

Student Forms: Enrollment Adjustment Form (EAF)

When faculty approval is necessary, faculty will be notified about EAF submissions via email, either directly from the portal or from Enrollment Managers through the “Comment” functionality. **Please confirm system emails are coming from sender no-reply-student-forms@ucr.edu before clicking on the link.**

Direct email from portal:

- Click on the “View This Submission” link, which will take you directly to the form and display the specific action being requested.
- For each change requested, select “Yes” to approve or “No” to deny.
- Click “Process” at the bottom of the form to submit your decision.

[Action Required] Enrollment Adjustment Form - Request for Review

no-reply-student-forms@ucr.edu
to jeffrey.williams ▼

Dear Juliette,

An Enrollment Adjustment Form has been submitted by Scotty Highlander, who is requesting a schedule change that requires your review and approval.

- Click the link below to open the form. You may need to login with your NETID/password.
- For each change requested, select **Yes** to approve or **No** deny.
- Click **Process** at the bottom of the form to submit your decision.

Student Forms

Form Name: Enrollment Adjustment:
Reference Number: 100000117
Click to [view this submission](#)

This email sent from a no reply email address. Please do not respond to this email.

Email from Enrollment Manager through the “Comment” functionality:

- Click on the “Reply” link, which will take you directly to the Comment section, where you can respond to the request as needed. You can also click on the navigation bar at the top of the form to access the section, as well.
- Click “Reply” to submit your typed response.

Student Forms - Comment Added (Reference Number 100000117)

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to jeffrey.williams ▼

A new comment has been added to the Enrollment Adjustment Form for Scotty Highlander. You can [view](#) the comment below and click to reply.

The text of the comment will appear in this box.

Student Forms

Form Name: Enrollment Adjustment:

Reference Number: 100000117

Click to [view this submission](#)

This email sent from a no reply email address. Please do not respond to this email.

Form **Comments** • Diagram Emails History

Enrollment Adjustment Form Scotty Highlander 123456789 Reference Number: 100000117

Add Comment

Showing 1 to 1

Previous

Next

By: Norm Navel

On: 9/30/2025 10:45 AM

Sent To Student: No

[More...](#)

This student would like to add your class. Can you please review the request and let me know if you approve of the add. Thank you.

Type your reply to add to this comment thread.

Reply (Required)

Yes, I approve

Reply

Cancel

- Your feedback to the comment will be reviewed by the Enrollment Manager, and they will formally respond to the student form.

Note: Depending on your college/school, you may receive communications related to ADDs or Section Swaps.