



Concurrent Enrollment

Enroll in Daytime UCLA Classes Through UCLA Extension
2017-2018

What is Concurrent Enrollment?

Concurrent enrollment is the process through which “non-UCLA” students may attend daytime classes at UCLA.

Are all UCLA classes open to Concurrent Enrollment students?

Opportunities to take UCLA regular session daytime courses are available to the public in Fall, Winter, and Spring Quarters on a limited basis through UCLA Extension's Concurrent Enrollment program. After all matriculated UCLA students have been accommodated, Extension students may enroll if space is available, and the instructor/department consents. To obtain consent, students should be prepared to demonstrate the following eligibility: for lower-division instruction (courses numbered 1-99), high school graduation with a “B” average or one year of college is required, or presentation of special attainments (i.e., a superior high school record, special competence in a particular subject matter area, or other recognized criteria); in the upper division (100-199), two years of college or consent of instructor based on special attainments. A GPA of 2.0 or higher in all baccalaureate-level instruction must be maintained at Extension to remain eligible. For any graduate- and professional-level concurrent enrollment, evidence of a BA/BS degree from an accredited college/university is required.

Concurrent enrollment is not permitted in any courses offered through the School of Law, School of Medicine, School of Nursing, Dentistry, School of Public Health, or the School of Theater, Film, and Television. Enrollment in courses through the School of Engineering requires that the student present proof of a Bachelor of Science degree in Engineering, Physics, Chemistry, or Mathematics. Special requirements or limitations by other schools or departments are listed on the concurrent enrollment application form.

UCLA students who are on leave or under academic dismissal from UCLA and who wish to take Extension courses to satisfy degree requirements should consult with their college or school prior to enrollment in any class in order to ensure compliance with university regulations. Units earned through concurrent enrollment without approval may make you ineligible for a degree from UCLA and UCLA students will not receive transfer credit for any Extension course taken during a regular quarter while in residence at UCLA without prior approval from their college or school.



What is the First step in planning my course schedule?

Consult the UCLA Schedule of Classes, available online only. To plan your schedule, check space availability, and to view course descriptions, visit registrar.ucla.edu/academics/course-descriptions

How do I enroll?

1. The enrollment process begins at the UCLA Extension Building, 10995 Le Conte Ave. (corner of Gayley and Le Conte), in Westwood Village.
2. Complete an enrollment application form at the appropriate Extension program office. Forms must be filled out in person in the office. Return the completed form to the application desk for review. The top sheet of the form will be removed in order to create your UCLA student ID number.
3. Obtain authorizing signatures. While in many cases this will be the faculty member teaching the course, some departments require authorization in addition to (or in lieu of) the instructor. Please visit uclaextension.edu/concurrent_aprv for more information.
4. Return the signed form to the appropriate Extension Program Office for final authorization.
5. Up to 30 minutes of free, convenient parking is available to students who are enrolling at the UCLA Extension Building at 10995 Le Conte Ave. in Westwood.
6. Courses numbered 99, 195, 196, 197, 198, and 199 require completion of a course contract and approval of the faculty member. Upper-division tutorials (Courses 195-199) require an additional approval from the department chair. Research and Independent Study in engineering, medicine, life sciences, and physical sciences also require completion of the Environmental Health & Safety (EH&S) class, **Laboratory Safety Fundamental Concepts**. Proof of completion will be required at the time of enrollment. For a schedule of when the training classes are offered, visit <http://map.ais.ucla.edu/go/1003938>, pick a time, and register by sending an email to training@ehs.ucla.edu.

How much does it cost?

Concurrent Enrollment Fees* – Fall 2017 (Fees for 2018 may be subject to change)			
Please note: <i>Some courses carry additional fees for labs or other materials.</i> <i>Special reduced fees apply for cross-enrollment students.</i> <i>Please see the general information section below for further details.</i>	Units	Undergraduate	Graduate
	6	\$2,412	\$2,766
	5	\$2,010	\$2,305
	4	\$1,608	\$1,844
	3	\$1,206	\$1,383
	2	\$804	\$922
	1	\$402	\$461

*These fees do not apply to students enrolled in special programs.

Additional fees for classes **with labs**: Chemistry classes 1-99 add \$90; Chemistry classes 100-199 add \$350; MIMG classes add \$90.

Open Door/Concurrent Enrollment Calendar for the 2017-2018 Academic Year			
	Fall 2017	Winter 2018	Spring 2018
QUARTER BEGINS	Sept. 25	Jan. 3	March 28
INSTRUCTION BEGINS Concurrent enrollment forms are available	Sept. 28	Jan. 8	April 2
ENROLLMENT/REFUND Last day to pay fees.* Last day to request refund.	Oct. 13	Jan. 26	April 20
INSTRUCTION ENDS Last day to withdraw or change credit status. Requests for withdrawals received past this date will require confirmation by instructor of non-compliance of course.	Dec. 8	March 16	June 8
FINAL EXAMS	Dec. 11-15	March 19-23	June 11-15
QUARTER ENDS	Dec. 15	March 23	June 15

*Enrollments after this date will require special approval and will be subject to a \$50 late fee.

Refund Policy

Requests for refund must be made by the refund end of the study list deadline. Exceptions to this policy will be considered only under the most unusual circumstances and upon receipt of petitions describing the circumstances (along with all appropriate documentation). These should be sent to Refunds, UCLA Extension, P.O. Box 24901, Los Angeles, CA 90024-0901 or to refundexceptions@uclaextension.edu. A minimum administrative fee of \$50 will be withheld from all refunds. UCLA campus departments may also withhold additional fees for laboratory, material, or department costs.

Are my classes transferable to UCLA?

Undergraduate classes (XLC 1-199) are transferable for unit, subject credit, and grade point average (GPA) in the college of Letters and Sciences, the School of Arts and Architecture, and the School of Nursing at UCLA.

XLC 200-299 and XLC 400-499 are UCLA regular session graduate-level courses. Units earned at the graduate level through concurrent enrollment will not provide advanced standing to students who are subsequently admitted to degree programs through UCLA's Graduate Division. (Certain course requirements for advanced degrees may be waived, but only with the approval of the Graduate Division on the recommendation of the student's department at the time of admission.)

XLC 500-series courses (doctoral-level seminars) are open to concurrent enrollment by petition only. The petition process takes approximately eight weeks and must be completed prior to enrolling in the class. For more information, contact the Office of the Dean, UCLA Extension, 10995 Le Conte Ave., Room 770, Los Angeles, CA 90024-1333 or call (310) 825-2362.

Inquiries regarding UCLA admissions and transfer policies should be directed to the Undergraduate Admissions Office at UCLA, (310) 825-3101, or to the appropriate academic department on campus.

Once I have enrolled, whom do I contact with questions regarding grading and transcripts?

Call the Extension Student Records Office at **(800) 825-9971** or visit Room 113 in the UCLA Extension Building.

Is there anything else I need to know about taking a course at UCLA?

PARKING: Concurrent enrollment students are not eligible to purchase a campus parking permit. Campus parking is extremely limited, but single-entry permits for UCLA parking lots may be available at kiosks adjacent to most campus parking structures. Please refer to uclaextension.edu/parking or the General Information section of the catalog for more information.

COMPUTER ACCESS: Some UCLA courses require access to computer labs or to class websites. For further information, see the "Procedures for Obtaining Computer Lab/Internet Access" information sheet, available when you fill out your concurrent enrollment application.

LIBRARY CARD: You may purchase a quarterly library card for \$28, upon presentation of a concurrent enrollment receipt.

Transcripts:

You may request transcript information online at uclaextension.edu or submit a written request, enclosing payment, to UCLA Extension, P.O. Box 24901, Dept. K, Los Angeles, CA, 90024-0901. Make checks payable to: *The Regents of UC*. Allow four weeks after completion of current coursework for final grades to be recorded.

Note: To avoid delay when requesting transcripts please include:

- Full name
- Other names under which you have enrolled
- Last four digits of your Social Security number
- Birth date
- Approximate dates of attendance
- Address(es) where transcripts are to be sent
- Providing the last four digits of your Social Security number and birth date helps us rapidly identify your records.

Incomplete Grade:

A grade of Incomplete "I" may be assigned only if work to that point is of passing quality. The granting of an "I" is entirely at the discretion of the instructor and is considered a binding contract to finish the work by an agreed-upon date. Incomplete grades will automatically convert to an "F" if the course has not been completed and grade submitted by the end of the quarter following the course (end of Fall Quarter for courses taken in Spring Quarter). The "F" is considered final.

Withdrawal Policy:

Students must petition to withdraw from a course prior to the end of business on the last day of instruction. You may petition at uclaextension.edu through student login or by emailing records@uclaextension.edu; calling (800) 825-9971; mailing Student Records, Room 113, 10995 Le Conte Ave., Los Angeles, CA 90024-1333; or faxing (310) 206-3458. Failure to attend classes or make complete payment does not constitute an official withdrawal.

The status of "W" (withdrawal) does not appear on official transcripts.

Cross-Enrollment Program:

Undergraduate students enrolled at any California Community College or California State University may enroll in undergraduate-level courses for a maximum of 1 course per academic term (2 courses per academic year) at a fee of \$35 per unit and upon meeting the following requirements:

- California residency
- Completion of at least 1 academic term as a matriculated student at the home campus
- 2.0 grade point average (grade of "C") for work completed at the home campus
- Enrollment in a minimum of 6 units for the current academic term
- Completion of the scholastic requirements and prerequisites as determined by the host campus

Enrollment is contingent upon space availability as determined at the beginning of the third week of instruction. Enrollment in pre-collegiate courses or courses offered by UCLA Extension is excluded. Because of overlapping academic calendars, cross-enrollment at UCLA is only available for particular academic terms. For example, during Fall Quarter, students only may enroll in Fall Quarter UCLA courses; during Spring Quarter, students only may enroll during either Winter or Spring Quarter, but not both.

UCLA Extension

10995 Le Conte Ave.
Los Angeles, California 90024-1333

Please contact the UCLA Extension Program Department offices listed below for advisement and to obtain enrollment application forms.

Some restrictions may apply depending on program or department, please visit uclaextension.edu/concurrent_aprv for more information.

Regular business hours are 8am-5pm, Mon-Fri.

Arts, Education, and Public Policy (310) 825-7093
Suite 711

Business, Management, and Legal (310) 206-1304
Suite 515

Engineering and Technology (310) 825-4100
Suite 540

English as a Second Language (310) 825-9068
Suite 614

Humanities and Social Sciences (310) 825-7093
Suite 711

Languages (310) 825-7093
Suite 711

Sciences, Mathematics, and Health Sciences (310) 825-7093
Suite 711