

# ADD BY PETITION

## Instructions for Filing

1. Complete the student and class information sections of the attached form.
2. Obtain the required endorsements.
3. Turn in the form to the Office of the Registrar no later than 4:00 on the day of the posted deadline. Please refer to the academic calendar for the deadline each quarter.
4. A non-refundable \$10 Add by Petition filing fee will be posted to your account.

## Guidelines

- A separate petition must be filed for each course, including labs (i.e., PHYS-7A-01 and PHYS-7L-01 require separate petitions).
- Individual study courses must have a copy of the approved Petition for Individual Studies course attached. Graduate students adding an Independent Study course must obtain approval of the instructor and course-sponsoring agency.
- **Undergraduates that have a 3.0 cumulative Grade Point Average or above:** if filing this petition will cause you to be enrolled in more than **22 credits**, your college must indicate on this petition that you are approved for additional credits.
- **Undergraduates that have less than a 3.0 cumulative Grade Point Average:** if filing this petition will cause you to be enrolled in more than **19 credits**, your college must indicate on this petition that you are approved for additional credits.
- If you are a part-time student (10 or fewer credits for undergraduates and 5 or fewer for graduate students) and your petition will bring you to full-time status, you will be billed for the balance of full-time fees.
- The instructor, the department office, or the college office may deny the petition. The Registrar's Office may deny the petition if the request is inconsistent with regulations.

**Please refer to the academic calendar for the Add By Petition deadline each quarter:  
<http://registrar.ucsc.edu/calendar/academiccalendar.html>**

# ADD BY PETITION

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ College: \_\_\_\_\_  
Last First MI

Fall  Winter  Spring \_\_\_\_\_ ( ) - \_\_\_\_\_  
Year Local Phone # E-Mail Address Department  
(Grad Students Only)

## Course Information

Class Number <small>(e.g., 29857)</small>	Section Number <small>(e.g., 29858 if enrollment required)</small>	Class ID <small>(e.g., PHYS 74L-01)</small>	Class Title <small>(e.g., Example Physics Course)</small>
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**Grading Option (choose one):**  Letter Grade  Pass/No Pass

**Reason/justification for request:**

<input type="checkbox"/> Missed deadline	<input type="checkbox"/> Thought I was enrolled	<input type="checkbox"/> Unable to get class number/permission number in time
<input type="checkbox"/> Time/Schedule conflict	<input type="checkbox"/> Enrolled in wrong course	<input type="checkbox"/> Issued incorrect class number/permission number
<input type="checkbox"/> My.ucsc.edu problems	<input type="checkbox"/> Didn't know I had to enroll in this class	<input type="checkbox"/> Course required for GE/Major/College

Other: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Undergraduate Student Endorsements

**REQUIRED SIGNATURES**

1. \_\_\_\_\_  
**Signature** of Instructor (not the TA) indicates acceptance of student in your class \_\_\_\_\_  
Date
2. \_\_\_\_\_  
**Signature** of Department Designee (Provost, if a college sponsored course) \_\_\_\_\_  
Date
3. **Necessary only if required per guidelines on coversheet**

_____	_____	_____
<b>Signature</b> of College Academic Preceptor	Maximum Allowed Units	<small>Date</small>

## Graduate Student Endorsements

**REQUIRED SIGNATURES**

1. \_\_\_\_\_  
**Signature** of Instructor (not the TA) Indicates acceptance of student in your class \_\_\_\_\_  
Date
2. \_\_\_\_\_  
**Signature** of your Department Adviser \_\_\_\_\_  
Date

**Department Advisor – If units exceed 19, approve additional units here:** \_\_\_\_\_  
**Maximum Allowed Units**

**Office Use Only**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Cashier's Validation:**