

# COLLEGE OF LETTERS AND SCIENCE INSTRUCTIONS

## Summer Sessions

---

### Process for Changing Class Schedule in Summer\*

---

If the course is still in progress (i.e. you have not taken the final):	Submit your request via the MySummer Student Portal.
If the request involves Session A courses and Session A has ended, yet Summer Sessions has not ended in its entirety:	Visit the College of Letters and Science for information on how to fill out an Exceptional Change to Class Schedule Petition.  You will also need to submit your request electronically via the MySummer Student Portal simultaneously.
Once Summer Sessions in its entirety has ended:	Visit the College of Letters and Science to request a dean's appointment for a retroactive withdrawal.

\* Please note that high school students, fall admits, and students in the various special programs offered by Summer Sessions (e.g. Summer Internship Program, Freshmen Edge, Transfer Edge, Travel Study and Internship Program Students, and Pre-Collegiate Program) should make schedule change requests via the MySummer student portal. These students are not under the jurisdiction of the College of Letters and Science Undergraduate Advising.

---

### Websites

---

**College of Letters and Science  
Undergraduate Advising:**

[ls-advise.berkeley.edu](https://ls-advise.berkeley.edu)

**MySummer Student Portal**

[summer.berkeley.edu/mysummer](https://summer.berkeley.edu/mysummer)

**Summer Sessions Academic Calendar  
and Deadlines:**

[summer.berkeley.edu](https://summer.berkeley.edu)

---