### 2017 UCI SUMMER SESSION

#### COURSE CHANGE REQUEST

**COMPLETE FORM IN INK**

1. **STUDENT ID NUMBER & NAME:**
   - UCI STUDENT ID or SUMMER SESSION ID NUMBER
   - SOCIAL SECURITY NUMBER (LAST 4 DIGITS)
   - LAST:
   - FIRST:
   - MIDDLE:
   - (NAME ON YOUR UCI RECORDS)

2. **CHANGE:**
   - **INDICATE CHANGE:**
     - ADD, DROP, WAITLIST or GRADE OPTION
   - **SESSION:**
     - I, II, or 10-WK
   - **COURSE DEPT & NUMBER**
     - (ex: Anthro 2A)
   - **COURSE CODE**
     - (5 DIGITS)
   - **GRADE OPTION:**
     - LETTER GRADE, P/NP, AUDIT
   - **GRADUATE STUDENTS S/US**
   - **INSTRUCTOR SIGNATURE**
     - (if required)
   - **COURSE FEES**

3a. **PAYMENT:**
   - **(ONLY COMPLETE THIS SECTION IF PAYMENT WILL BE NECESSARY FOR YOUR COURSE CHANGES)**

   - [ ] CASH / CHECK / MONEY ORDER
   - MAKE CHECKS PAYABLE TO: "U.C. Regents"

   - [ ] CHARGE ___VISA ___MC ___AMEX

   - CARDHOLDER NAME:

   - STREET:
   - CITY:
   - STATE:  ZIP:

   - CARDHOLDER SIGNATURE:

   - PRIMARY PHONE #:

3b. **MAIL REFUND TO:**
   - **(ALLOW A MINIMUM OF 3 WEEKS FOR THE PROCESSING OF REFUNDS**)**

   - STREET:
   - CITY:
   - STATE:  ZIP:

4. **STUDENT SIGNATURE**:_________________________ DATE:_________________________

*I have read and understand the policies listed in the Student Services section of the UCI Summer Session website (summer.uci.edu) regarding academic information, deadlines, registration, fees and refunds. I understand the mandatory campus and materials fees are non-refundable, and course fees become non-refundable after the refund deadline has passed.

**The refund process may take longer if you have an existing or previous financial aid award or payment in 2017.

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**FOR OFFICE USE ONLY**

- Mail to:  UC Irvine Summer Session, PO Box 6050, Irvine, CA  92616-6050
- In-Person to:  Continuing Education 3, #234, Mon – Fri, 8am – 5pm

- [ ] Pre-disbursement - 9FINAIDAWD only:
  - Has NOT received FA disbursement (9FINAID). NOT authorized to drop below 6 units, unless student pays balance in full at the time of drop.

- [ ] Post-disbursement - 9FINAID paid balance in full:
  - Has received FA disbursement and is authorized to drop below 6 units. The student will forfeit their aid and they may be billed by the FA Office. In this case, dropping below 6 units must be authorized by a supervisor.

  - Supervisor Initials: __________________ Date: ______________ Ext: ______________
## 2017 Academic Calendar

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<th>10 Week</th>
<th>Session II</th>
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<td>Jun 26-Sep 1</td>
<td>Aug 7-Sep 13</td>
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<td>Early registration (Online and Mail) begins</td>
<td>Mar 1</td>
<td>Mar 1</td>
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<td>In-person registration begins</td>
<td>Apr 3</td>
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<td>Last day to enroll without a $50 late fee</td>
<td>Jun 23</td>
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<td>First day of instruction</td>
<td>Jun 26</td>
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<td>Last day to add, drop or change grade option without instructor’s signature</td>
<td>Jun 30</td>
<td>Jul 7</td>
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<td>Last day to enroll without a $100 late fee</td>
<td>Jul 7</td>
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<td>Last day to apply for a refund of course fees-No refunds after</td>
<td>Jul 7</td>
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<td>Holiday</td>
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<td>Absolute deadline for any course changes</td>
<td>Jul 14</td>
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<td>Grades Available</td>
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