

INSTRUCTIONS FOR CHANGING CLASS SCHEDULE or GRADING OPTION

How to Drop a Course:

EARLY DROP DEADLINE (EDD) COURSES

(Architecture 100A, 100B, Biology 1B, Arabic 1A, Persian 1A, Physics 7A, 7B, 8A, 8B, Sociology 3, 3AC, Spanish 1 and 2)

From Tele-Bears Phase I through the Second Week of Instruction:

You must use Tele-Bears to drop Early Drop Deadline courses during this period.

NON-EARLY DROP DEADLINE COURSES

From Tele-Bears Phase I through the Third Week of Instruction:

You must use Tele-Bears to drop Non-Early Drop Deadline courses during this period.

From the Fourth Week of Instruction through the end of the Fifth Week of Instruction:

Step 1: Fill out the form “Petition to Change Class Schedule” available in 308 McLaughlin.

Step 2: If you are dropping a technical course (engineering, math, statistics, or natural science needed for your major) you will need to get your Faculty Adviser’s signature on the petition. **EXCEPTION:** CEE, EECS, and IEOR majors do not need their Faculty Adviser’s signature if they will still be enrolled in 12 units **and** two technical courses after dropping a technical course.

Step 3: Bring your completed form to your Student Affairs Adviser in 308 McLaughlin. For your adviser’s schedule, see http://www.coe.berkeley.edu/current_students/advising.html

IMPORTANT: *Do not assume you will be dropped from a course simply for not attending. You must always confirm that you have dropped any course you do not want to be taking.*

Go to Bear Facts periodically to check your schedule and ensure that no classes have been re-scheduled or cancelled.

See other side for adding a course or changing grading option.

How to Add a Course

From Tele-Bears Phase I through the Fifth Week of Instruction:

You must use Tele-Bears to add a course before the add deadline.

How to Change the Grading Option:

CHANGING FROM PASS/NO PASS TO A LETTER GRADE

From Tele-Bears Phase I through the Third Week of Instruction:

You must use Tele-Bears to change your course schedule during this period.

From the Fourth Week of Instruction through the end of the Fifth Week of Instruction:

Step 1: Fill out the form “Petition to Change Class Schedule” available in 308 McLaughlin.

Step 2: Bring the completed petition to your Student Affairs Adviser in 308 McLaughlin.

NOTE: All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) may not be taken pass/not pass.

CHANGING FROM A LETTER GRADE TO PASS/NO PASS

From Tele-Bears Phase I through the Third Week of Instruction:

You must use Tele-Bears to change your course schedule during this period.

From the Fourth Week of Instruction through the end of the Tenth Week of Instruction:

Step 1: Fill out the form “Petition to Change Class Schedule” available in 308 McLaughlin.

Step 2: Bring the completed petition to your Student Affairs Adviser in 308 McLaughlin.

NOTE: All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) may not be taken pass/not pass.

Go to Bear Facts periodically to check your schedule and ensure that no classes have been re-scheduled or cancelled.

See other side for dropping courses