

## Important Enrollment Information and Adjusted Office Hours - Week 8

AA

Arts Student Affairs

Mon 11/23/2020 3:08 PM

To: Claire Trevor School of the Arts-Undergrad Students, Sender Custom Email List <zotmail@uci.edu>

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 25<sup>th</sup> at 5 PM**

You have until 5 PM on Wednesday, November 25<sup>th</sup> 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 25<sup>th</sup> through the weekend in observance of the Thanksgiving holiday. We will reopen on Monday, November 30<sup>th</sup>.

### **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**

Claire Trevor School of the Arts

University of California, Irvine

e: [artscounselor@uci.edu](mailto:artscounselor@uci.edu)

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

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

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