



Complete all information, sign your request, and return this form to the Students First Center *during the first three weeks of instruction*. Incomplete forms will be returned to the student. Changes to grading options can be made, when available, during the first two weeks of the term via MyRegistration after course has been added to your schedule.

Personal Information Undergraduate Graduate UCM ID Number _____

Last name _____ First _____ Middle _____

Phone number(s) _____ E-mail address _____

Home Address _____

City _____ State _____ Zip _____

Add Deadlines

1st through 3rd week: Students may add using this form only with Instructor(s) approval.
4th week on: Students may add through petition process only.

Drop Deadlines

1st through 4th week: Students may drop online without further approval.
5th through 10th week: Students may withdrawal using the Course Withdrawal form. **\$10 fee.**
11th week on: Students may withdraw from a course through petition process only.

Course Information

Fall (year): _____ Spring (year): _____ Summer (year): _____
(Separate form for each term and course)

Research Directed Group Study Directed Independent Study Other: _____
(Reference catalog for further information about each course)

Course Subject: _____ Course Number: _____ Units/Credits: _____

Course Title: _____

Name of Instructor(s): _____

Number of contact hours/week: _____ Course Materials Fee(s): _____

Computer Resource Needs: _____

Signatures

Student: _____ Date: _____

Instructor: _____ Date: _____

Instructor: _____ Date: _____

Office Use Only

CRN Assigned: _____ Course Section #: _____ Date Completed: _____ by _____

Student Registered on: _____ by _____

Updated on: 8/20/09