

## STUDENT UPDATE FORM

### STUDENT INFORMATION

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

Last name		First name		Middle name
UCLA UID Number (nine-digits)	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"/> UCLA Student - Dismissed or Leave of Absence		<input type="checkbox"/> Summer Only Domestic (U.S.) Student		
		<input type="checkbox"/> Summer Only International Student		

### CHANGES REQUESTED

Note: Nine-digit course identification numbers can be found online at [https:// sa.ucla.edu/ro/public/soc](https://sa.ucla.edu/ro/public/soc).

#### ADDING A COURSE

If adding a class after the first week of the course, instructor consent is required, either with a Permission to Enroll (PTE) number or the instructor's signature below. If grading basis is left blank, enrollment will default to a letter grade, unless the course is Pass/No Pass (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 Signature or PTE #" 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	Course (e.g. ART 101)	Lecture #	Section #	Units	Grading Basis	Instructor Signature or PTE #*	Today's Date

#### DROPPING A COURSE

**A course may not be dropped if the final exam/assignment was attempted or submitted.** If dropping a 3-week class during the course's last week of instruction or a 6+ week course during the course's last two weeks of instruction, a signature from the instructor is required.

**Instructors:** If the student did not attempt or submit the final exam/assignment, please sign this form, check the appropriate box, and provide the date.

9-Digit Course ID	Course (e.g. ART 101)	Instructor Confirmation and Signature*	Today's 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	

#### CHANGING A COURSE GRADE TYPE OR VARIABLE UNITS

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.

9-Digit Course ID	Course (e.g. ART 101)	Lecture #	Units		Grading Basis		Instructor Signature*	Today's 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 UPDATE FORM

### FEES AND PAYMENT

Payment deadlines are available to view at [www.summer.ucla.edu/calendar](http://www.summer.ucla.edu/calendar). Students will be held financially responsible for any authorized summer charges assessed to the BruinBill as set forth by the UCLA Summer Sessions and other applicable University offices. It is the student's responsibility to verify the BruinBill account and pay any outstanding balance. Delinquency in payment may result in the termination of enrollment, holds on your record, and/or action taken to collect any debt. 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 registration fee or the processing fee (\$150 for UCLA and visiting UC students, \$350 for non-UC students,) 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](http://www.summer.ucla.edu) are refundable excluding the registration fee/processing fee if dropped by the following refund deadline:

**Impacted Courses and Summer Intensive Studies (SIS):** 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.

### PETITION

#### UCLA STUDENTS

Enrollment requests after the deadline must be petitioned with your [Academic Counseling Unit](#). 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.

*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. I acknowledge all fees and classes are subject to change without prior notice; changes include, but are not limited to, meeting time and location changes; instructor substitutions, and cancellations. In the event of cancellation, the University is not responsible for travel arrangements or any other planning costs incurred.*

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) \_\_\_\_\_