Here is a step by step guide to the 199 forms:

**For all forms:** the forms are filled out by the student, the professor, and the Chair of the department in which the 199 is taken. A 199 class is simply an independent study class for undergraduates (graduate students take 299s); all programs and departments fill out the same basic form, although some require extra paperwork as well. First, you fill out the top part about yourself, your professor fills out the middle part, and the department fills out the bottom. If you mentor/adviser does not tell you, you should ask the department how to find the section ID #—these are predetermined numbers that are generated by the Registrar and assigned to the departments. If you don’t know who to ask, you should look for the “Undergraduate Coordinator/Representative” for the department. If you still don’t know, you can ask the FMP, since we have a list of contacts.

It can take a LONG time for the department to finish the form, so be sure to get it in early. When you turn it in to the department, be sure to ask if you need to come back and pick it up to walk it over to the Registrar’s office yourself, or if the department will turn it in for you. The completed 199 form, with signatures from the student, professor, and department chair, are due on the last day to register (usually the end of week two).

All forms must be printed and turned in as a hard copy. Just because UCSD has a supercomputer center, doesn’t mean its registration process has caught up to the 21st century.

You may find links to the 199 forms under “Deadlines and Forms” on the FMP blog: fmpucsd.wordpress.com.

Credit: you will get units of credit for the department the 199 is in. Some departments limit the number of 199 credits you may receive, so PLEASE check with your department. Also, if you want to take more than one 199 in a quarter, you will need approval from your college (not your department—although you should let them know as well). The AEP & FMP don’t have anything to do with how the 199 is credited to your classes—it’s entirely up to your Department and College. Please let the FMP coordinator know if you are having trouble with receiving 199 credit—for example, if it interferes with your financial aid or if it might push you to graduate too early.

Here are the exceptions to the rules above:

**Biology students:** If your professor is in the biology department, you need to take a BISP 199. These forms are due earlier than all others: They must be turned in to the Biology Department by December 7. Note: this is only for BISP 199s, not for those in medicine, chemistry, or any other department. For more information, follow the BISP 199 link in the “links” menu.

**ER/RA Students:** If you are studying Emergency Medicine with Dr. Castillo, Vilke, or Wilson, you need to turn in the 199 form to the FMP coordinator (Karen) in her office. The students that have been chosen
for the program will receive a special 199 form through email at the end of October/beginning of November. Once you turn the form in to the FMP, you’re all set. Please note: ONLY ER/RA students turn in 199 forms to our office; ALL OTHER 199 FORMS MUST GO TO THE DEPARTMENT AND THEN THE REGISTRAR.

Are you confused? Welcome to the UCSD registration process. If you have questions, please contact the FMP coordinator.

NOTE: The above does NOT apply to summer session or the summer research program.