

ADVISOR CODE RELEASE FORM

*Please return completed form to: Office of Instruction & Student Affairs
260 Mulford Hall, Berkeley, CA 94720-3100 • Tel: (510) 642-0542 • Fax: (510) 643-3132*

To enroll in classes each semester, you will need: 1) your Personal Identification Number (PIN), and 2) your advisor code. During your undergraduate career at UC Berkeley, you will keep the same PIN, but your advisor code will always change. *Every semester you must obtain a new advisor code.*

The College of Natural Resources understands it may not be possible in some instances for you to follow the required steps to obtain your advisor code in person (e.g., you may be participating in a study abroad program in a foreign country). If you would like your advisor code sent to you via e-mail or fax, or if you would like it to be released to another individual on your behalf, you must submit a signed, written request by mail or fax. This procedure is in accordance with College policy and exceptions are not permitted.

In addition to this Advisor Code Release Form, you must mail or fax a completed Tele-BEARS form for your advisor to review. After your Tele-BEARS form is received and approved, your advisor code will be released. If it is not approved, you will be contacted so that you can make the necessary adjustments to your course schedule and resubmit your Tele-BEARS form for further review. It is strongly suggested that you provide complete and reliable information on how you can be reached.

Advisor code release requested for: ☐ Fall ☐ Spring 20_____ Semester

Name: _____ SID#: _____

Major: _____

I authorize the College of Natural Resources Office of Instruction and Student Affairs to release my advisor code. *Please check appropriate box and clearly print your information below.*

☐ Please e-mail or fax my advisor code to me.

E-mail address or fax number: _____

If requesting a fax, is this number in the U.S.?

☐ Yes ☐ No, it is in (list country): _____

☐ Please release my advisor code to the following individual:

Name: _____

Relationship: _____ Phone Number: _____

I understand that if the above information changes or is incomplete, I am responsible for providing the College of Natural Resources Office of Instruction and Student Affairs with updated, correct information, or I risk not having my advisor code released.

Student Signature

Date