

# UCLA Summer Sessions Student Update Form

2009

UCLA Summer Sessions, 1147 Murphy Hall, Los Angeles, California 90095-1418  
 Web site: www.summer.ucla.edu E-mail: enroll@summer.ucla.edu  
 Telephone: (310) 825-4101 Fax: (310) 825-1528 Hours: Monday–Friday, 9a.m.–5p.m.

NOT TO BE USED FOR FIRST TIME REGISTRATION.

Complete this form for all changes to your enrollment record.  
 Note: This form constitutes a request only. Confirmation must be made through the University Records System Access (URSA) at www.ursa.ucla.edu.  
 See instructions on back.  
 Please print with a ballpoint pen.

## Student Information

UCLA STUDENT I.D. NUMBER (MANDATORY)

LAST NAME FIRST NAME MIDDLE NAME

IF NEEDED PLEASE UPDATE YOUR PERSONAL INFORMATION (ADDRESS, TELEPHONE, EMAIL ADDRESS) USING WWW.URSA.UCLA.EDU

## Changes Requested

- Excess study list units
- Letter grade option
- P/N (undergraduates only) grading option
- S/U (graduate students only) grading option

## Payment Schedule

**Enrollment through May 22**– Full fees are due by 5:00 p.m. on May 22, 2009 for non-UC students. If full fees are not paid, courses will be dropped and a hold will be placed on your records according to University policy.  
**Enrollment after May 22** – Full fees are due by 5:00 p.m. on June 19, 2009 for all UCLA, UC, and non-UC students enrolled in Summer Sessions. If full fees are not paid, courses may be dropped and a hold placed on your records according to University policy.  
**Enrollment after June 19**– Full fees are due by 5:00 p.m. on Friday of the week you enroll. If full fees are not paid, courses may be dropped and a hold placed on your records according to University policy.

## College or School

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>UCLA Student</b>        | <input type="checkbox"/> <b>Summer Only Student</b>   | <input type="checkbox"/> <b>UC Student</b> |
| <input type="radio"/> UCLA College (L&S)            | <input type="radio"/> High School                     | <input type="radio"/> UC Berkeley          |
| <input type="radio"/> School of the Arts            | <input type="radio"/> International                   | <input type="radio"/> UC Davis             |
| <input type="radio"/> School of Theater, Film & TV  | <input type="radio"/> Travel Study                    | <input type="radio"/> UC Irvine            |
| <input type="radio"/> Engineering & Applied Science | <input type="radio"/> Special Programs and Institutes | <input type="radio"/> UC Merced            |
| <input type="radio"/> School of Nursing             | <input type="radio"/> Other _____                     | <input type="radio"/> UC Riverside         |
| <input type="radio"/> Other _____                   |   | <input type="radio"/> UC San Diego         |
|   |   | <input type="radio"/> UC Santa Barbara     |
|   |   | <input type="radio"/> UC Santa Cruz        |

## Course refund information

- 100%  No refund

## Registration/campus fee refund information

**UC Students:** UC students who drop all courses must pay a \$100 processing fee. There are no refunds after the second week of each session.  
**Non-U.C. Students:** You are entitled to a \$200 refund of your \$300 registration/campus fee if you drop all your courses by the end of the second week of each session. After this date the entire registration/campus fee is nonrefundable. International students should consult the International Student section of our website for registration fee refund policy.  
**No refunds are given after the Second Week of each session.**

## List Courses

You will be placed on a wait list if it is available.

Add	Session (A/C)	Dept.	Catalog #	Course I.D. #	Section #	Units	Grade Option (P/N/L)	Course fee (Summer Sessions will calculate)
Student fills out this portion								
First choice								\$
Alternate course								
								(Instructor signature or PTE #)
Second choice								\$
Alternate course								
								(Instructor signature or PTE #)
							IEI/Late Fee	\$
							Total	\$
								Instructor approval required during final two weeks of class to confirm no final was taken. (Instructor sign below)
<b>Drop</b>								\$
Student fills out this portion								\$
Drop course								\$
Drop course								\$
							Total	\$
								Full payment required according to Payment Schedule above.

A late fee of \$100 will be assessed for each course added after the second week of each session.

STUDENT SIGNATURE

DATE

**NO petitions for retro adds will be considered after December 31, 2009**

Students do not write below this line

## Academic approvals required after deadlines

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Undergraduates: College or School Academic Counselor | <input type="checkbox"/> Approved |
| <input type="checkbox"/> Graduates: Graduate Division/Department Advisor      | <input type="checkbox"/> Denied   |
| <input type="checkbox"/> Summer Sessions Office                               |                                   |

PRINT NAME

DATE

AUTHORIZING DEPARTMENT SIGNATURE

DATE

AUTHORIZING SUMMER SESSIONS SIGNATURE

DATE

# UCLA Summer Sessions Student Update Form Instructions

UCLA Summer Sessions, 1147 Murphy Hall, Los Angeles, California 90095-1418

Web site: [www.summer.ucla.edu](http://www.summer.ucla.edu) E-mail: [enroll@summer.ucla.edu](mailto:enroll@summer.ucla.edu)

Telephone: (310) 825-4101 Fax: (310) 825-1528 Hours: Monday–Friday, 9a.m.–5p.m.

**Use URSA ([www.ursa.ucla.edu](http://www.ursa.ucla.edu)) or this form (Student Update Form) to request changes to your enrollment.**

**Excess units must be approved by the appropriate academic authority. Please see the Summer Sessions Web site for details.**

## Verification of requested changes

Student record information is available through URSA.

You may change your record (i.e., add or drop courses), as well as obtain confirmation of changes. Other available features are course confirmation (including day/time and location), UCLA grades for any completed term, GPA for completed units, outstanding holds (restrictions from receiving services), and payment of fees.

## How to access URSA (University Records System Access)

Students who have established their UCLA logon ID and password may access their records to review and make changes (i.e. add or drop courses) using URSA, [www.ursa.ucla.edu](http://www.ursa.ucla.edu).

## Security

URSA is an interactive system with security features to ensure that only you will have access to your information. It is extremely important that your UCLA student identification number remain confidential. If you tamper with another student's enrollment or personal data, you are subject to disciplinary action, up to and including suspension. If you believe the privacy of your security has been compromised, please contact the Registrar's Office at 1113 Murphy Hall, (310) 825-1091.

## Summer enrollment and registration

You may enroll and register during the first two weeks of each session. After the first week of each session, the instructor must approve and sign your Enrollment & Registration Form, or provide you with a permission to enroll (PTE) number, which is used for enrollment processing.

## Payment

### Payment Schedule

#### *Enrollment through May 22*

Full fees are due by 5:00 p.m. on May 22, 2009 for non-UC students. If full fees are not paid, courses will be dropped and a hold will be placed on your records according to University policy.

#### *Enrollment after May 22*

Full fees are due by 5:00 p.m. on June 19, 2009 for all UCLA, UC, and non-UC students enrolled in Summer Sessions. If full fees are not paid, courses may be dropped and a hold placed on your records according to University policy.

#### *Enrollment after June 19*

Full fees are due by 5:00 p.m. on Friday of the week you enroll. If full fees are not paid, courses may be dropped and a hold placed on your records according to University policy.

**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. You must officially drop your course through the Summer Sessions Office or URSA.**

## Adding

Instructor signature or permission to enroll (PTE) number required after first week of each session. During the third week, late adds require instructor approval. **A late fee of \$100 will be assessed for each course added after the second week of each session.**

## Dropping

You can drop a course if you did not take, or attempt to take, the final exam. You may drop courses using URSA through the fourth week for 6-week courses, through the sixth week for 8-week courses, and through the eighth week for 10-week courses. Late drops require instructor approval.

## Grading

You can change the grading option on URSA up to the end of the fourth week of each session for 6-week courses, up to the end of the fifth week for 8-week courses, and up to the end of the sixth week for 10-week courses.

## Refund policy

The non-UC student registration/campus fee is \$300 of which \$100 is a non-refundable processing fee. The \$200 portion of the registration/campus fee is refunded only if all courses are cancelled prior to 5 p.m. on Friday of the second week of a session. There is no \$200 refund if cancellation occurs after these dates. The international registration/campus fee is \$700 of which \$500 is non-refundable. **UC students who drop all classes must pay a \$100 processing fee.**

Course and IEI fees refunds are determined by the week in which the class is dropped, either via URSA or in person using a Student Update Form. You are entitled to a 100% refund of course and IEI fees during the first two weeks of each session.

**No refund is given after the second week of each session.** A University check will be issued for payments made by credit card.

UCLA students who are participating in Bruin Direct will have their refund electronically deposited into their authorized personal bank account.

## Note

Refer to the Web site ([www.summer.ucla.edu](http://www.summer.ucla.edu)) for rules and regulations regarding 2009 Summer Sessions policies and procedures.

**\* Please be sure to keep a copy of this form for your records.**