

UCLA Enrollment Petition Instructions



ENROLLMENT CHANGES ON URSA

Some enrollment changes can be made through URSA. See the current *Schedule of Classes* Enrollment section for additional information. Do not use an Enrollment Petition when URSA is available for the transaction.

Undergraduate Student Timetable for Study List Changes on URSA		
	No Fee	Fee
Add course	Weeks 1-2	Week 3 (with PTE if closed)
Change variable units	Weeks 1-2	Weeks 3-4
Change grading basis	Weeks 1-2	Weeks 3-6
Drop course	See drop reference chart*	

*See the Drop Reference Chart in the Enrollment section of the *Schedule of Classes* for details about dropping impacted and non-impacted courses, fees and penalties, and deadlines.

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

*The official graduate student add deadline is Friday of third week. For courses added after this date, graduate students are assessed a per-course change fee plus a per-course 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

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COGNITIVE PSYCH      PSYCH  120A   4.0   B+
SHAKESPEARE         ENGL   90       4.0
COURSE DROPPED WEEK 8
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transcript. The entry records the week the course was dropped using the following format:

FEES

Fees for adds, drops, and changes made through URSA are automatically charged to the student's BAR 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 *Schedule of Classes* Calendar section for deadlines and "Miscellaneous Fees" in the Registration section for all course 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 (departmental signature required)
2. Late study list
3. Retroactive change

Retroactive changes require departmental and instructor signatures, as well as a supportive memorandum from the department chair. These are submitted to the Graduate Division at 1255 Murphy Hall. A retroactive drop also requires a memo from each instructor describing the extent of the 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 course and section to the study list. Use the Drop area to drop a course 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 courses with changeable grading basis. Use the Variable Units column to change the number of units for a variable units 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 (please print clearly) **Enrollment Term** Year _____ Fall Winter Spring

Status <input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Re-entering <input type="checkbox"/> 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 <input type="checkbox"/> Arts and Architecture <input type="checkbox"/> Graduate Division <input type="checkbox"/> HSSEAS <input type="checkbox"/> Law <input type="checkbox"/> Letters and Science <input type="checkbox"/> Nursing <input type="checkbox"/> Theater, Film, and Television					
Major	Term units before change		Term units after change		

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

Add Course/Section

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

Drop Course/Section

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

Change Grading Basis or Variable Units

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

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 *retroactive changes, late registration, and late changes only*

Authorized Departmental Adviser Signature _____ Date _____

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 — BAR CHARGED	
Date _____	Amount \$ _____
<input type="checkbox"/> Waived _____	