

Berkeley Summer Sessions

FIELDS WITH ASTERISK* ARE REQUIRED. PLEASE NOTE THAT INCOMPLETE AND ILLEGIBLE FORMS WILL DELAY PROCESSING.

ACTION	<input type="checkbox"/> ADD COURSE(S)	<input type="checkbox"/> DROP COURSE(S)	ENTER THE YEAR ENROLLED FOR SUMMER <i>This form can only be used for past Summer term.</i>	TOTAL NUMBER OF UNITS <i>enrolled for ALL sessions</i>
	<input type="checkbox"/> CHANGE GRADING OPTION	<input type="checkbox"/> WITHDRAWAL		
	<input type="checkbox"/> CHANGE UNIT VALUE	<input type="checkbox"/> REINSTATE		
In order to retroactively add course(s) or change grading option, you must submit with the completed Student Record Change Form a letter from the instructor, on a departmental letterhead, signed and sealed with your grade in correct grading option. Without the letter from instructor(s), your request will not be considered complete and will not be processed.				
			_____	Before Changes*
			_____	After Changes*

[illegible]

****Instructor's Signature is required to enroll from waitlist and for all Adds.**

[illegible]

GRADE/UNIT CHANGE	Course Control Number* (CCN)				Department*	Course Number*	Session*	New Grading Option* <i>for grade option change only</i>	New Units* <i>for unit change only</i>

I have read and agree to the rules regarding fees, deadlines, and refunds as published at summer.berkeley.edu.

Student Signature*
Date*

Dean or Dean's Representative Signature*	Date*
<i>Required for UCB Undergraduate students and for UCB Graduate students</i>	

Campus Official Signature* *Berkeley International Office Advisor, Faculty Athletic Representative, etc.* Date*

Summer Sessions Official Signature* _____ Date* _____
Required for visiting students

FOR OFFICIAL USE ONLY	
	# _____
Total Course Fees Added	\$ _____
Total Course Fees Dropped	\$ _____
Assess: <input type="checkbox"/> Course Fees \$ _____	
<input type="checkbox"/> Cancellation Fee \$100	
<input type="checkbox"/> Withdrawal Processing Fee \$ _____	
Refund:	
<input type="checkbox"/> Campus Fee (UC students)	
<input type="checkbox"/> Registration Fee (visiting students)	
<input type="checkbox"/> International Service Fee (international students)	
<input type="checkbox"/> Class Pass (UC students)	<input type="checkbox"/> Full Course Fee
<input type="checkbox"/> Program Deposit	<input type="checkbox"/> Program Fee
<input type="checkbox"/> Course Fee (Other)	<input type="checkbox"/> Cancellation Fee
<input type="checkbox"/> No Refund	<input type="checkbox"/> Full Refund
REC'D BY _____ DATE _____	
PROCESSED BY _____ DATE _____	

IMPORTANT INFORMATION WHEN REQUESTING RETROACTIVE CHANGES

Under special circumstances, students may petition to make enrollment changes, such as add, drop, withdraw or change grading options, for past Summer terms. Retroactive changes cannot be made online. Students must complete a Retroactive Student Record Change Form to request change(s) and are required to obtain additional signature(s) before the request can be processed.

If you are a UC BERKELEY UNDERGRADUATE STUDENT

You must go through the petition process with your college to obtain the **Dean's signature** on the Retroactive Student Record Change Form. **For retroactive add, the instructor's signature is also required. For retroactive add and grading option change, a signed letter from your instructor on a departmental letterhead in a sealed envelope, indicating your grade is also required.** When the Retroactive Student Record Change Form is complete with all required signatures, please submit it along with any other required document(s) to Berkeley Summer Sessions.

If you are a UC BERKELEY GRADUATE STUDENT

Signature from the Dean of the Graduate Division is required for all retroactive changes. **For retroactive add, the instructor's signature is also required. For retroactive add and grading option change, a signed letter from your instructor on a departmental letterhead in a sealed envelope, indicating your grade is also required.** When the Retroactive Student Record Change Form is complete with all required signatures, please submit it along with any other required document(s) to Berkeley Summer Sessions.

If you are a UC STUDENT from OTHER CAMPUS or a VISITING (DOMESTIC or INTERNATIONAL) STUDENT

Director of Summer Sessions' signature is required for all retroactive changes. For retroactive add, the instructor's signature is also required. Please submit the following items to Berkeley Summer Sessions in order to obtain the Director's signature:

- Completed Retroactive Student Record Change Form
- Signed personal statement explaining the circumstances of the late change
- A signed letter from the instructor with the grade on a departmental letterhead in a sealed envelope*
**applicable only for retroactive add and retroactive grading option change*
- Any supporting documents, if available

HOW TO SUBMIT THE FORM & SUPPORTING DOCUMENTS

You can submit the completed Retroactive Student Record Change Form and other supporting documents via fax or e-mail, **except for the letter from the instructor, which must be in a sealed envelope.** You may also submit the form, supporting documents and the instructor letters in person.

IN PERSON

The Berkeley Summer Sessions Office is located at 1995 University Avenue, Suite 130 (cross street Milvia).
Office Hours: 8:30 AM - 5 PM

Cal Student Central is located at 120 Sproul Hall.
Office Hours: 9 AM - 12 PM and 1 PM - 4 PM

VIA FAX

To the attention of Student Services: +1-510-664-9825

You cannot fax the instructor letter, as the letter must remain sealed in the envelope. Once opened, we cannot accept the document.

VIA E-MAIL

The form must be completed with original signature first, scanned and attached to an e-mail to summer@berkeley.edu. Please include the subject line: Retroactive SRCF SID [insert your UC Berkeley student ID number here].