Forms & Petitions in OASIS

The **Forms & Petitions** tab of OASIS contains a number of digital forms that you may need to fill out to make changes to your academic record at UC Davis. Being familiar with where to find these forms will be helpful to make sure that you are completing necessary paperwork for your degree in a timely manner. This will be a quick introduction on where you can find these forms.

1) Log into your OASIS dashboard at [oasis.ucdavis.edu](http://oasis.ucdavis.edu)

2) Once in your OASIS account, click on the “Forms & Petitions” tab on the dashboard.
3) The Forms & Petitions page will show any saved Academic Plans or previously submitted forms. To start a new form, select the Submit a New Form button.

4) There are many forms to choose from. If you wish to create an academic plan to map out courses you wish to take in future terms, you can select Academic Plan.
5) If you wish to change your major or declare a second major, you can select the Change of Major form.

- **Academic Plan** *(Detailed Instructions)*
  Academic Plans are used to help plan the courses you intend to enroll in each term over a period of time—often an academic year. Advisors will often ask students to complete a 3 quarter academic plan as part of a continuation contract or as part of a graduation plan.

- **Aggie Advising Prep Questionnaire** *(Detailed Instructions)*
  This questionnaire will help you explore topics you would like to discuss with your advisor and should be completed prior to your Aggie Advising appointment. Your advisor will have access to your responses in order to learn more about you and the things you'd like to talk about in your Aggie Advising appointment.

- **Cancellation / Withdrawal** *(Detailed Instructions)*
  The Cancellation/Withdrawal form is used when you wish to leave the University. You might receive a refund of registration fees depending on when this form is submitted.

- **Change of Major** *(Detailed Instructions)*
  This form is used to declare a minor, change your major, declare multiple majors, or change your degree type (i.e. AB vs BS). You must submit any change of major or change of degree type requests before you file to graduate.

- **Diploma Mailing Address Correction** *(Detailed Instructions)*
  The Diploma Mailing Address Correction form is used to correct or change the diploma mailing address submitted when a student filed to graduate.
  * Submission of this form is not permitted until after a student has filed to graduate.

6) If you wish to declare a new minor, you can select the Minor Declaration form.

- **General Petition** *(Available for circumstances that do not have existing petitions. Not currently available for students who have majors within the College of Engineering.)*

- **General Education Credit Request** *(Detailed Instructions)*
  General Education Credit requests are used to request that GE credit be granted for a course it was not assigned to (often transfer work).

- **Late Drop Petition** *(Detailed Instructions)*
  This petition is used to obtain approval and permission to drop 10-day-drop courses after the 10th day of instruction, or regular 20-day-drop courses after the 20th day of instruction, but on or before the last day of instruction. For Summer Session One and Two, this form is used after the 5th day of instruction, but on or before the last day of instruction.

- **Gender Change** *(Detailed Instructions)*
  This form allows you to update your gender on your UC Davis record.

- **Minor Declaration** *(Detailed Instructions)*
  A Minor Declaration is used by students to indicate they plan on completing a minor program. An approved Minor Declaration does not indicate a minor will be awarded. Students must still satisfactorily complete all minor program requirements before the minor will be awarded at graduation.
7) Regardless of which form you are filling out, remember to hit the Save or the Submit button at the bottom of the page so that it can be saved for later or sent to the appropriate office for review.

You should now be familiar with how to access the Forms & Petitions page of OASIS. Each form that you fill out will require different information and some offices may require that you meet certain requirements before they can accept forms (like Changing a Major or Declaring a Minor). If you have any questions about how or when you should submit these forms, feel free to contact our advising office. We will be happy to help with what we can or direct you to the appropriate office.