



# STUDENT UPDATE FORM

## NOT TO BE USED FOR FIRST TIME REGISTRATION

Complete this form for all changes to your enrollment record using a ballpoint pen. Nine-digit course identification numbers can be found online at <http://www.registrar.ucla.edu/schedule/schedulehome.aspx>

**NOTE:** UCLA students should consult with their counseling unit first before submitting this form as the College/Schools may require different forms. This form constitutes a request only. Confirmation must be made through MyUCLA at [www.my.ucla.edu](http://www.my.ucla.edu).

## STUDENT INFORMATION

If needed please update your personal information (address, telephone, email address) on MyUCLA.

**UCLA STUDENT ID NUMBER:** \_\_\_\_\_

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **MIDDLE INITIAL:** \_\_\_\_\_

## STUDENT ACADEMIC AFFILIATION (Check all that apply)

**UCLA Student** Major: \_\_\_\_\_  Major Undeclared

**UC Student** Please provide your home UC campus student ID: \_\_\_\_\_

- UC Berkeley    UC Davis    UC Irvine    UC Merced
- UC Riverside    UC San Diego    UC Santa Barbara    UC Santa Cruz

**Summer Only Student (Non-UC student)**

Are you a high school student?    Yes    No

Are you an international student?    Yes    No

## CHANGES REQUESTED

### ADD

Students can enroll on MyUCLA until the first Friday of the session. An instructor's signature or a PTE number is required **after the first week of instruction\***. Some departments may require additional approval\*. Closed courses may be added with a PTE number only. **A late fee of \$50** will be assessed for each course added after the second week of instruction. If grading basis is left blank, enrollment will be **defaulted to letter grade**, unless the course is P/NP or S/U only. If a course has only one grading option available, the course will be added as such even if a different option is requested.

**Instructors:** If permission to add the course after first week is given, please **1) sign in the column "Instructor Approval" and date the form** or **2) provide the student with a PTE number**. If the course is full, only PTE numbers will be accepted.

9-Digit Course ID	Subject Area	Catalog #	Section #	Units	Grading Basis	Instructor Approval*	Date

### DROP

**Nonimpacted courses:** You may use MyUCLA to drop nonimpacted courses until the Friday prior to the last two weeks of instruction. If you did not take or attempt the final exam/assignment, late drops can be processed after the deadline using the Student Update Form and require instructor approval below\*. Some departments may require additional approval\*. **Impacted courses:** You may use MyUCLA to drop impacted courses until the Friday of the first week of instruction. After the deadline, dropping an impacted course is by approval only. Please see next page for the impacted course drop petition process. **Summer Only**

**International Students with a UCLA I-20:** Please email [international@summer.ucla.edu](mailto:international@summer.ucla.edu) in regards to drops resulting in a course load of **less than 8 units per session**. **Instructors:** If permission to drop the course is given, please **sign in the column "Instructor Approval," indicate if a final exam/assignment was taken or attempted, and date the form**.

9-Digit Course ID	Subject Area	Catalog #	Instructor Approval*	Date
			Final Taken/Attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			Final Taken/Attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			Final Taken/Attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## CHANGE GRADING BASIS OR VARIABLE UNITS

For courses that offer more than one grading option, the grading option may be changed on MyUCLA or by using a Student Update Form until the end of the fourth week of instruction for six-week courses, until the end of the fifth week of instruction for eight-week courses, and until the end of the sixth week of instruction for nine or ten-week courses. After these deadlines, instructor approval is required to change grading basis and you must petition for the change. If your course offers variable units, you may use the section below to make changes. To view grading basis options or course unit values, please visit <http://www.registrar.ucla.edu/schedule/catsel.aspx>.

9-Digit Course ID	Subject Area	Catalog #	Section #	Units		Grading Basis		Instructor Approval*	Date
				from	to	from	to		

\* Student Update Forms with any approval such as an instructor signature or department stamp must be submitted within three business days of the approval date.

**STUDENT EXPLANATION** (required for any change requests after the deadline. Attach an additional sheet if necessary.)

**HOW TO ACCESS MyUCLA**

MyUCLA is an interactive system with security features to ensure that only you will have access to your information. Using your UCLA logon ID and password you may access your records using MyUCLA at [www.my.ucla.edu](http://www.my.ucla.edu). It is extremely important that your password remain confidential. Tampering with another student’s enrollment or personal data is subject to disciplinary action. If you believe the privacy of your security has been compromised, contact the Registrar’s Office at 1113 Murphy Hall, (310) 825-1091.

**IMPACTED COURSES**

As requests to drop an impacted course after the drop deadline are granted only under extenuating circumstances, please consult the course instructor and explore academic options other than dropping the course. UCLA students need to obtain and submit a petition form to their home college/school counseling offices. Non-UCLA students must obtain and submit the Student Update Form to 1331 Murphy Hall with the instructor's approval. For more information about the drop policy and procedures for impacted courses, consult the [Summer Sessions website](http://www.summer.ucla.edu) at [www.summer.ucla.edu](http://www.summer.ucla.edu). If the request is approved, the dropped course will appear on your transcript with a notation.

**PAYMENT**

Payment deadlines are available for view at [www.summer.ucla.edu/calendar](http://www.summer.ucla.edu/calendar). Non-payment may lead to academic and financial holds, as well as delinquent and collection fees on your account according to University policy. You are not relieved of financial responsibility if you fail to attend classes, reverse your credit card charges, stop payment on your check, or if your check is not honored by the bank.

**REFUND POLICY**

The non-refundable deposit or the processing fee is not refundable under any circumstances even if all courses are dropped before instruction has begun. In the event of withdrawal, all fees that are subject to refund as stipulated on the [Summer Sessions website](http://www.summer.ucla.edu) at [www.summer.ucla.edu](http://www.summer.ucla.edu) are refundable if the course is dropped by 5pm on Friday of the first week of instruction for impacted courses and 5pm on Friday of the second week of instruction for nonimpacted courses. The total refund amount will exclude the non-refundable deposit or the processing fee. No fees are refundable after these deadlines and students will be financially liable for all fees regardless of enrollment status.

*By signing this form, I certify that I have reviewed procedures and policies on registration, enrollment, payment, and refund available on the [Summer Sessions website](http://www.summer.ucla.edu) and that I understand all information relevant to the enrollment transaction I am requesting through this form.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Students do not write below this line.*

**FACULTY/OFFICE COMMENTS**

**Approvals required after deadlines:**  Approved  Denied      SS OFFICE USE ONLY: CHARGE \_\_\_\_\_ REFUND \_\_\_\_\_

Undergraduates: College/School Academic Counselor (name, signature, date) \_\_\_\_\_

Graduates: Graduate Division/Department Advisor (name, signature, date) \_\_\_\_\_

Summer Sessions (name, signature, date) \_\_\_\_\_