

ENROLLMENT ADJUSTMENT FORM INSTRUCTIONS (EAF)

STEP TWO: {All fees and deadlines are Subject to Change}

To Add a Course:

1. Go to <http://myforms.ucr.edu>
2. Fill out an Undergraduate Enrollment Adjustment Form (EAF).
3. In the "Add a New Course" area, enter the CRN numbers for the lecture, discussion, lab, studio, and/or any other co-requisites for the course(s) you are adding.
 - **NOTE: ALL CRN numbers (lecture, discussion, lab, etc.) must be entered or your form will be DENIED*.**
 - CRN numbers can be found at <http://classes.ucr.edu>.
 - Be sure to select the correct quarter at the top of the page.
4. Once you've entered the CRN number, click Select, and then click Add for **EACH** course/co-requisite.
5. Print out the instructor signature page (send scanned copy of approval to [academic advisor by email](#))
6. Obtain the instructor signature(s) and send via email **ANYTIME** prior to **3:00 PM on the Friday deadline date during WEEK 3 (NO FEE PDF copies of either 1) digital signed instructor signature page OR 2) PDF of an email approval if instructor(s) are unable to sign the form electronically.**
7. Check on the status of your form by logging back into the MyForms website.

To Withdraw From a Course:

1. Go to <http://myforms.ucr.edu>
2. Fill out an Undergraduate Enrollment Adjustment Form(EAF).
3. In the "Withdraw from a Course" area, enter the CRN numbers for the lecture, discussion, lab, and/or any other co-requisites for the course(s) you are withdrawing from.
 - **NOTE: ALL CRN numbers (including linked co-requisite discussion, additional lectures, studios, lab, etc.) must be entered or your form will be DENIED*.**
 - CRN numbers can be found at <http://classes.ucr.edu> .
 - Be sure to select the correct quarter at the top of the page.
4. Once you've entered the CRN number, click Select, and then click Add for **EACH** course/co-requisite.
5. Submit EAF electronically no later than **Friday by 12 NOON on deadline date during WEEK 3 (NO FEE) or WEEK 6 (FEE**).**
6. Check on the status of your form by logging back into the MyForms website.

To Change Grading Basis for a Course to S/NC (Satisfactory/No Credit):

1. Go to <http://myforms.ucr.edu>
2. Fill out an Undergraduate Enrollment Adjustment Form(EAF).
3. In the "Change the Grading Basis of an Existing Course" area, enter the CRN number for **the lecture(s) ONLY**, click select.
4. Select "S/NC" and then click Add (Grades are not given to most co-requisites i.e. discussion, additional lectures, studios).
 - CRN numbers can be found at <http://classes.ucr.edu>.
 - Be sure to select the correct quarter at the top of the page.
5. Submit EAF electronically no later than **Friday by 12 NOON on deadline date during WEEK 3 (NO FEE) or WEEK 8 (FEE**).**
6. Check on the status of your form by logging back into the MyForms website.

If YOUR FORM IS DENIED FOR ANY REASON, YOU MUST RESUBMIT PRIOR TO THE DEADLINES.** Thus, it is recommended to have everything completed at least **two days** prior to the deadline to allow adequate time for your form to be reviewed by an Academic Advisor and the other departments who process the EAF. *Enrollment Adjustment Forms submitted to the Registrars' Office after 5PM Friday of the 3rd week of the quarter will incur a \$4.00 charge (for withdraw from a course(s) or change of grading basis only), billed to your student account.**