Dear Students,

Happy Monday! Here are some important enrollment reminders as we head into winter registration.

**CHANGE OF GRADE OPTION (letter grade to P/NP)** Deadline: Wednesday, November 25th at 5 PM

You have until 5 PM on Wednesday, November 25th to submit an enrollment exception request to change the grade option of a non-major course. Grade option changes will not be considered after that time. You may view the instructions on how to submit an enrollment exception request here. You may also reference our P/NP policies for this quarter here.

**WINTER ENROLLMENT**

Please use the Winter Schedule of Classes to plan your classes for winter quarter. If you haven’t done so already, please log into WebReg to view your enrollment date and time. You can also use our Winter Enrollment Guide to help you prepare for registration. Please note that almost all courses will be virtual/remote.

The presentations from the last week’s scheduling workshops are available to view online:

- [Art](#)
- [Dance](#)
- [Drama](#)
- [Music](#)

If you still have questions about the winter schedule or about your degree progress, please reach out to us the following ways:

- [Arts Chat](#) – online live chat during office hours (M-F, 9AM-12PM & 1-4PM PST)
- [Walk-in Virtual Appointment](#) – same day walk-in appointments are available M-F, 10AM-12PM & 1-3PM PST
- [Scheduled Virtual Appointment](#) – 20-minute appointment scheduled in advance

**ADJUSTED OFFICE HOURS**

Please note – the Arts Student Affairs Office will be closed from noon on Wednesday, November 25th through the weekend in observance of the Thanksgiving holiday. We will reopen on Monday, November 30th.

**UNIT INCREASE REQUESTS**
If you would like to request a unit increase (above 20 units) for Winter, please fill out our Unit Increase Survey. The unit cap will automatically increase to 20 units for all students at noon on December 18th. Please note that requests will be granted for those with a minimum 3.0 GPA on December 18th. New students will need to wait until the beginning of January as we will need to see fall grades.

EMAIL ARCHIVES

Please reference our email archives page if you need to reference any previous emails sent from our office or your department office.

We hope you have a restful Thanksgiving break.

Warmest regards,

The Arts Student Affairs Team

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appts: https://appointments.web.uci.edu/

arts chat: http://alivech.at/54tyv3

w: www.arts.uci.edu/students | fb: www.facebook.com/CTSAStudentAffairs