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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
</table>

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

### College or School

- [ ] UCLA Student  
  - [ ] UCLA College (I&S)  
  - [ ] School of the Arts  
  - [ ] School of Theater, Film & TV  
  - [ ] Engineering & Applied Science  
  - [ ] School of Nursing  
  - [ ] Other ____________
- [ ] Summer Only Student
  - [ ] High School
  - [ ] International
  - [ ] Travel Study
  - [ ] Special Programs and Institutes
  - [ ] Other ____________
- [ ] UC Student
  - [ ] UC Berkeley
  - [ ] UC Davis
  - [ ] UC Irvine
  - [ ] UC Merced
  - [ ] UC Riverside
  - [ ] UC San Diego
  - [ ] UC Santa Barbara
  - [ ] UC Santa Cruz

### List Courses

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

#### Add

<table>
<thead>
<tr>
<th>Session (A/C)</th>
<th>Dept.</th>
<th>Catalog #</th>
<th>Course I.D. #</th>
<th>Section #</th>
<th>Units</th>
<th>Grade Option (P/NR, L)</th>
<th>Course fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Instructor signature or PTE #)</td>
<td></td>
</tr>
<tr>
<td>Second choice</td>
<td></td>
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</tr>
<tr>
<td>Alternate course</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Drop

<table>
<thead>
<tr>
<th>Session (A/C)</th>
<th>Dept.</th>
<th>Catalog #</th>
<th>Course I.D. #</th>
<th>Section #</th>
<th>Units</th>
<th>Course fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop course</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

A late fee of $50 will be assessed for each course added after the second week of each session.

**STUDENT SIGNATURE**

**DATE**

**No petitions for retro add will be considered after December 31, 2013.**

### Academic approvals required after deadlines

- [ ] Undergraduates: College or School Academic Counselor  
  - [ ] Approved
- [ ] Graduates: Graduate Division/Department Advisor  
  - [ ] Denied
- [ ] Summer Sessions Office  
  - [ ] Approved
  - [ ] Denied

**PRINT NAME**

**DATE**

**AUTHORIZING DEPARTMENT SIGNATURE**

**DATE**

**AUTHORIZING SUMMER SESSIONS SIGNATURE**

**DATE**
Use URSA (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.

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 and Registration Form, or provide you with a permission to enroll (PTE) number, which is used for enrollment processing.

Payment

Payment Schedule

| Enrollment through May 17 | Full fees are due by 5:00 p.m. on May 17, 2013 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 17 | Full fees are due by 5:00 p.m. on June 21, 2013 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 21 | Full fees are due by 5:00 p.m. on July 12, 2013. If full fees are not paid, courses may be dropped and a hold placed on your records according to University policy. If you enroll after July 12, please check the Summer Sessions Web site for payment deadlines. 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. A late fee of $50 will be assessed for each course added after the second week of each session.

Dropping

You can drop a non-impacted course if you did not take, or attempt to take, the final exam. You may drop non-impacted courses using URSA through the fourth week for six-week courses, through the sixth week for eight-week courses, and through the eighth week for ten-week courses. Late drops require instructor approval. Please check the Summer Sessions Web site for drop policy for impacted courses.

Grading

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

Refund policy

The non-UC student registration fee is partially refundable. The $200 ($400 for international students) portion of the registration fee is refunded only if all courses are cancelled prior to the deadlines as stipulated on the Summer Sessions Web site. There is no refund if cancellation occurs after the deadlines. UC students who drop all classes must pay a $150 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. For impacted courses, no refund is given after the first week of each session.

Note

Refer to the Web site (www.summer.ucla.edu) for rules and regulations regarding 2013 Summer Sessions policies and procedures.

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