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Enrolling in Courses

UC Merced students register each semester using the online registration system, MyRegistration, accessible on the MyUCMerced portal at my.ucmerced.edu. 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 allows the student to enroll in classes on the Internet. With UC Merced's Internet registration, students 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 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 make changes to their course schedule through the adjustment period. Courses may be added online through the first week of instruction and may be dropped online through the fourth week of instruction. A new or readmitted student must also:
• Obtain a student ID card ("CatCard"), and
• If required, complete the online Statement of Legal Residence.

The Class Schedule and other information on registration are available via MyRegistration.

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How to Contact Your Advisor

Whether you are undecided or have declared a major, there is an advisor on campus who can help you! To make an appointment with your designated School advisor or to find walk-in hours, select your School below:

Undeclared
School of Social Sciences, Humanities, and Arts
School of Natural Sciences
School of Engineering

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Late Registration

Students who have not registered prior to the first day of instruction are considered late enrollments. Students may be assessed a $50 late enrollment fee. Email lherbrand@ucmerced.edu if you wish to enroll in classes after the semester begins.

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Full-Time Status

Undergraduate students must carry a study load of at least 15 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. Undergraduate lower division courses count toward this 12 units total.

Part-Time Status

If, for reasons of occupation, family responsibility, health or graduating senior status (one semester 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 during the specific semester, undergraduate students must be registered for 10 units or fewer by the 10th day of instruction and graduate students must be registered in 7 units or fewer by the end of the second week of instruction. Minimum progress requirements are waived for approved part-time students. Students approved for enrollment on a part-time basis pay the same registration and campus based fees as full-time students, except pay only one-half of the educational fee. Part-time Nonresidents pay one-half of the Nonresident Tuition Fee. Undergraduates file their part-time request with the Students First Center; graduate students file their request with the Graduate Studies Division.

The Part-Time Status Request form can be accessed here.

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Registration Appointments

Access to registration (via MyRegistration) is by groups. The groups are established according to student class level and determined by the number of units completed, with the seniors registering first, juniors second, etc. Registration appointment times are available via MyRegistration in October for Spring registration and March for Fall registration.
The number of semester units a student has completed determines undergraduate classification:

Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

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Registration Priority

Priority registration is intended to serve campus student cohorts inconvenienced by special circumstances pertaining to the scheduling of classes. For example, some UC Merced students may represent the university at officially recognized university activities. The students who represent the university, while choosing to take part in these university-sponsored activities, rarely control when these university-sponsored activities occur. These students may find that there is a conflict between these university-sponsored activities and their class schedules. The rationale for the priority registration process is to alleviate these conflicts, to provide adequate support services for these and other students, and to ensure that students miss as little class time as possible. Further, it is assumed that this practice will be used rarely and for exceptional situations only.

Procedures:

A student cohort wishing priority registration status must submit a request to the Registrar by October 1 and provides the following information:

1. Cohort name and total number of participants
2. Reason for request and period/term for which priority registration is requested.
3. Evidence of need for priority registration in view of the cohort's activities/circumstances
4. Statement of support from the cohort's advisor/sponsor
5. Contact information for individual submitting the request

A committee comprised of the Registrar, a student representative, an academic advising representative, and a Student Affairs representative reviews each request and makes a recommendation to the Assistant Vice Chancellor for Enrollment Management, who considers the recommendation and notifies the Registrar of the outcome. The Registrar notifies the individual submitting the request to the outcome. If the request is denied, the cohort's advisor or sponsor may appeal in writing to the Vice Chancellor for Student Affairs.

The committee uses these principles to determine whether a student cohort may be eligible for priority registration:

- Whether or not the student cohort regularly represents the university at or as part of official-recognized university activities;
- Whether or not the officially-recognized university activity constrains students' ability to attend classes at different times of the day or week;
- whether or not the university has control over the time periods in which the activities take place (for example, practices or performances).

If the request is approved, the cohort's advisor or sponsor must document the list of students eligible for priority registration and supply the list to the Registrar a minimum of one month prior to the start of each term's registration period. Students on this document list would be allowed to register one day prior to the start of the regular registration. Cohorts approved for priority registration must reapply every year, and the Registrar may revoke priority registration.

Current Practice

Note: Current UC Merced practice allows priority registration for:

- Students with documented special needs who require special attention in the scheduling process and who have approval each term from the Disability Services Coordinator. These students are allowed to register one week prior to the start of regular registration.
- Students who are current or prior members of the active duty Armed Forces, Armed Forces Reserve, and State Guard (not tied to receipt of Veteran Educational Benefits). These students are allowed to register one week prior to the start of regular registration.

The current practice for these two student cohorts will continue unaffected. Other cohorts approved for priority registration must reapply every year.

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Normal Progress to Degree

UC Merced undergraduate degree programs are designed to be completed in eight semesters 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 semester, completing the 120 units necessary for graduation in four years. An extension of enrollment beyond nine semesters requires the approval of the student's School.

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Disabilities

Students with documented disabilities may be entitled to in-class accommodations. The student must provide the instructor with a letter from the Disability Services Office recommending those academic accommodations that the instructor is responsible for providing. Students must request accommodation as soon as possible to allow the university reasonable time to evaluate the request and offer necessary adjustments. No accommodations shall alter the nature of the academic demands made of the student nor decrease the standards and types of academic performance, nor require facilities or personnel that cannot reasonably be provided. The instructor should consult with the student and the Disability Services Center with any questions or concerns.

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