

Nothing is Automatic!

Office of Student Academic Affairs College of Natural and Agricultural Sciences

YOU--not faculty nor staff--must initiate all adds, drops, and changes in your course schedule, major changes, corrections in or requests for your transcript, applications to graduate, etc. You can obtain forms, petitions, and good, free advice in the Office of Student Academic Affairs, 1140 Batchelor Hall.

ACADEMIC ADVISING: It is REQUIRED that CNAS students receive advising from an academic or faculty advisor at least once EVERY QUARTER, generally to obtain R'Web registration access. If needed, it is recommended that you *schedule* an appointment for advising sometime after Wednesday of the sixth week of classes but **before** your enrollment appointment. Call your major department Student Academic Affairs Office or, if you are in an "Undeclared" category in the sciences, the CNAS Office of Student Academic Affairs (951-827-7294) to schedule this appointment.

COURSE CONFIRMATION: All students should obtain a written course confirmation at the beginning of each quarter. Students may obtain course confirmations via R'Web. If you have chosen the Wait List option for any of your courses, be sure to check your UCR Webmail for updates regarding your class schedule.

ADDS, DROPS, and CHANGES IN GRADING BASIS:

1. Most of these schedule changes can be accomplished during open enrollment periods, including the first two weeks of classes, on R'Web. After the second week, an Enrollment Adjustment Form must be filed at the Registrar's Office with necessary signatures. For details, see "Schedule Adjustments" in the online *Schedule of Classes* www.classes.ucr.edu.

2. You are subject to the add, drop, and change deadlines published each quarter in the online *Schedule of Classes*. You should be aware that some classes (e.g., Engl 1A, 1B, and 1C; and most lab sections) require mandatory attendance on the first day of class. However, not going to class DOES **NOT** DROP you from the class, even though you may not be allowed to attend. **NOTHING IS AUTOMATIC!**

3. The instructor's and an advisor's signature are always required to add a course on an Enrollment Adjustment Form. **These signatures are valid for 10 days after the form is signed.** Only an advisor's signature is required to drop. Always keep the yellow copy of the date-stamped Enrollment Adjustment Form in your files. This is your receipt that a transaction was made and your proof should a clerical error need correction.

4. If you drop a class after the second week of the quarter, you will receive a "W", a permanent notation on your transcript for the course. This is not a grade and will not affect your GPA.

5. CNAS students must petition the Associate Dean for deadline extensions of ADDS (after the third week), DROPS (after the sixth week), or CHANGES in Grade Basis (after the eighth week). These petitions should be filed in the Office of Student Academic Affairs, 1140 Batchelor Hall. **HOWEVER, DEAN'S PERMISSION FOR ADDS, DROPS, OR CHANGES UNDER THESE CIRCUMSTANCES IS NOT ROUTINELY GIVEN.** Such permission is only given in rare instances when extraordinary and extenuating circumstances prevented the student from filing the form on time. These circumstances must be documented. Being unaware that one is in the wrong section, wrong class, or wrong grading basis does not constitute extenuating circumstances. Neither does not doing well in the class!

6. The grading basis in a course generally **CANNOT BE CHANGED** after the end of the eighth week. Only if you have erroneously signed up for a major requirement course on an S/NC basis will the Associate Dean *consider* a petition for a late or retroactive grade basis change to a letter grade.

7. Do not be surprised if...

- you can only find the instructor for a signature during his or her office hours or in class.
- you cannot find the instructor on the last day to drop a class.
- you have to wait in line to pay fees on the last day to pay them without penalty.

CATALOG: It is your responsibility to become familiar with the information contained in the **UCR General Catalog**. Catalogs are available for sale in the bookstore. Much of the relevant general information about CNAS academic regulations is also contained in the [CNAS Student Guide to the Sciences](#). You will obtain this free [Guide](#) when you become a CNAS student. Both the **Catalog** and the quarterly *Schedule of Classes* are available on the web site, www.students.ucr.edu. The [Guide](#) is also available at the CNAS Office of Student Academic Affairs web site, www.cnasstudent.ucr.edu.

R'WEB: UCR uses an enrollment system called R'Web. You should try to enroll as soon as your registration enrollment window for R'Web opens. You may also make changes later during the enrollment period. Sometimes there may be late changes in class schedules that affect your enrollment, so you should check back during the R'Web makeup window to verify your class schedule and/or add, drop, or make changes in the grading basis. These systems are also available during the first week of classes for enrollment, and R'Web is available throughout the quarter for course confirmations. See the *Schedule of Classes* calendar each quarter for the exact period when R'Web is open.

FINAL EXAMINATIONS: There is a schedule of final exam times in the *Schedule of Classes*. Usually, your final exam will be given in the room in which your class met, but it will probably **not** be at the same time of the day or week. If your instructor plans to give a final exam at a time other than that published in the finals schedule, it should be announced in class during the first two weeks of the quarter.

GRADE REPORTS: You are responsible for checking your grade report each quarter. A copy is available at no charge at the Registrar's Office two to three weeks after each quarter ends upon showing a picture ID. An earlier report of grades is available through R'Web using your PERMPIN at the times indicated in the *Schedule of Classes*. If you find any errors in your grade report, initiate action to correct them IMMEDIATELY! Only your instructor can change your grade. REMEMBER: "I's" change to "F's" after one quarter unless extended by approval of a special petition to the Associate Dean and with instructor approval.

REPEATING COURSES: You may repeat courses only when grades of "D+" or lower, or "NC," were received or when the course has been approved for repetition. Some courses, for example, Biol 5A, B, and C, require an instructor's approval for a repeat even though a grade lower than "D+" was previously earned. (Under certain circumstances, the repeat of a "C-" in Engl 1A, B, or C or in a foreign language course may also be permitted.) For the first 16 units of repeat, only the most recently earned grade and grade points will be included in your GPA calculation. After 16 units of repeat, both grades are included in the GPA calculation. Check the general catalog or with an academic advisor to see if a course is repeatable. **Second** repeats of any course require the approval of the Associate Dean.

READMISSION: If you have not attended UCR for one quarter or more, or if you have attended for part of a quarter and withdrawn, you can not automatically register for classes at UCR. You must file an APPLICATION FOR READMISSION by the deadline printed in the online *Schedule of Classes*.

TAKING COURSES AT OTHER SCHOOLS: Students wishing to complete course work at other colleges or universities should always consult with an academic advisor BEFORE enrolling. ONCE YOU HAVE ENROLLED AT UCR, YOU MAY NOT TAKE COURSES AT ANY OTHER COLLEGE TO SATISFY THE ENTRY LEVEL WRITING REQUIREMENT.

UNIVERSITY OF CALIFORNIA ENTRY LEVEL WRITING REQUIREMENT: This requirement should be satisfied by the end of your third quarter of enrollment at UCR. If it has not been satisfied by that time, you may not be eligible to continue as a student at UCR.

UCR WEBMAIL: The primary mode of campus communications is e-mail, and it is therefore mandatory for students to utilize their campus e-mail accounts to review academic and administrative electronic correspondence.