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Frequently Asked Questions

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Cancellation and Withdrawals

- **I'm already enrolled, but I'm unable to attend classes this semester. What do I do?**
- **I wish to attend, but I cancelled my registration. What can I do?**
- **I'm a current student, but unable to continue attending classes. How do I withdraw from the university?**
- **Where can I read more about the withdrawal process?**

-I'm already enrolled, but I'm unable to attend classes this semester. What do I do?
Students that are enrolled, but unable to attend classes should file a Cancellation/Withdrawal form with the Office of the Registrar.

-I wish to attend, but I cancelled my registration. What can I do?
If a student cancels or withdraws, he she will no longer be eligible to attend for that semester or any future semester until they are readmitted. Please see the section in regards to the Readmission policy. For further information, please contact the Office of the Registrar in regards to being readmitted.

-I'm a current student, but unable to continue attending classes. How do I withdraw from the university?
If instructors has already begun and the student finds it necessary to stop attending classes, they must formally request a withdrawal from the University. Students who withdraw during a term need to file a Cancellation/Withdrawal form available on the Publications and Forms section of this website. Before withdrawing, students are urged to consult faculty, school, or college advisors and the Office of Financial Aid and Scholarships, if appropriate, to consider the full implications of this action. The Notice of Withdrawal requires approval from the appropriate Dean. Please review the refund policies for specifics details on refund rules. Students who fail to submit an approved form for withdrawal will receive F, NP, or U grades, as appropriate, for all courses in which they are enrolled for that term.

-Where can I read more about the withdrawal process?
Please visit the portion of our web site titled "Leaving UC Merced" for further information about the withdrawal process.

Enrollment

- **What is MyRegistration?**
- **What is the registration process?**
- **How do I change my address?**
- **How do I enroll?**
- **How can I verify my course schedule for the term?**
- **I am trying to enroll in a class, but the time conflicts with my section. What should I do?**
- **I missed the Add/Drop deadlines to enroll in classes. What should I do?**
- **I need to get official verification of my student status. What should I do?**
- **My class doesn't meet where the printed Schedule of Classes says it would. How do I find out where it has been moved?**
- **My class level is wrong. Who can correct it?**
- **Does the University have cross-registration agreements with other institutions?**

-What is MyRegistration?
MyRegistration is UC Merced's Web-based registration system.

-What is the registration process?
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.

-How do I change my address?
Students can access MyRegistration to change their address.

-How do I enroll?
Students can enroll using MyRegistration. With MyRegistration, a student will always receive the most up-to-date information regarding their registration and class enrollment. Pre-assigned appointments that are spread throughout the registration period regulate access to MyRegistration. For security purposes, students are assigned a unique login ID, usercode and password that must be entered to access MyRegistration. They may then add and drop courses during the adjustment period, which starts one week before instruction and extends through the first three weeks of instruction.

-How can I verify my course schedule for the term?
Students can verify their course schedule for the term via MyRegistration. Students are advised to consult MyRegistration prior to their first day of classes as changes may have been made to their schedule to accommodate course time changes and prerequisite requirements. If changes are made to your schedule, you will be notified via e-mail. It is very important to check your UC Merced e-mail account often to ensure that you are aware of important schedule changes.

-I am trying to enroll in a class, but the time conflicts with my section. What should I do?
You may call the Office of the Registrar. There will reverse any time conflict a student has if they let us know they have worked it out with the instructor.

-I missed the Add/Drop deadlines to enroll in classes. What should I do?
Students that have missed the Add/Drop deadlines should go to the Office of the Registrar to complete a Course Addition and Changes form. In some instances, the student must obtain permission from the instructor and Dean to add the course.

-I need to get official verification of my student status. What should I do?
Enrollment Verification forms are available from the Office of the Registrar. There is a charge for this service. Please note that enrollment in a specific semester will not verified until after the first day of instruction. This is to ensure that the student is indeed attending for semester that they wish to verify their enrollment in.

-My class doesn't meet where the printed Schedule of Classes says it would. How do I find out where it has been moved?
Students can check the Schedule of Classes on MyRegistration for the most up to date information regarding class times and locations. Students should also check their UC Merced e-mail account regularly for information regarding updates to their schedule.

-My class level is wrong. Who can correct it?
Contact the Office of the Registrar.

-Does the University have cross-registration agreements with other institutions?
Yes. Interested students, who wish to take a particular class at a nearby California State University or community college, may do so through the Intersegmental Cross Enrollment program. Enrollment is limited to one course per term and participating students need the approval of both the home and the host campus. Contact the Office of the Registrar for more information.

Transcripts / Enrollment Verifications:

- **How do I order an official transcript?**
- **How do I get unofficial transcripts?**
- **What is the mailing address for mailing academic or verification transcript requests?**
- **How much does a transcript cost?**
- **Why does it take so long to get my transcripts when your publications say that they are usually produced within three working days?**
- **Can I get my transcript in less than three days?**
- **I never received the transcripts that I ordered. What should I do?**
- **After I complete the requirements for my degree, when will my final transcript be available?**
- **Can I see what the University has in my student records?**
- **I completed a course through the Division of Professional Studies for Continuing Education Credit. Who do I contact to order a transcript?**

-How do I order an official transcript?
Currently registered student transcripts (official and unofficial) may be requested by submitting an Official Request for Transcript form to the Office of the Registrar as soon as possible after the end of the semester. Alumni and students who are not registered may order transcripts from the Office of the Registrar by completing a Request for Official Transcript form. The Request for Official Transcript form allows the student to indicate where they would like to have their transcript mailed and whether they would like it delivered normal or rush delivery.

-How do I get unofficial transcripts?
Currently registered students may obtain an unofficial Academic transcript via MyRegistration as soon as possible after the end of the semester.

-What is the mailing address for mailing enrollment verification requests?
Enrollment Verification Requests can be mailed to UC Merced, Office of the Registrar, P.O. Box 2039, Merced, CA, 95344.

-How much does a transcript / enrollment verification cost?
The cost of a transcript depends on the type of delivery that you choose. A transcript ordered for regular delivery is $7.00. If you would like the transcript to be sent rush delivery, there is a $14.00 charge. There is a charge of $1.00 for Enrollment Verifications.

-Why does it take so long to get my transcripts when your publications say that they are usually produced within three working days?
The three working days refers to the processing time within the Office of the Registrar and does not account for mailing and delivery time.

-Can I get my transcript in less than three days?
Students who urgently need a transcript that would normally take 7 to 10 days to issue, can request a 48 hours turn-around at the rush delivery rate of $14.00 plus any applicable shipping charges for each copy.

-I never received the transcripts that I ordered. What should I do?
Please contact the Office of the Registrar if there is a problem with the delivery of your transcript.

-After I complete the requirements for my degree, when will my final transcript be available?
Currently registered student transcripts (official and unofficial) may be ordered via MyRegistration as soon as possible after the end of the semester.

-Can I see what the University has in my student records?
Students have the right to inspect and review their education records maintained by the University of California, Merced as granted by the Family Educational Rights and Privacy Act (FERPA).

-I completed a course through the Division of Professional Studies for Continuing Education Credit. Who do I contact to order a transcript?
Please contact the Division of Professional Studies directly. The Division of Professional Studies can be contacted at (559) 241-7132 or bulstadc@ucmerced.edu.

Grades

- **How soon after the term can I get my grades for the term?**
- **I received an incomplete in one of my classes; what can I do to get it off my record?**
- **I did not receive my grade mailer. Where do I go?**
- **I received a different grade than I think that I should have. What can I do?**
- **I have 15 units of I grades. What do I have to do to register?**
- **I transferred from another UC campus; that is under the quarter system. How do I convert my quarter units into semester units?**

-How soon after the term can I get my grades for the term?
Grades are generally available as soon as possible after a semester has ended. Students can check their grades via MyRegistration.

-I received an incomplete in one of my classes; what can I do to get it off my record?
If an I grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course.

-I did not receive my grade mailer. Where do I go?
After grades are recorded for a term, they are available via MyRegistration. Students will not receive a grade mailer.

-I received a different grade than I think that I should have. What can I do?
All grades except Incomplete and In-Progress are considered final when assigned by an instructor at the end of a term. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed as a result of re-evaluation of a student's work. No final grade may be revised as a result of reexamination or the submission of additional work after the close of term. If you have a grievance about grades, you may appeal. You have grounds for appeal if you feel that considerations of race, politics, religion, sex, or sexual preference affected your grades, or that your work was evaluated by other criteria that do not directly reflect your performance in the course requirements. Please contact the Office of the Registrar if you feel that you have a grievance about the grade that you received.

-I have 15 units of I grades. What do I have to do to register?
Students with 15 or more units of I on their record may not register without permission of the appropriate Dean.

-I transferred from another UC campus; that is under the quarter system. How do I convert my quarter units into semester units?
Quarter units, earned previously at another institution, are converted to semester units by multiplying by two-thirds (or .667 per unit), for example, 180 quarter units equal 120 semester units.

Fees

- **I haven't received my bill. How much do I owe?**
- **How can I confirm that my fees are paid?**
- **I paid my registration fees this term and now I won't be able to attend. What should I do?**
- **What is a resident?**
- **What is the tuition fee for nonresident students?**
- **How do I establish the intent to become a California resident?**
- **Who do I talk to if I have a question or want to appeal my classification for fee purposes?**
- **I'm a veteran or a dependent of a veteran. Where do I apply for benefits?**

-I haven't received my bill. How much do I owe?
Student can check MyRegistration for their account balance.

-How can I confirm that my Registration fees are paid?
Students can check MyRegistration to confirm that their Registration fees are paid (including all outstanding balances.)

-I paid my registration fees this term and now I won't be able to attend. What should I do?
Students who do not wish to attend the University for a semester and if instructors has not yet begun, must formally request a withdrawal of their registration from the University. A full refund will be received if a cancellation is requested (minus a processing fee).

-What is a resident of California for tuition purposes?
Please view the Residency section of our web site.

-What is the tuition fee for nonresident students?
The tuition fee for nonresident undergraduate students is $8,084.00. The tuition fee for nonresident graduate students is $7,247.00.

-How do I establish the intent to become a California resident for tuition purposes?
Please see the Residency section of our web site.

-Who do I talk to if I have a question or want to appeal my classification for fee purposes?
Inquiries regarding residence requirements, determination, and or recognized exceptions should be directed to the Residence Deputy, Office of the Registrar, University of California, Merced, P.O. Box 2039, Merced, CA 95344, (209) 724-2000.

-I'm a veteran or a dependent of a veteran. Where do I apply for benefits?
Please see the Veteran Services web site for further information.