



UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

**Undergraduate to take a
Graduate Course**

5200 N. Lake Road, Merced, CA 95343 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

Undergraduate students petitioning to enroll in graduate level courses (courses numbers 200+) must obtain the signature of the instructor, School Dean, and the Dean of Graduate Studies. Graduate level units will count towards the required 120 units for graduation; however students are urged to meet with their academic advisor in order to determine if graduate course units may be used to fulfill a graduation requirement. Please provide all supporting documentation. Changes to grade mode, when available, may be made online during the first two weeks of the semester. **This completed form must be submitted to the Students First Center during the first three weeks of instruction.**

Personal Information

UCM ID Number _____

Last name _____ First _____ Middle _____

Phone number(s) _____ E-mail address _____

Home Address _____

City _____ State _____ Zip _____

Course Information

Term _____ Year _____

CRN	Subject	Course	Sec	Units	Instructor's Signature

Reason for request _____

I certify that I am the above named person, the information I have provided is accurate, and I have read and understand all polices governing special course additions.

Signature _____ Date _____

Required Signature:

School Dean: _____ Date: _____

Graduate Dean: _____ Date: _____

Office use only:

Graduate Studies:

Class Level: _____ Units Enrolled: _____ Previous Sem. GPA: _____ Cumulative GPA: _____

Students First Center:

Total units after all changes: _____ Processed by: _____ Date: _____