Enrollment and Enrollment Limits

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Enrolling in Courses

UC Merced students register each semester using the online registration system, MyRegistration. The registration process includes enrolling in classes, paying fees and other financial obligations, filing a current address with the Office of the Registrar, and completing and filing other information forms. MyRegistration is an interactive computer system that allows the student to enroll in classes via the Internet. With UC Merced's Internet registration, students will always receive the most up-to-date information regarding their registration and class enrollment. Preassigned appointments that are spread throughout the registration period regulate access to the registration system. For security purposes, students are assigned a unique login user code and password/PIN that must be entered to access MyRegistration. Students may add and drop courses during the adjustment period, which starts after preregistration ends and extends through the first three weeks of instruction.

A new or reentering student must also:

- Obtain a student ID card.
- Submit a Statement of Legal Residence.

The "Schedule of Classes," and other information on registration are available on the MyRegistration web site.

Registration Priority.

Access to registration (via MyRegistration) is by priority groups. The groups are established according to student class level as determined by the number of units completed, with the seniors registering first, juniors second, etc. The number of semester units a student has completed determines undergraduate classification:

Class Level	Units
Freshman	0.0–29.9
Sophomore	30.0–59.9
Junior	60.0–89.9
Senior	90.0 or more

Late Enrollment/Registration

Students who have not registered prior to the first day of instruction are considered late enrollments. Late enrollment begins after the first day of instruction and extends through the 10th day of instruction. Students are assessed a late enrollment fee. Approval from the student's School is required to register late. Students are also required to pay their fees in full approximately seven days prior to the first day of instruction. If the fees are not paid in full by the published deadline, a $50 late registration payment fee may be assessed.

Adding and Dropping Courses

Adding a Course

During the first week of instruction, students may add a course or courses if space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction, students may add a course only with the permission of both the instructor and the appropriate dean. A fee will be assessed for adding a course after the third week.

1 st week students may add if space available

2 nd -3 rd week with instructor's approval

after 3 rd week fee assessed and only with instructor's and appropriate Dean's approval

Dropping a Course

During the first four weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the fourth week of instruction and until the end of the tenth week of instruction (close of business on the Friday of that week), a student may drop with the signed approval of the instructor of record and confirmed by the dean of the School with which the student is affiliated, provided, (1) the student is not on special probation (i.e. students who have successfully appealed disqualification), (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and dean) and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4th and 10th weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note, recent death in the immediate family or other circumstances of equal gravity) and will only be considered following submission of a petition that is approved by the dean of the School with which the student is affiliated. All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the fourth week of instruction, a fee will be assessed and a "W" notation will appear under the course grade on the student's transcript.

Course Substitutions

Students may petition the appropriate dean to substitute a suitable course in place of a required course (for a general education course petition the Dean of College One; for a major course petition the dean of the School in which the major resides). Please contact the Office of the Registrar, the Student Advising & Learning Center, College One or the Schools for further information.

Retroactive Add

In some rare circumstances, students are allowed to add a course after the course is completed. Petitions for retroactive adds are available from the Office of the Registrar. Each petition must include the reason for the student's failure to add the course during the semester in which it was offered. The petition must be supported by the instructor's signed approval, together with a statement from the instructor indicating knowledge of the student's participation and performance during the presentation of the course in question and the instructor's understanding as to the reason for the student's failure to add the course before the end of the semester. Once the petition is complete, it should be forwarded to the appropriate School dean for review and approval. A course grade must be assigned by the instructor. A fee is assessed on all retroactive adds.

Retroactive Drop

Occasionally, in exceptional circumstances, students are allowed to drop a course after the course is completed. Reasons for seeking a retroactive drop are very specific: medical problems, severe emotional difficulties or recent death or severe illness in the immediate family. Petitions are available from the Office of the Registrar and should include a detailed account of the problem, appropriate documentation and an adequate explanation of why an I grade or late drop was not taken during the semester in which the problem occurred. The instructor's signature is required on the petition. Once the petition is complete, it should be forwarded to the appropriate School dean for review and approval. A fee is assessed on all retroactive drops.

Repetition of Courses

A student may repeat only those courses in which a grade of D+, D, D-, F, U, or Not Passed was received. Undergraduate courses in which a grade of D+, D, D-, or F has been earned may not be repeated on a passed not passed basis. Similarly, a graduate course in which a C+, C, C-, D+, D, D-, or F grade is received may not be repeated with the S-U option. Repetition of a course more than once requires approval by the appropriate dean in all instances. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

In computing the grade point average of an undergraduate who repeats a course in which he/she received a D+, D, D-, or F, only the most recently earned grade and grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

Enrollment Status

Certification of Full-Time Status

Undergraduate students must carry a study load of at least 15 units (including workload units) each semester in order to maintain normal progress toward their degree. At least 12 units are required for undergraduates to be certified as full-time students for financial aid purposes and to meet minimum progress requirements. Graduate students must carry a study load of at least 12 units each semester in order to be certified as full-time students.

Part-Time Student Status

If, for reasons of occupation, family responsibility, health or graduating senior status (one term only), a student is unable to attend the university on a full-time basis, he/she may qualify for enrollment in part-time status. The student must file for part time status each semester. To be considered eligible, undergraduate students must be registered for 10 units (including workload units) or fewer by the 10th day of instruction that semester and graduate students must be registered in 6 units or fewer by the 10th day of instruction. Minimum progress requirements are waived for approved part-time students. Undergraduate petitions are available on the Office of the Registrar's web site, and at the Graduate Studies web site at graduatedivision.ucmerced.edu. Students approved for enrollment on a part-time basis pay the same fees as full-time students, but pay only one-half of the Educational Fee. Part-time Nonresidents pay one-half of the Nonresident Tuition Fee. Undergraduates file their part-time petition with the Office of the Registrar; graduate students file their petition with the Graduate Studes Division.

Planned Educational Leave Program (PELP)

The Planned Educational Leave Program (PELP) allows students to suspend academic work at UC Merced, leave the campus and later resume studies at UC Merced with a minimum of procedural difficulties. Any registered student on the UC Merced campus, undergraduate or graduate, is eligible to enroll in the Planned Educational Leave Program, although restrictions may be imposed on the number of times a student can participate in the program. Undergraduates apply for PELP at the Office of the Registrar and graduate students apply through the Graduate Studes division. Applications for PELP must be filed no later than the tenth day of instruction, but must be filed by the first day of instruction for a full refund. After filing the PELP form, a student must file an exit form with Student Accounting. An application fee will be charged to the student's account when he/she enrolls in the PELP program. This fee is identical to that paid by a student who withdraws and the student is required to pay a readmission fee upon return.

The minimum Planned Educational Leave is one full semester, the maximum leave is one full academic year. Applications for PELP should be filed no later than the first day of instruction. While approved applications can be accepted as late as the tenth day of instruction, filing after the first day of instruction will entitle the student to only a partial refund of fees paid, in accordance with the Schedule of Refunds. The Schedule of Refunds refers to calendar days beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed and approved PELP form is returned to the Office of the Registrar.

While students may receive academic credit at other institutions and transfer this credit to UC Merced (subject to rules concerning transfer credit), participants are reminded that the intent of the program is to "suspend academic work." Therefore, students should carefully evaluate the desirability of taking academic work while away from the campus during PELP. Students enrolled in PELP are not eligible to enroll in concurrent courses at the UC Merced campus or to earn academic credit at UC Merced during the PELP leave.

Readmission is guaranteed assuming students resume regular academic work at the agreed-upon date and satisfy any hold that may have been placed on their registration. Students who do not return at the agreed-upon date and who do not officially extend their leave will be automatically withdrawn from the University.

Grants and other financial aid will be discontinued for the period of the leave, but every effort will be made, where legally possible, to allow the student to renegotiate loan payment schedules and to ensure the availability of financial aid upon return. (See Minimum Progress, Academic Probation & Dismissal)

Request to Defer Enrollment

If a student wishes to request to defer their enrollment to a different semester they need to write a letter to Admissions or submit an email from their ucmerced.edu email account. They should not then submit a Cancellation/Withdrawal form through the Office of the Registrar or their request to defer admission will be canceled. The email should include:

- Subject line: Request to Defer Enrollment
- Future enter date (cannot be more than one year) Plans during deferrment period
- Signature (not needed if sent through ucmerced.edu email)
- Mail letters to: Director of Admissions/ University of California, Merced/ 5200 N. Lake Road/ Merced, CA 95343. Or email to: admissions@ucmerced.edu

Once the request has been reviewed by admissions and a decision is made, the student will be notified through their ucmerced.edu email address.

General Guidelines

• A student may not attend any school during their deferrment period.
• A student can typically only defer their enrollment for one year.
• A student may request to defer enrollment only prior to the semester start date. If the semester has begun, they use the PELP or Cancellation/Withdrawal. NOTE: The cut off date is the day the semester begins, not the day instruction begins.
• Deferring enrollment might affect the student's Financial Aid. For specific questions they should contact financial aid.
• Student must have submitted final official documents for verification of eligibility for the deferment request to be considered.
• Questions: Janna Conway, jconway2@ucmerced.edu, x.7643

Normal Progress to Degree

UC Merced undergraduate degree programs are designed to be completed in eight terms or four academic years. To meet the normal progress requirement, undergraduate students are expected to enroll in and pass an average of 15 units per term, completing the 120 units necessary for graduation in four years. The Office of the Registrar and the appropriate dean will ensure that students are making normal progress toward their degrees. An extension of enrollment beyond nine terms requires the approval of the student's School. In order to remain in good standing, students must meet the minimum progress requirements of the campus. (See Minimum Progress section of catalog.)

Planning for a Major

The decision on the choice of a major is a very important one and should be made on the basis of a student's interests and abilities as well as his or her career goals. Students should look carefully into the programs available by using this catalog and visiting Schools in which they are interested. Students are encouraged to declare a major as soon as possible and should begin thinking about possible majors in their first year at UC Merced. Some major requirements demand a full four years to complete. Since students are expected to declare into a major by the time they have completed 60 units, the lower division major requirements should be planned into the student's program for the first two years.

Declaration and Change of Major

In order to declare or change a major, a student must fill out a Change of Major petition and have it approved by the dean or other authorized person in the School to which he/she is declaring or transferring and submit it to the Office of the Registrar. Current students are only permitted to change their major until the end of the third week of the semester and throughout the summer. Admission into a major program may be denied or deferred if the student is in academic difficulty or has a grade point average (GPA) of less than 2.0 in courses required for the selected major.

Except under unusual circumstances, no change of major will be permitted after a student has attained senior standing (90 units). It is not possible to change or declare a major in the semester in which a student has filed to graduate.

Double Majors

A student wishing to declare a double major must petition the School(s) responsible for the major(s). The student must be in good academic standing and have a GPA of at least 2.0 in the upper division courses taken in each major program. Except under unusual circumstances, no declaration of a double major will be permitted after a student has attained senior standing (90 units). Double-major students must satisfy all requirements for both majors.