

UCLA Enrollment Petition Instructions



ENROLLMENT CHANGES ON MyUCLA

Some enrollment changes can be made through MyUCLA. See the current *Schedule of Classes* Enrollment section 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 course	Weeks 1-2	Week 3
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 MyUCLA		
	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 transcript. The entry records the week the course was dropped using the following format:

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COGNITIVE PSYCH      PSYCH  120A   4.0   B+
SHAKESPEARE         ENGL   90      4.0
COURSE DROPPED WEEK 8
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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 *Schedule of Classes* Calendar 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 (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 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.

