

PETITION TO CHANGE CLASS SCHEDULE

for the ____ Fall ____ Spring Semester 20____

Name _____
 last first middle SID No.

Email Address _____

Telephone No. _____ College: Engineering Major: _____

TO BE ADDED:

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Repeat?	Instructor's Signature	Date
A									
A									
A									

TO BE DROPPED:

NOTE: Dropped courses that involved Academic Dishonesty will be reinstated.

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Repeat?
D							
D							
D							

TO CHANGE UNITS IN VARIABLE UNIT COURSE:

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Former Units	New Units	Repeat?	Instructor's Signature	Date
U									
U									

TO CHANGE GRADING OPTION (check desired option):

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Letter Grade
O							
O							

TOTAL NUMBER OF WORKLOAD UNITS ON STUDY LIST: Before change _____ After change _____

ARE YOU AN ACTIVE INTERCOLLEGIATE (NCAA) STUDENT-ATHLETE FOR THIS SEMESTER? Yes__ No__

Instructions on back of form.

Student signature	Date	Dean or Dean's Representative	Date
International Student Adviser	Date	Processed by _____	
Faculty Athletic Representative	Date	Date _____	
Veterans' Services	Date	Comments _____	

PETITION TO CHANGE CLASS SCHEDULE

During the first five weeks of the semester, students in the College of Engineering make all changes to their schedule (add, drop, change grading option) using Tele-BEARS. This form is used beginning week 6.

COMPLETING THIS PETITION

Print your name, student ID number and other information requested. If you do not wish to receive a letter grade for an added course, check the P/NP box to take the course on a Passed/Not Passed basis. If you are requesting to add a course, or change units in a variable unit course, you will need the instructor's signature. To add DeCal classes, you need the signature of the faculty person of record--not the student instructor.

SUBMITTING THIS PETITION

If you are requesting a change of grading option for a non-technical course during weeks 6-10, you do not need to meet with your ESS adviser. Submit this petition to the front desk staff in 230 Bechtel. If you are requesting any other change, you must meet with your ESS adviser. If you are requesting a change after the posted deadline, you will also need to submit the "Add, Drop, Change Grading Option after the Deadline" Petition.

DEADLINE

The deadline to add or drop a course is the fifth week of instruction. Note: a small number of courses designated as Early Drop Deadline classes must be dropped by the end of the second week. The deadline to change grading option is the tenth week of instruction.

CHANGES AFTER THE DEADLINE

A request to change your class schedule after the deadline is subject to the approval of the Deans Committee, and must be accompanied by the Add, Drop, Change Grading Option after Deadline petition and relevant supplemental materials. Schedule an appointment to see your ESS adviser to discuss your situation.

FEES

There is a fee of \$5 for each course added after the third week of instruction. There is a fee of \$10 for each course dropped after the second week of instruction. Fees are billed to CARS automatically once the add or drop is processed.

REQUIRED SIGNATURES

- **Instructor:** All students adding a course or changing variable units after the deadline need this signature. To add DeCal classes, you need the signature of the faculty person of record--not the student instructor. Students do not need an instructor's signature for dropping courses.
- **International Student Adviser (International House):** All international students must obtain the signature of an International Student Adviser if they will be taking below 12 units.
- **Faculty Athletic Representative:** All students actively participating in Intercollegiate (NCAA) Athletics must obtain this signature.
- **Veteran's Services:** All students receiving educational benefits from the Veterans Administration and/or the California Department of Veterans Affairs must obtain this signature if they will be taking below the minimum units required by their College.
- **Dean or Dean's Representative:** Once all needed signatures listed above are obtained, you submit this form to 230 Bechtel Hall where it will be reviewed and if appropriate signed by the Dean's representative.