

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 by **Friday of Week 2, NOON**.
Print out the instructor signature page.
6. Obtain the instructor signature(s) and bring the completed form to your Academic Advisor by **Friday of Week 2, 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 corequisites 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 by **Friday of Week 6, 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 by **Friday of Week 8, 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 of Week 3**, will incur a **\$4.00** charge, billed to your student account on GROWL.*