

INSTRUCTIONS ON SWITCHING FROM MATH 61 TO MATH 51

The Math department has a process for you to transfer from Math 61CM/DM to Math 51, should you decide to do so, up to 6 days after the first 61CM/DM midterm exam. The procedure is explained below, broken into cases depending on when you choose to make the transfer.

Though you can choose to make such a transfer anytime until the final deadline of **5:00pm on Monday, October 22, 2018**, it is strongly recommended that you settle on a decision as early as possible, and that if you decide to switch, you start attending the 51 lectures and sections immediately thereafter. It is imperative, and your responsibility, that you are fully aware of the grading, participation, homework, and exam policies on the Math 51 website, and to make clear with your new Math 51 lecture instructor (not TA) in **writing/email** that you are a new student in the class switching from 61CM/DM. (In particular, please be aware that all lectures of Math 51 use iclicker devices available for purchase at the bookstore, and their use is a small part of the course grade.)

The procedures outlined below are **only applicable for transfer** between 61CM/DM and 51. If you want to drop 61CM/DM (without adding 51) then you must observe the normal add/drop procedures and deadlines, and these instructions are then not relevant to you.

How to switch from Math 61CM/DM to Math 51 (three cases, depending on the switch date):

(i) To switch **before** noon of the third Thursday of the quarter: Go on Axess, drop 61CM/DM, and add 51. If you are prevented from adding 51 due to not having taken the Math Placement Diagnostic (shows up as not having satisfied “prerequisites”), please complete the diagnostic immediately; you will then need to wait up to 24 hours for Axess to lift its hold before you can add 51.

(ii) To switch **between** noon of the third Thursday and 5pm of the third Friday (i.e., the Add/Drop deadline): As in case (i), you can freely drop 61CM/DM on Axess at this time; if you’ve previously taken the Math Placement Diagnostic then you should also be able to add 51. But the diagnostic will be closed after noon of the third Thursday, so if you haven’t taken it then to add 51 on Axess you must bypass the “prerequisite” requirement by first obtaining a permission number from the instructor of the Math 51 lecture you wish to attend. (Make sure to finish both dropping/adding before 5pm that Friday; permission numbers alone can’t bypass the Add/Drop deadline.)

(iii) To switch **after** the Add/Drop deadline and **BEFORE 5:00pm on Monday, October 22, 2018**: Do not use Axess to drop 61CM/DM! Instead, submit a “Petition to Change Course Enrollment” form (which you can download from <https://stanford.app.box.com/change-course-enroll>) to the UAR office; this form must be submitted on paper to that office and cannot be submitted online.

You should complete the paper form in the following manner:

1. Complete the “Student Info” section.
2. In the “Change Requested” section, check “Section Change” and enter the information for both Math 61CM/DM and the relevant section of Math 51 (both the lecture section and the discussion section).
3. In the “Faculty” portion of the form enter the words “Math 61CM/DM to Math 51 switch” in the “Comments” section, and obtain the signature of the instructor of the relevant lecture section of Math 51 on the “Instructor Signature” line. The instructor also needs to provide you with a permission number for your chosen Math 51 lecture section, which should be written in this “Comments” section.
4. Sign the form.
5. Submit the form to VPUE in the office of Undergraduate Advising and Research (UAR) by **5:00pm on Monday, October 22, 2018**.

By UAR’s policy, “Students will not need to meet with a UAR advisor, nor will they be required to write a statement regarding why they wish to file the petition. The request will be routinely approved and all reference to MATH 61CM/DM will be deleted from the student’s record and MATH 51 will be added.”