

**UCLA PHILOSOPHY DEPARTMENT**  
**ONLINE COURSE SUBSTITUTION PETITION**  
**SUBMISSION INSTRUCTIONS**

1. Visit <https://cclle.ucla.edu/course/view/philosophy-petitions>
2. Log in.
3. Go to the upper left hand corner where it says “*Administration*” and click on “*Enroll me in this course.*”
4. Scroll down to “*Self-enrollment (Participant)*” and enter the following enrollment key (case-sensitive and no space between the letters/numbers): **Student123**
5. Please read the *Petition Use, Instructions, and Other Information* sections before proceeding to the next step, which is listed below the *Undergraduate Course Petition* link.
6. Click the *Undergraduate Course Petition* link once you have read all information.
7. After completing your petition, click *Add submission*.
8. You can then drag and drop the files or select one of the upload buttons in the upper left hand corner of the file submissions box.
9. To make changes to the petition or materials uploaded, click the *Edit submission* button.
10. When you have finished uploading all of your materials and making modifications and/or comments, select ***Submit assignment***.
11. Do not unenroll yourself until you have heard back regarding a decision on your petition(s). Messages may be sent to you through CCLE if more information is needed.
12. Look out for an email from [noreply@cclle.ucla.edu](mailto:noreply@cclle.ucla.edu) to view the decision.