UCLA Enrollment Petition Instructions

ENROLLMENT CHANGES ON MyUCLA

Some enrollment changes can be made through MyUCLA. See the Study List section of the Registrar's website for additional information. Do not use an Enrollment Petition when MyUCLA is available for the transaction.

Undergraduate Student Timetable for Study List Changes on MyUCLA		
	No Fee	**Fee**
Add class	Weeks 1-2	Week 3
Change variable units	Weeks 1-2	Weeks 3-4
Change grading basis	Weeks 1-2	Weeks 3-6
Drop class	See drop tables*	

*See the Drop Deadlines and Fees in the Course and Study List Fees section of the Registrar's website for details about dropping impacted and non-impacted courses, fees and penalties, and deadlines.

Graduate Student Timetable for Study List Changes on MyUCLA		
	No Fee	**Fee**
Add class **Drop class** **Change grading basis** **Change variable units**	Weeks 1-2	Week 3
Add class **Drop class** **Change grading basis** **Change variable units**		Weeks 4-10**

**The official graduate student add deadline is Friday of third week. For classes added after this date, graduate students are assessed a per-class change fee plus a per-class penalty fee; and the enrollments are not counted toward departmental budget allocations.

TRANSCRIPT NOTATION FOR LATE DROPS

Drops of impacted courses processed after Friday of second week and drops of nonimpacted courses processed after Friday of fourth week are recorded on the permanent undergraduate transcript. The entry records the week the class was dropped using the following format:

COGNITIVE PSYCH	PSYCH	120A	4.0	B+
SHAKESPEARE	ENGL	90	4.0	
	COURSE DROPPED WEEK 8			

FEES

Fees for adds, drops, and changes made through MyUCLA are automatically charged to the student's BruinBill account on a per-transaction basis. Anything submitted or requested as an exception to a published deadline is subject to a penalty fee. Approved retroactive enrollment requests are assessed a per-transaction fee. See the Registrar's website Term Calendar for deadlines and Course and Study List Fees section for all transaction fees.

PETITION USE
Undergraduates

An Enrollment Petition is required for

1. Adding a course with instructor signature after Friday of third week
2. Late registration
3. Late study list
4. Late add/drop/grade or unit change
5. Late impacted course drop
6. Retroactive change

Items 1 and 4 through 6 may require a separate petition process within the College or school.

Graduate Students

An Enrollment Petition is required for

1. Late registration (authorized signatures required)
2. Late study list
3. Retroactive changes (add, drop, optional grading basis, variable units)

Retroactive changes require signatures of student's home department chair and course instructor. Retroactive changes also require supporting memorandum from student's home department chair and e-mail from instructor describing extent of student's participation. These are submitted to the Graduate Division Academic Services at 1255 Murphy Hall.

For changes to mandatory grading basis (including retroactive changes), do not use this form. Students must complete a **Graduate Degree Petition** (available on the Graduate Division website) instead; include supporting memorandum from student's home department chair and e-mail from instructor describing extent of student's participation.

PETITION INSTRUCTIONS

1. Complete the Student Information, Enrollment Term, and Enrollment Action areas.

2. Complete Add, Drop, and/or Grading Basis/Units areas as appropriate. Use the Add area to add a class and section to the study list. Use the Drop area to drop a class and section from the study list. Use the Change Grading Basis column to change the grading basis to or from Pass/No Pass (P/NP), Satisfactory/Unsatisfactory (S/U), or Letter Grade for a course with changeable grading basis. Use the Variable Units column to change the number of units for a variable-unit course only.

3. Sign and date the petition.

4. Obtain the relevant approvals. Undergraduates must obtain the approval of their College or school. Graduate students must obtain the approval of the Dean of the Graduate Division for retroactive changes only. Graduate students must obtain the approval of their departmental adviser for late registration and late changes only. Law students must obtain the approval of their Student Affairs or Records Officer.

5. Students in the schools of Arts and Architecture; Law; or Theater, Film, and Television must file the petition with their appropriate school office. All other students must file the petition with the Registrar's Office.

6. Student, department, College/school, and division should each make a copy of the petition for their own records.

7. Responses to a petition vary by College, school, or division. Students should check MyUCLA for a response, and check with their College, school, or division for its method of response. The University assumes no responsibility for contacting the student regarding the petition response.

UCLA Enrollment Petition

Instructions Read the instruction sheet that accompanies this form.

Student Information (print clearly)

Status ☐ New ☐ Continuing ☐ Re-entering ☐ Returning from Leave of Absence	9-Digit UCLA ID
Full Name (Last, First Middle)	**E-mail Address**
Current Mailing Address – Street	**Telephone**
Address 2	**Country**

City	State	ZIP/Postal Code	Province (Canada only)

College/School ☐ Arts and Architecture ☐ Education ☐ Engineering and Applied Science ☐ Letters and Science ☐ Music ☐ Nursing ☐ Public Affairs ☐ Theater, Film, and Television ☐ Graduate Division ☐ Law

Major	Term units before change	Term units after change

Enrollment Term Year _____ ☐ Fall ☐ Winter ☐ Spring

Enrollment Action ☐ Add ☐ Late Study List *(paid, not enrolled)* ☐ Late Registration *(not paid, not enrolled)* ☐ Approved Late Add/Drop/Change

Add Class/Section

9-DIGIT UCLA CLASS ID	SUBJECT AREA	CATALOG COURSE NUMBER	SECTION NUMBER	UNITS	GRADING BASIS	INSTRUCTOR APPROVAL	DATE

Drop Class/Section

9-DIGIT UCLA CLASS ID	SUBJECT AREA	CATALOG COURSE NUMBER	SECTION NUMBER	INSTRUCTOR APPROVAL	DATE

Change Optional Grading Basis or Variable Units

9-DIGIT UCLA CLASS ID	SUBJECT AREA	CATALOG COURSE NUMBER	SECTION NUMBER	UNITS FROM TO	GRADING BASIS FROM TO	INSTRUCTOR APPROVAL	DATE

Student Signature _____ **Date** _____

Approvals

ALL STUDENTS **Undergraduates** *College or School*
Graduate Students *Dean of Graduate Division—retroactive changes only*
Law Students *Student Affairs or Records Officer*

_____
Authorized Approval Signature   **Deputy**   **Date**

GRADUATE STUDENTS *late registration and late changes only*

_____
Authorized Departmental Adviser Signature   **Date**

025EP101920

File/Process Petition

☐ School of the Arts and Architecture *2200 Broad Art Ctr*
☐ School of Law *1224 Law Building*
☐ School of Theater, Film, and Television *103 East Melnitz Bldg*
☐ Graduate Students (retroactive only) *1255 Murphy Hall*
☐ All Others *Registrar's Office, 1113 Murphy Hall*

Deputy _____ **Date** _____

OFFICE USE ONLY — BruinBill CHARGED
Date _____ Amount $ _____
☐ Waived _____