Forms

Add/Drop	Use this form to make changes to your schedule. To make changes online, go to MyRegistration. Use this Add/Drop schedule to know the last day to add or drop a course. More information about Add/Drop policies can be found here.
Address Change	Use this form to change your permanent address. Mailing address can be updated via MyStudentRecord. More information about address changes can be found here.
Commencement Participation	This form is no longer used to designate participation in a commencement. It is now combined with the Declaration of Candidacy form. More information about graduation can be found here. Contact us if you have any questions about your participation.
Concurrent Enrollment Information and Application	Complete this form to enroll in the Concurrent Enrollment Program. This program is also sometimes referred to as the Extension Program. More information about the Concurrent Enrollment Program can be found here.
Course Withdrawal	Complete this form to withdraw from a course after the fourth week of instruction, but prior to the eleventh week. Use this Add/Drop schedule to know the last day to add or drop a course. More information about course withdrawal policies can be found here.
Reclassification of Resident Status	Complete this form for residency reclassification two months prior to the beginning of the semester. More information about this process can be found here.
Declaration of Candidacy	Complete this form if you expect to complete work for your degree by the end of the semester and wish to declare your candidacy. More information about graduation can be found here.
Enrollment Verification	Complete this form to request an official enrollment verification. More information about this process can be found here.
Grade Repeat/Replace Approval (for courses taken outside of UCM)	Complete this form to request a grade replacement of a UC Merced course by those earned for equivalent courses at another institution.
Independent Study Enrollment	Complete this form if you wish to enroll in Directed Group Study, Directed Independent Study, or Research. Use this Add/Drop schedule to know the last day to add or drop.
Incomplete Grade	Complete this form if you are a faculty member who wishes to assign an incomplete grade to a student. Obtain student signature and return to the Office of the Registrar before the conclusion of the final examination period. More information about this process can be found here.
Major/Minor Update	Want to change your major? Declare a new minor? Take this form to your old advisor first. But before you do, read this first.
Name Change	Complete this form and include supporting documentation if you wish to change your name in University records. More information about name changes can be found here.
University Cancellation/Withdrawal	Complete this form if you wish to officially withdraw or cancel your enrollment in the University. If you are thinking about leaving UC Merced, read this first.
Transcript Request	Complete this form to request an official transcript. More information about requesting transcripts can be found here.
Part-Time Status	Complete this form and submit supporting documentation if you wish to attend classes at a less than full-time status. More information about part-time status can be found here.
Permission to Release Education Record	Complete this form if you wish to release aspects of your educational record to a third party. Make sure you read and understand Family Educational Rights and Privacy Act (FERPA). More information about FERPA can be found here.
Petition of Academic Policy	Complete this form to request an exception to academic policy. Include supporting documentation for review by the committee.
Planned Educational Leave Program	Complete this form if you would like to suspend your academic work at UC Merced, leave the campus and later resume studies at UC Merced with a minimum of procedural difficulties. If you are thinking about leaving UC Merced, read this first.
Readmission/ Reinstatement Application	Complete this form if you are a former UC Merced student who would like to petition for readmission or reinstatement to the University. More information about returning to UC Merced can be found here.
Registration Checklist	Use this worksheet to be sure that you are ready for the registration process.
Special Course Additions or Changes	This form is no longer used. See below: UG to take a GR level course or GR to take a UG course.
Student Record Confidentiality Update	Complete this form if you would like to make your student record confidential. Make sure you read and understand Family Educational Rights and Privacy Act (FERPA). More information about FERPA can be found here.
Time Conflict Override Enrollment	Complete this form if you have a time conflict in your class schedule which you would like overridden. Make sure you follow the add/drop deadlines.
Unofficial Class Schedule Worksheet	Use this worksheet to assist in the class planning process.

Undergraduate Only Forms:

Intersegmental Cross Enrollment Program Merced College/UC Merced	This is the application for the ICE program. If you are a UC Merced student and want to take courses at Merced College, take this form to your advisor. Other FAQs can be accessed here.
Intercampus Visitor Program	Want to attend another UC for one term? More information about this program can be found here.
Simultaneous Enrollment	Want take one course at another UC? More information about this program can be found here.
Transfer Adjustment Form	Do you see a transfer course on your Unofficial Transcript, but it isn't meeting the correct requirement? Take this form to your advisor to make an adjustment.
Undergraduate to take a Graduate Level Course	This form is used when an undergraduate student wants to take a graduate level course. Make sure to fill this form completely, obtain required signatures, and return it to the Students First Center during the first three weeks of the semester.

Graduate Only Forms:

Graduate to take an Undergraduate Course	This form is used when a graduate student wants to take an undergraduate level course. Make sure to fill this form completely, obtain required signatures, and return it to the Students First Center during the first three weeks of the semester.
Intercampus Exchange Program	Want take one course at another UC? More information about this program can be found here.