

**GRADUATE ENROLLMENT ADJUSTMENT FORM**

To be used beginning third week of the quarter

Please print firmly in blue or black ink

Student ID

Year

Fall  Winter  Spring  Summer

Last name First Middle Program

- Procedure:
1. To change only the grading basis or unit value of a course, use Change section.
  2. Indicate units in variable unit courses only.
  3. Obtain correct course numbers from the current Schedule of Classes.
  4. Present to the Office of the Registrar. Fee assessed after the date printed in the Schedule of Classes.
  5. To withdraw completely from the university, see the Graduate Division.

I wish to change my enrollment as follows:

| WITHDRAW<br>from a course | CALL NUMBER  |  |  |  | SUBJECT AREA |  |  | COURSE NUMBER |  |  | SECTION NUMBER |  | GRADING BASIS | NUMBER OF UNITS         | INSTRUCTOR SIGNATURE NOT REQUIRED TO DROP A COURSE |
|---------------------------|--|--|--|--|--------------|--|--|---------------|--|--|----------------|--|---------------|-------------------------|--|
|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
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|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
| ADD<br>a course           | CALL NUMBER  |  |  |  | SUBJECT AREA |  |  | COURSE NUMBER |  |  | SECTION NUMBER |  | GRADING BASIS | NUMBER OF UNITS         | INSTRUCTOR'S APPROVAL                              |
|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
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|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
| CHANGE<br>a course        | CHANGE THE GRADING BASIS OR UNIT VALUE (IF VARIABLE UNIT COURSE), AS INDICATED IN THE COURSE(S) BELOW. |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
|                           | CALL NUMBER  |  |  |  | SUBJECT AREA |  |  | COURSE NUMBER |  |  | SECTION NUMBER |  | GRADING BASIS | IF VARIABLE PUT # UNITS | INSTRUCTOR'S APPROVAL FOR VARIABLE UNITS ONLY      |
|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
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|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |
|                           |  |  |  |  |              |  |  |               |  |  |                |  |               |                         |  |

Number of units BEFORE \_\_\_\_\_ AFTER \_\_\_\_\_ change

X \_\_\_\_\_  
Student Signature Date

APPROVED (IF REQUIRED) EFFECTIVE DATE \_\_\_\_\_

APPROVED (IF REQUIRED) \_\_\_\_\_

\_\_\_\_\_  
Dean, Graduate Division Date

\_\_\_\_\_  
Departmental Graduate Advisor (NOT Faculty Advisor) Date

DISTRIBUTION:  
Registrar pink  
Student green  
REGISTRAR ONLY  
Fee Assessed \$ \_\_\_\_\_  
Deputy \_\_\_\_\_

CASHIER USE ONLY