



STUDENT UPDATE FORM

By submitting this form, I certify that I have read the procedures and policies on registration, enrollment, payment, and refunds provided below on this Student Update Form and the UCLA Summer Sessions website and that I understand all information and agree to all policies and procedures relevant to the enrollment transaction I am requesting.

ENROLLMENT CHANGES

Enrollment change requests after the deadlines below are by petition only (see PETITION section for further information)

ADDING A COURSE

- **Through Week 1:** MyUCLA or Student Update Form (instructor consent not required)*
- **Week 2:** MyUCLA with PTE number or Student Update Form with instructor consent*. A late fee of \$50 will be assessed per course
- **Week 3 through the last day of class:** Student Update Form with instructor consent*. A late fee of \$50 will be assessed per course

Students changing the unit value of a variable unit course must adhere to the course add deadlines above.

IMPACTED COURSE DROP

For a full list of impacted courses, visit sa.ucla.edu/ro/Public/SOC/Search/ImpactedCoursesMasterList.

- **Through Week 1:** MyUCLA or Student Update Form (instructor consent not required)*

NON-IMPACTED COURSE DROP

- **Before the Last Two Weeks of Class:** MyUCLA or Student Update Form (instructor consent not required)*
- **Last Two Weeks of Class:** Student Update Form with instructor consent

GRADING BASIS

Courses designated as "Letter Grading Only" or "Pass/No Pass (P/NP) or Satisfactory/Unsatisfactory (S/U) Only" may not be changed.

If requesting P/NP or S/U grading, students with a bachelor's degree will be assigned S/U grading. A "P" is assigned for a letter grade of C or better and an "S" is assigned for a letter grade of B or better.

WEEK	ENROLLMENT PROCESS
Week 4 of 6-week course	MyUCLA or Student
Week 5 of 8-week course	Update Form (instructor
Week 6 of 9/10-week course	consent not required)***

NOTE: After the above deadlines, changing grading basis is by petition only.

*Some departments may require additional approval. Students may only enroll in a Closed or Waitlisted course with a PTE number only.

**If approved, drop will be recorded on the official UCLA transcript.

***Students in the UCLA School of Engineering may only change the grading basis of a course with approval from the School of Engineering.

PETITION

UCLA STUDENTS

Enrollment requests after the deadline must be petitioned with your College/School. Please consult your College/School directly for instructions on how to submit a petition.

NON-UCLA STUDENTS

Enrollment requests after the deadline must be petitioned with the UCLA Summer Sessions Office using this Student Update Form. In addition to the Student Update Form, a written explanation providing the reasoning for the request must be attached. A decision will be provided via email within 10 business days of submission of a complete petition.

NOTE: Impacted course drop petitions are granted only under extenuating circumstances, therefore it is recommended students consult the course instructor and explore academic options other than dropping the course.

FEES AND PAYMENT

Payment deadlines are available for view at www.summer.ucla.edu/calendar. Delinquency in payment may lead to holds, delinquent fees, collection activity, and/or enrollment cancellation according to University policy.

NOTE: 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 deposit or the processing fee (\$400 for international students, \$150 for all others) 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 at www.summer.ucla.edu are refundable excluding the deposit/processing fee if dropped by the refund deadline (**Impacted Courses:** 5pm on Friday, Week 1 of instruction. **Non-impacted Courses:** 5pm on Friday, Week 2 of instruction). No fees are refundable after these deadlines and students will be financially liable for all fees regardless of enrollment status.



1331 Murphy Hall, Los Angeles, California 90095-1418
 www.summer.ucla.edu
 info@summer.ucla.edu
 ph: 310.825.4101
 fax: 310.825.1528
 Monday-Friday, 9am-4pm

STUDENT UPDATE FORM

Complete this form for all changes to your enrollment record using a ballpoint pen. Nine-digit course identification numbers can be found online at <https://sa.ucla.edu/ro/public/soc>. **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.

STUDENT INFORMATION

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

Last name		First name		Middle name
UCLA UID Number	Email Address		Phone (include area code)	
Student Status				
<input type="checkbox"/> UCLA Student Major: _____		<input type="checkbox"/> Other UC Student Campus/ID#: _____		
<input type="checkbox"/> Summer Only Domestic (U.S.) Student		<input type="checkbox"/> Summer Only International Student		

CHANGES REQUESTED

ADD

If grading basis is left blank, enrollment will **default 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

Summer Only International Students with a UCLA I-20: Please email international@summer.ucla.edu in regard 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	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

CHANGE GRADING BASIS OR VARIABLE UNITS

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

By signing this form, I certify that I have reviewed the procedures and policies on registration, enrollment, payment, and refunds available on both pages of this Student Update Form and the UCLA Summer Sessions website and that I understand all information relevant to the enrollment transaction I am requesting through this form. Furthermore, I certify that the information I have provided on this form is true and correct and understand that providing false or incorrect information to the University is grounds for denial of the enrollment request and/or disciplinary action.

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) _____

* 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.