

September 21, 2015

Dear Math51H Students,

Here is the procedure that is to be used to transfer from 51H to 51; notice that this procedure is only applicable for transfer between 51H and 51 and must be completed by Wednesday October 21 at 5pm — if you simply want to drop 51H (without adding 51) then you must observe the normal add/drop procedures and deadlines, and these instructions are not relevant.

How to switch from math 51H to math 51:

To switch BEFORE the Add/Drop deadline: Go on AXESS, drop 51H, and add 51.

To switch AFTER the Add/Drop deadline: Do NOT use axess to drop 51H. 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 no later than 5:00pm on the Wednesday October 21, 2015 (date to be confirmed!).

You should complete the 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 51H and the relevant section of Math 51.
3. In the “Faculty” portion of the form enter the words “Math 51H to Math 51 switch” in the “Comments” section, and obtain the signature of the instructor of the relevant section of Math 51 on the “Instructor Signature” line.
4. Sign the form.
5. Submit the form to VPUE in the office of Undergraduate Advising and Research (UAR) by 5:00pm, Wednesday October 21, 2015.

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 51H will be deleted from the student’s record and MATH 51 will be added.

Notes:

1. The form must be turned in to the UAR office (you cannot submit it online) and this must be done by 5:00pm October 21, 2015.
2. Although you can turn in the petition anytime following the midterm until the deadline, I strongly recommend that you start attending the 51 lectures and sections immediately. You should also let your 51 instructor and your 51 TA know that you are switching from 51H.
3. Starting this year, some lectures of Math 51 will use clickers, and their use will be part of the grade for these particular lectures. So please be aware of this when you sign up for 51 lectures.

Best Regards,
Andras Vasy