

# Enrollment Instructions

For POSC 190, 197, or 199 courses



## 01 - Obtain Instructor Approval

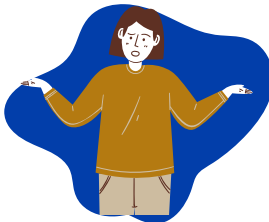
Approach instructor to request approval to enroll in either POSC 190, 197, or 199 with them (whichever instructor feels is most appropriate).

- POSC 190 - Special Studies
- POSC 197 - Research for Undergraduates
- POSC 199 - Senior Research



## 02- Fill out 190, 197, or 199 form

Fill out and obtain necessary signatures on form - forms can be found [HERE](#) or at [politicalscience.ucr.edu/academic-advising](http://politicalscience.ucr.edu/academic-advising). CRN for exact class section is required on form - if none exists for the instructor under the schedule of classes, have your instructor email your academic advisor to have the CRN created.



## 03- Fill out appropriate enrollment form

Once 190, 197 or 199 form is completely filled out with all necessary information and signatures, fill out a **CHASS ENROLLMENT REQUEST FORM** and attach your completed POSC 190/197/199 form by the end of week two of each quarter. To enroll after week two, submit an **ENROLLMENT ADJUSTMENT FORM** instead at [myforms.ucr.edu](http://myforms.ucr.edu). Please double check the units you are entering on the form to ensure you are enrolled correctly.



## 04 - Enroll in course

If enrolling by the end of week two, enrollment managers will enroll you in the course according to the information you provided on the CHASS ENROLLMENT REQUEST FORM. If enrolling after week two, you will be enrolled by the Office of the Registrar and receive email updates regarding your ENROLLMENT ADJUSTMENT FORM once submitted.

POLITICALSCIENCE.UCR.EDU

**STUDENTS ARE ENCOURAGED TO MEET WITH THEIR POSC ACADEMIC ADVISOR TO DETERMINE HOW 190-SERIES CREDIT APPLIES TOWARDS DEGREE REQUIREMENTS.**