrolled, and paid for your UCLA Leadership Course.** Watch for an email from [info@beingaleader-ucla.com](mailto:info@beingaleader-ucla.com) with further information and instructions to access your course webpage.

We look forward to seeing you!

Jill Locantore  
Course Coordinator