

Complete all information, sign your request, have your faculty/instructor sign and return to [soegrads@ucmerced.edu](mailto:soegrads@ucmerced.edu) or SE2 315 **PRIOR TO THE FIRST DAY OF INSTRUCTION.**

**THIS IS NOT A REGISTRATION FORM. PLEASE DO NOT TURN IN THIS FORM TO THE STUDENT FIRST CENTER AS IT WILL NOT BE PROCESSED.**

**PERSONAL INFORMATION**

UCM ID Number

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ UCM Email: \_\_\_\_\_ Graduate Program: \_\_\_\_\_

**COURSE INFORMATION**

Choose a course subject from one of the following:

**Fall Spring Year:** \_\_\_\_\_

**Course Subject**    **Select a Course Number**  
(i.e. EECS, etc.)    (i.e., Research 295; Directed Group Study 298; Individual Study 299)

<b>BEST</b>	
<b>BIOE</b>	
<b>EECS</b>	
<b>ES*</b>	
<b>MBSE</b>	
<b>MIST</b>	
<b>ME</b>	

**\*ALL Environmental Systems students MUST submit a course syllabus before a CRN request will be processed.**

Number of **units & weekly contact hours:** \_\_\_\_\_

(1 unit = 3 hours per week)

Printed name of Instructor(s): \_\_\_\_\_

**SIGNATURES**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

CRN Assigned: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Date Emailed: \_\_\_\_\_

**Instructions for submitting CRN Request form (for SOE graduate students):**

**School of Engineering (SoE):**

- 1) Consult with your faculty advisor regarding the course number and number of units you need to register for.
- 2) Sign up for one of the SoE course subjects.
- 3) Select the number of units consulted with your faculty advisor.
- 4) Complete the CRN request form and obtain the necessary signature/email approval from your faculty advisor overseeing your research.
- 5) Submit completed form via email to [soegrads@ucmerced.edu](mailto:soegrads@ucmerced.edu) or in-person to the School of Engineering Dean's Suite (SE2 315).
- 6) Please allow 5 business days for processing time. Once approved, you will be emailed and notified with the CRN course number.

**Changes to number of units requested:**

- 1) Prior to the 3<sup>rd</sup> day of classes, changes to the number of units originally requested require email approval from your faculty advisor. Please forward the email approval to [soegrads@ucmerced.edu](mailto:soegrads@ucmerced.edu). A new CRN number will be assigned and emailed to you. If we are unable to process your request before the *Add Courses Online deadline*, you will be instructed to complete the Office of the Registrar's Independent Study Form and submit this to the Students First Center for further processing.
- 2) *After the Add Courses Online deadline*, changes to the number of units require the completion of the Independent Study Form (available online the Office of the Registrar's website). Complete the form and submit it to the Students First Center (KL 122) to be registered for the course.

**Registration Add Errors:**

- 1) For "Instructor Consent/Signature Required" and/or "Repeat Count" errors, please contact [soegrads@ucmerced.edu](mailto:soegrads@ucmerced.edu) for additional assistance.
- 2) For all other registration add errors and/or for further assistance, please visit: <http://registrar.ucmerced.edu/registration-help-page/registering-classes/registration-errors>

**Office of the Registrar Forms**

Please visit: <http://registrar.ucmerced.edu/forms>

**Registration Help Page**

Please visit: <http://registrar.ucmerced.edu/registration-help-page>

**Registration Deadlines\*\***

Please visit: <https://registrar.ucmerced.edu/schedules/deadlines>

\*\*If you are receiving university funding (Teaching Assistantship, Graduate Student Researcher, Fellowship), you are required to enroll in at least 12 units prior to the start of instruction, and for the duration of the Fall/Spring semester.

**NOTE: YOU WILL NOT BE ABLE TO PAY THE CAMPUS-BASED FEES UNTIL YOU ARE REGISTERED FOR COURSES.**

**Graduate Dates and Deadlines**

Please visit: <https://graduatedivision.ucmerced.edu/current-students/calendar-and-deadlines>