

PETITION TO CHANGE CLASS SCHEDULE

for the ____ Fall ____ Spring Semester 20____

Name _____
last first middle SID No.

Local Address _____
street city/state zip

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 for signatures on back. **After completed, you must meet with your Student Affairs Adviser**

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

COMPLETING THIS PETITION

Print your name, student ID number and other information requested. Indicate only the primary section of each course (identified by "P" in the Schedule of Classes). 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.

FILING THIS PETITION

File this petition at your College office.

DEADLINE/FEEES

Consult your College or the Office of the Registrar's website (registrar.berkeley.edu) for deadlines and fee information. Fees for adding and dropping courses are automatically charged and reflected on CARS statements.

LATE PETITIONS

Petitions submitted after the deadline are subject to the approval of the Dean or Dean's Representative of your College in the College office. Approval is rarely granted. Adding courses past the deadline also requires the instructor's approval on the reverse side.

SIGNATURES – OBTAINED AS FOLLOWS

Instructor: All students adding a course after the deadline need this signature. Students do not need the instructor's signature for dropping courses.

International Student Adviser (International House): All international students must see an International Student Adviser if they will be taking below the minimum units required by their College.

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 other signatures are obtained, you must bring this form to 308 McLaughlin Hall and **meet with your Student Affairs Adviser.**

LIMITATIONS

- You may not add courses numbered 197, 198 or 199 if you have not yet completed 60 units.
- If you are on academic probation, you may not add courses number 98, 99, 197, 198 or 199, nor may you enroll in a course on a P/NP basis.
- No more than 4 units of courses numbered 98, 99, 198 or 199 may be taken in a single term.
- You may not repeat on a P/NP basis any course in which you previously received a letter grade.
- Courses offered exclusively on a letter or non-letter graded basis cannot be changed.
- You may receive credit for courses graded P to a limit of ONE-THIRD of the total units undertaken and passed while registered at the UC Berkeley campus. Included are any units completed in the Education Abroad Program, the UC Intercampus Visitor or Exchange Program.