

2016 STUDENT RECORD CHANGE FORM

Berkeley Summer Sessions

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FIELDS WITH ASTERISK* ARE REQUIRED. PLEASE NOTE THAT INCOMPLETE AND ILLEGIBLE FORMS WILL DELAY PROCESSING.

STUDENT INFO	Last Name*					First*					Middle					UCB Student ID Number*				
	<input type="checkbox"/> UCB Student College* L&S CNR CED CHEM ENGIN Other <input type="checkbox"/> International Student Visa Status* F1 J1 Other: _____ <input type="checkbox"/> Visiting Student <input type="checkbox"/> Internship Student <input type="checkbox"/> Other UC Student <input type="checkbox"/> Travel Study Student <input type="checkbox"/> Pre-Collegiate Student																			
	E-mail Address*																			

ACTION	<input type="checkbox"/> ADD COURSE(S) or ENROLL FROM WAITLIST <input type="checkbox"/> DROP COURSE(S) <i>OR drop from Waitlist</i> <input type="checkbox"/> CANCEL REGISTRATION <i>Drop all courses BEFORE session starts</i> <input type="checkbox"/> WITHDRAWAL <i>Drop all courses AFTER session starts</i> <input type="checkbox"/> CHANGE GRADING OPTION <input type="checkbox"/> REINSTATE <input type="checkbox"/> SWITCH SECONDARY SECTIONS <i>Use Add/Drop sections</i> <input type="checkbox"/> CHANGE UNIT VALUE										TOTAL NUMBER OF UNITS enrolled for ALL sessions
	Before Changes*										
	After Changes*										
	International students here on a <u>student visa</u> who drop below full-time status or international students here on a <u>tourist visa</u> who increase their course load to full-time status will be in violation of their visa requirements, and could be denied entry to the U.S. in the future.										

ADD	Course Control Number* (CCN)	Department*	Course Number*	Session*	Units*	Grading Option* <small>Letter/P or NP</small>	Tuition	Check If Waitlisted*	Instructor's Signature**	Date*

**Instructor's Signature is required to enroll from waitlist and for all Adds after the published deadlines.

DROP	Course Control Number* (CCN)	Department*	Course Number*	Session*	Units*	Tuition	Check If Waitlisted*	Last Date Attended Course**	Check If Never Attended*

GRADE/UNIT CHANGE	Course Control Number* (CCN)	Department*	Course Number*	Session*	New Grading Option* <small>for grade option change only</small>	New Units* <small>for unit change only</small>

I have read and agree to the rules regarding fees, deadlines, and refunds as published at <http://summer.berkeley.edu>.

Student Signature* _____ Date* _____

Dean or Dean's Representative Signature* _____ Date* _____
 Required for UCB Undergrad and for UCB Grads, for all changes made **after the published deadline**

Campus Official Signature* *Berkeley International Office Advisor, Faculty Athletic Representative, etc.* _____ Date* _____

Summer Sessions Official Signature* _____ Date* _____
 Required for **visiting students** for all changes made **after the published deadline**

FOR OFFICIAL USE ONLY	
	# _____
Total Course Fees Added	\$ _____
Total Course Fees Dropped	\$ _____
Assess: <input type="checkbox"/> Course Fees \$ _____	
<input type="checkbox"/> Cancellation Fee \$100	
<input type="checkbox"/> Withdrawal Processing Fee \$ _____	
Refund:	
<input type="checkbox"/> Campus Fee (UC students)	
<input type="checkbox"/> Registration Fee (visiting students)	
<input type="checkbox"/> International Service Fee (international students)	
<input type="checkbox"/> Class Pass (UC students)	<input type="checkbox"/> Full Course Fee
<input type="checkbox"/> Program Deposit	<input type="checkbox"/> Program Fee
<input type="checkbox"/> Course Fee (Other)	<input type="checkbox"/> Cancellation Fee
<input type="checkbox"/> No Refund	<input type="checkbox"/> Full Refund
REC'D BY _____	DATE _____
PROCESSED BY _____	DATE _____

IMPORTANT INFORMATION WHEN CHANGING YOUR SCHEDULE

DATES	SESSION A	SESSION B	SESSION C	SESSION D	SESSION E
Start Date	May 23	June 6	June 20	July 5	July 25
End Date	July 1	August 12	August 12	August 12	August 12

DEADLINES	SESSION A	SESSION B	SESSION C	SESSION D	SESSION E
Register or Add Courses*	June 3	June 17	July 1	July 15	July 29
Register or Add Online Courses**	May 15	May 29	June 12	N/A	N/A
Cancel Registration	May 20	June 3	June 17	July 1	July 22
Withdraw or Drop for Refund	May 27	June 10	June 24	July 8	July 29
Withdraw or Drop Course (no refund)	June 3	June 24	July 1	July 15	August 5
Change Grading Option	June 17	July 29	July 29	July 29	July 29

* While the deadline to add/enroll in courses is two weeks after the start of the instruction (and one week after the refund deadline), it is **not** a guarantee that you can successfully complete the coursework. If you wish to add or enroll in a course after applicable session has begun, it is **strongly recommended** that you attend the course and speak to the instructor before you complete the enrollment process. There is **no refund** for courses added after the refund deadline.

** You are not allowed to add online courses after the published deadlines.

\$100 of your fee is **NON-REFUNDABLE**. After the start of your first session, the Campus Fee (\$268) and Class Pass fee (\$35) for UC students, the Registration Fee (\$389 for visiting students or \$689 for international students) will NOT be refunded under any circumstances.

CANCELLATION is dropping all classes in all sessions **before your first session begins**. No notation is created on your transcript.

WITHDRAWAL is dropping all classes in all sessions **after your first session has begun**, and results in a single transcript notation, "WITHDREW VIA PETITION, SUMMER 2016." Courses do not appear on the transcript, but this notation **cannot** be removed.

You must drop by the WITHDRAW OR DROP FOR REFUND deadline listed above in order to be eligible to receive a refund.

APPROVAL SIGNATURES MAY BE REQUIRED ON THIS FORM

- Visiting students need Summer Sessions approval for any changes after the published deadline.
- UCB undergraduate students need their college Dean's approval for any changes after the published deadline.
- UCB graduate students need approval from the Dean of Graduate Division for any changes after the published deadline.
- International students should see an advisor in the Berkeley International Office at International House before adding or dropping courses to ensure they will not be out of compliance with their visa requirement as a result of the change.

FULL-TIME ENROLLMENT FOR INTERNATIONAL STUDENTS

My start date of instruction at UC Berkeley Summer Sessions is:	Full-Time Units Total
Session A Only	5 Units
Session A and B, C, or D	10 Units
Session A and E Only	8 Units
Session B	8 Units
Session C	6 Units
Session D	5 Units
Session E Only	3 Units