BIOLOGY RESEARCH ENROLLMENT CHECKLIST

UCR is a Top-Tier research University and research opportunities are open to all majors. Students enjoy the hands-on experiences they gain from working in a research lab and the connections they make when working on a team with other students, staff, and faculty. Students gain valuable resume experiences and many earn undergraduate academic credits. Below are some important guidelines and tips to consider.

LOCATING RESEARCH OPPORTUNITIES

- UCR Undergraduate Portal (click on link)
- Connect with your professors.
- Network with your CNAS peers.

EARNING UNITS FOR RESEARCH

- 3 hours of research per week typically results in 1 unit credit; confirm with your instructor.
- Your academic advisor will confirm if research units assist with pending graduation requirements.

WHAT RESEARCH COURSE WORKS BEST?

- Your faculty mentor will confirm expectations for the lab, which quarter to target, the research class number, how many weekly hours are required, how many units you will earn, the grading options, etc.,).

ENROLLMENT CONSIDERATIONS

- Students cannot enroll in research classes on their own, faculty mentors facilitate this for students.
- UCR faculty have a home department and they typically teach research courses within their home department (s).
- The faculty home department can be confirmed via the UCR Catalog (Biology Section) or the UCR Directory (click on links).

CHEMISTRY AND ENTOMOLOGY RESEARCH

- Consult your advisor for assistance with enrollment in Chemistry or Entomology research courses.

REGISTRATION STEPS

- For CNAS research classes (e.g. Biology, Plant Biology, etc.,) your faculty mentor will help facilitate the enrollment process for you by contacting the appropriate Enrollment Manager in the CNAS Enrollment Management Center (click on link) points of contact vary depending on the CNAS subject.
- The faculty mentor will request assistance via e-mail and they must confirm the following for the Enrollment Manager: your full name, your UCR SID number, term for enrollment, research class/ number, total units, and grading option.

RESEARCH UNITS AND DEGREE REQUIREMENTS

- Research units may be used as ***general elective credits*** and assist with meeting the minimum 180-unit requirements for graduation.
- **Biology 194, 197 and 199 are Related Courses** which will automatically apply to the Related Courses Requirement (16 units) of your degree.
- **Non-Biology Research Units.** Biology majors who wish to apply non-Biology research units to the Related Courses Requirement, will need to submit a request and have an approval from the Biology Lead Faculty Advisor. They will also need to earn a letter grade for the research course. Please schedule a meeting with your academic advisor to review the approval process and the steps needed to submit a request.
- **Meet with your advisor** to confirm the total number of research units that can be applied towards your Related Area requirements.

cnasstudent.ucr.edu/biology (click on link)

Frequently Asked Questions and Answers

- **Need tips on how to get started or what questions to ask? Need a full list of all the Organized Campus Research Programs at UCR? Or Are you interested in Regional Research Opportunities? Click here for further details available on the: Center for Undergraduate Research and Engaged Learning** (click on link) **website.**
- **What are other good ways to find a lab?** Network with your CNAS peers to find opportunities. The **Biology Lead Faculty Advisor (LFA)** is also an excellent resource for students and their contact information is listed on the Biology page here: https://cnasstudent.ucr.edu/biology
- **When do students typically begin working in a research lab?** It is best to start early, end of first-year/sophomore year (waiting to junior/senior year is more challenging).
- **How should I approach faculty?** Get to know your faculty by attending office hours consistently and frequently.
- **Who else can I speak with?** Speaking with your teaching assistants is also important. You can e-mail them first because they know if there are openings. They may be able to help facilitate further conversations for you.
- **What else should I keep in mind?** Be open to all research opportunities across the University (outside of your major).
- **What is helpful when communicating with UCR Faculty?** Be professional in e-mails. Use their proper titles such as Dr. X, Y, Z. Keep e-mails short and concise. Do not use CHAT GPGT as your main source of written communication. Be sure to stress your true interest and passion in the research area!
- **What should I include in e-mails to faculty?** Always use your UCR e-mail account, include your full name, major, year in school, and a warm closing (e.g. Thank you for your consideration or I look forward to hearing back).
- **What other resources do students use to locate research information?** Students are encouraged to review the department faculty websites for further details on research specializations. Try to research different professors and different subjects.

Initiating the Enrollment Process for Research Courses (Sample E-mail):

Students are encouraged to begin discussing all the research class specifics with their faculty mentor (e.g. term, class, total units, weekly hourly schedule, etc.,). Students may also take the lead on the enrollment process by sending an e-mail to the faculty mentor requesting their approval to be enrolled. Below is a sample e-mail for student use. Once the faculty mentor approves via e-mail, you can forward the e-mail approval to your advisor for further assistance with the enrollment process.

Dear Dr. X,
Thank you for taking the time to speak with me regarding working in your research lab. I will let my advisor know that you are in support of my enrollment in the following:

-Quarter (e.g. Fall or Winter or Spring):
-Class Number (e.g. BIOL 197 or 199):
-Total Units:
-Grading Option:

Once you reply to this e-mail with an approval, I will forward this e-mail to my advisor for further assistance with the enrollment process.

Thank you in advance for your assistance.

Include Your Full Name
(Include Your Full UCR SID# - Begins with an 861 or 862 and is 9 digits)

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