

Fall 2018 Deadlines

LAST DAY TO:

• Readmit for Winter 2018 (Fri, by 12noon at CHASS front counter)	Sept. 24, 2018
• Pay Tuition/Fees (Main Cashier hours 9-11am; 1-3pm) <i>*To avoid \$50 late payment charge*</i>	Sept. 14, 2018

Quarter Begins

Sept. 24, 2018

Instruction Begins

Sept. 27, 2018

• Add/Drop course on Growl (No Fee) Week 2 <i>*After this date, course dropped will appear with a "W" on transcript*</i>	Oct. 12, 2018
• Add course without Dean's Approval (No Fee) Week 3 <i>*<u>ONLINE</u> Enrollment Adjustment Form at myforms.ucr.edu must be submitted by NOON*</i>	Oct. 19, 2018
• Withdraw from a course (No Fee) <i>*"W" will appear on transcript"</i>	Oct. 19, 2018
• Change Grading Basis (No Fee)	Oct. 19, 2018
• Submit petition for part-time status (on-line by 12 noon) <i>*Enroll in 10 or fewer units with a reduction of Education Fee (Undergrad)*</i>	Oct. 19, 2018
• Withdraw from a course (\$4 Fee) (Week 6) <i>*"W" will appear on transcript; must submit online form by NOON*</i>	Nov. 9, 2018
• Change Grading Basis (\$4 Fee) (Week 8) <i>*must submit online form by NOON*</i>	Nov. 26, 2018
• Complete Withdrawal from the quarter (by NOON last day of instruction)	Dec. 7, 2018

Final Examinations

Dec. 8-14, 2018

LAST DAY TO FILE GRADUATION APPLICATION

• <u>Winter 2018 Candidates</u>	<u>Dec. 1 2018</u>
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* Deadline dates can be found on – <http://www.classes.ucr.edu/enrollment/calendar.htm> *

* ONLINE Enrollment Adjustment Form can be found on <http://myforms.ucr.edu> *

FALL 2018

ENROLLMENT ADJUSTMENT FORM INSTRUCTIONS

To ADD a course:

1. Go to <http://myforms.ucr.edu>
2. Fill out an Undergraduate Enrollment Adjustment Form.
3. In the "Add a New Course" area, add the call numbers for the lecture, discussion, lab, and/or any other co-requisites for the course you are adding.
NOTE: All call numbers (lecture, discussion, lab, etc.) must be entered or your form will be DENIED.
Call numbers can be found at <http://classes.ucr.edu> Be sure to change it to the correct quarter at the top of the page.
4. Once you've entered the call number, click Select, and then click Add for each line.
5. Submit the form electronically between **Friday, October 12 and Friday, October 19 by 12 NOON.**
Print out the instructor signature page.
6. Obtain the instructor signature(s) and bring the completed form to your Academic Advisor prior to **Friday, October 19, 12 NOON.**
7. Check on the status of your form by logging back into the MyForms website.

To WITHDRAW from a course:

1. Go to <http://myforms.ucr.edu>
2. Fill out an Undergraduate Enrollment Adjustment Form.
3. In the "Withdraw from a Course" area, add the call numbers for the lecture, discussion, lab, and/or any other co-requisites for the course you are withdrawing from.
NOTE: All call numbers (lecture, discussion, lab, etc.) must be entered or your form will be DENIED.
Call numbers can be found at <http://classes.ucr.edu> Be sure to change it to the correct quarter at the top of the page.
4. Once you've entered the call number, click Select, and then click Add for each line.
5. Submit the form electronically no later than **Friday, November 9, 12 NOON.**
6. Check on the status of your form by logging back into MyForms.

To CHANGE GRADING BASIS for a course to S/NC:

1. Go to <http://myforms.ucr.edu>
2. Fill out an Undergraduate Enrollment Adjustment Form.
In the "Change the Grading Basis of an Existing Course" area, enter the call number, click Select, select "Satisfactory/No Credit" and then click Add. Call numbers can be found at <http://classes.ucr.edu> Be sure to change it to the correct quarter at the top of the page.
3. Submit the form electronically no later than **Friday, November 26, 12 NOON.**
4. Check on the status of your form by logging back into MyForms.

If your form is denied for any reason, you must resubmit prior to the above deadlines. Thus, it is recommended to have everything completed at least **two days** prior to the deadline to allow adequate time for your form to be reviewed by an Academic Advisor.

Enrollment Adjustment Forms submitted after Friday, October 19 will incur a **\$4.00** charge, billed to your student account on GROWL.