The Graduate Group in Computer Science
PTA Process and Expectations

Expectations:

- The student must attend every day of class for the course they want to add from the first day of instruction
- The student must stay registered on the waitlist until the 10-day drop deadline
- If, after 10-day drop deadline, the student did not get in on their own, then the student may request a PTA following the process outlined below
- It is the student's responsibility to keep track of dates and deadlines
- NOTE: Priority will be given to current GGCS students, followed by graduate students adding an ECS double major, and then finally students outside the major

Process to Request a PTA:

1. After the 10-day drop deadline, please email csgradadvising@ucdavis.edu with the following information:
   - Student Name
   - Student ID Number
   - Course Number and CRN
2. Room capacity will be checked, and faculty approval will be obtained
3. If approved, the PTA will be created and distributed to the student within 2-3 business days

Important Reminders:

- Students are required to wait until after the 10-day drop to request PTAs
  - Requests received prior to this date will not be considered
- Prior to the 10-day drop, students must remain on the waitlist to see if they can get in on their own
- Room capacity must be checked prior to all PTA approvals (if the room is at capacity, PTAs will not be given out)
- Additional TA resources will not be allocated based on number of PTA approved students
- Final PTA approval must always be confirmed by the faculty