UCI: Jennifer Wong
       jenniaw4@uci.edu
       (949) 824-2252

UCSD: Brittany Norris
       tdgradcoord@ucsd.edu
       (858) 534-1046

Joint Ph.D. Program in Drama UCI / UCSD Enrollment Petition

Student Information

Full Name: _____

Current Mailing Address: _____

City: _____ Zip Code: _____

University Email Address: _____

Phone Number: _____

Requesting to attend course at: **UCI** ☐   **UCSD** ☐

Quarter/Year Requesting to take course: _____

Home Campus ID Number: _____

Host Campus ID Number: _____
(if you have not established an ID# yet, please refer to the instructions on page 2 before proceeding)

If this is your first time participating in the joint program, please provide more info:

CA Resident: Yes ☐ No☐   **/**   US Citizen: Yes☐ No☐

Birthdate: _____ VISA Type & Home Country: _____

Course Information
(provide all relevant information for the course you wish to take at host campus)

Course Title: _____

Instructor Name: _____

Course Code: _____ Number of Units: _____

Course Number/Section: _____

Instructions:

Students must obtain approval from home campus Program Director prior to submission of this form. Requests must be submitted no later than four weeks prior to the beginning of the quarter requested to enroll.

UCI Students:
Please fill out the form, save the PDF, attach and send email to Jennifer Wong (jenniaw4@uci.edu) and
cc:
Daphne Lei (dlei@uci.edu), Marcus Beeman (mbeeman@uci.edu), Richard Nguyen (richard.nguyen@uci.edu), and Brittany Norris (tdgradcoord@ucsd.edu).

UCSD Students:
Please fill out the form, save the PDF, attach and send email to Brittany Norris (tdgradcoord@ucsd.edu) and
cc:
Emily Roxworthy (eroxworthy@ucsd.edu), Jennifer Wong (jenniaw4@uci.edu), Richard Nguyen (Richard.nguyen@uci.edu)

Instructions & Procedures:

For UCI Students:
***Students must disclose their Social Security number and date of birth once to establish a UCSD PID#. Students may release this information via email or phone to Jennifer Wong [jenniaw4@uci.edu; 949-824-2252] who will send the information directly to Brittany Norris (UCSD) for processing. Once issued a UCSD PID#, students will not be required to provide their SS# or DOB for registration, just their UCSD PID # ***

UCI students will use the on-line UCSD student registration system, WebReg, to register for UCSD classes. If necessary, UCSD Theatre and Dance Graduate Coordinator (**Brittany Norris**) will assist UCI students with enrollment. All UCI students' fees and tuition will be paid at the UCI campus. However, UCI students MUST follow all UCSD deadlines for registration, and they will be held responsible for any late fees/penalties incurred if these deadlines are missed. On the UCI campus, the UCI student will still need to register for intercampus exchange placeholder units (only one placeholder [variable units 1-12] needed for courses being taken at UCSD), which will appear on their UCI schedule & transcript. Richard Nguyen from UCI's Graduate Division will notify UCI students the placeholder course code via their UCI e-mail address.

For UCSD Students:
Students must disclose their social security number and date of birth only once to establish a UCI ID# and UCInetID. Students may release this information via email or phone to Jennifer Wong [jenniaw4@uci.edu; 949-824-2252] which will be submitted to Richard Nguyen (UCI) for processing. Once issued a UCI ID#, students will not be required to provide their SS# or DOB for registration, just their UCI ID #

UCSD students will use the on-line UCI student registration system, WebReg, to register for UCI classes via www.reg.uci.edu (click on WebReg). If necessary, UCI Arts Counselor (**Jennifer Wong**) will assist UCSD students with enrollment. All UCSD students' fees and tuition will be paid at the UCSD campus. However, UCSD students MUST follow all UCI deadlines for registration, and they will be held responsible for any late fees/penalties incurred if these deadlines are missed.
Please note: The deadline to electronically add and drop UCI Drama courses is by **5pm Friday of Week 2**. On the UCSD campus, the UCSD student will still need to register for intercampus exchange placeholder units (only one placeholder [variable units 1-12] needed for courses being taken at UCI), which will appear on their UCSD schedule & transcript. Eliese Mawell from UCSD Graduate Division will notify the UCSD Registrar to create a placeholder course for the applicable student, and Brittany Norris from the UCSD Theatre and Dance Department will notify UCSD students of the intercampus exchange placeholder course code via their UCSD e-mail address.