Approval Requirements for Concurrent Enrollment

The instructor and Department will automatically receive a copy of the DocuSign application after submission. All Approvals/Signatures are granted electronically.

Concurrent enrollment is not available in the following Schools:

- School of Dentistry
  (Except for courses offered through the Department of Oral Biology)
- School of Law
- School of Nursing
- School of Theater, Film and Television
- School of Public Health
- Department of Statistics

Enrollment into 99 level course(s) is not permitted regardless of Subject Area.

Statement of Student Qualification:
The student applicant, if petitioning for admission to a lower division class (1–98) attests by signature that he/she is a high school graduate who maintained a "B" average, or has completed one year of college, or seeks your consent based on special attainments such as special competence in a particular subject area or a superior high school record. If petitioning for an upper division class (100-199), the student attest that he/she has completed two years of college or seeks your consent based on special attainments, as above. If petitioning for a graduate level class (200-299), the student attests that he/she has earned a baccalaureate degree at an accredited institution of higher education, or its equivalent, in a related field. The student further attests that all published pre-requisites for this course have been satisfactorily completed.

Student Research Program and Upper Division Tutorials
Courses numbered 89HC, 189HC, 195, 196, 197, 198, or 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 tutorials in engineering, medicine, life sciences, and physical sciences also require completion of the Environmental Health & Safety (EH&S) class Laboratory Safety Fundamental Concepts. Visit training.ehs.ucla.edu to complete the online training module. Registration is mandatory for training and proof of completion will be required at the time of enrollment.

Petition for Doctoral Level Instruction
Petitions for doctoral level instruction (courses numbered 500-699) are considered only for students who are candidates for the degree of PhD at another institution, whose committee endorses study with a member of the UCLA faculty, and whose enrollment is approved by both the UCLA faculty member offering the course and his or her department chair. Present supporting documentation to UCLA Extension Gayley Center located at 1145 Gayley Ave. in Westwood Village or for more information call (310) 825-9971.
Approval Requirements for Concurrent Enrollment (continued)

If approval has not been granted by the end of the second week of the quarter, please follow up with the instructor and or department accordingly. The following departments or schools require co-signature or authorization by someone other than the instructor in all cases:

**Asian American Studies**
After the instructor’s signature, all students must obtain a signature from the faculty Academic Advisor. To follow up with the advisor, visit the department in 3339 Rolfe Hall.

**Asian Languages and Cultures**
In addition to the instructor’s signature, all students must obtain approval from the faculty Academic Advisor. To follow up with an advisor, visit the department in 290 Royce Hall.

**Astronomy**
All Astronomy students must obtain approval from the Academic Advisor Jazmine Vega. To follow up, visit the department in room 1-707D Physics and Astronomy Building. Please DO NOT request a signature from the instructor.

**Chemistry**
All Chemistry students must obtain approval from the faculty Academic Advisor Denise Mantonya. To follow up, visit the department in room 4006 Young Hall. Please DO NOT request a signature from the instructor. Department approval is not granted until the third week.

**Chicano/Chicana Studies**
All Chicano/Chicana Studies students must obtain the approval from the faculty Academic Advisor Ellie Hernandez. To follow up, visit 7851 Bunche Hall. Please DO NOT request a signature from the instructor.

**Classic, Greek and Latin**
In addition to the instructor, all Classics, Greek, and Latin students must obtain approval of the faculty Academic Advisor. To follow up with an advisor, visit 212A Dodd Hall. Please wait to receive departmental approval before asking the instructor to sign.

**Economics**
The Concurrent Enrollment Application will need to be accompanied by a written request to add the course through the MyUCLA Message Center at https://economics.ucla.edu/undergraduate/contact-us/message-center/. All forms must be approved by Julie Plotkin in the Economics Department, to follow up visit 2263 Bunche Hall. Please DO NOT request a signature from the instructor. No Forms for Econ 11,41,101,102,103L,103.

**Engineering, School of**
In addition to the instructor signature, the department Chair for the appropriate course discipline must sign the application. Final approval must be obtained from the Dean of Student Affairs, School of Engineering. Students will also be required to present proof of a B.S. in Engineering, Physics, Chemistry, or Mathematics. Please see Phillip Walstron at the UCLA Extension Engineering & Technology Department located at 10960 Wilshire Blvd., 16th Floor.

**Geography**
In addition to the instructor to signature, all Geography students must obtain the approval from the faculty Academic Advisor. To follow up with the department visit Nayla Huq in 1255B Bunche Hall. Please wait to receive departmental approval before asking the instructor to sign.

**Life Sciences 1-4**
You may attend class the first week. See Life Science Core Office Staff in room 2305 Life Sciences Building for access to course materials. Please DO NOT request a signature from the instructor. Approvals will not be granted until after the third week.

**Mathematics**
In addition to the instructor’s signature, all Mathematics students must obtain approval from the Vice-Chairman’s Office. To follow up visit room 6356 Math Sciences Building. Please wait to receive instructor approval before following up with the departmental. Approvals will not be granted until after the third week.

**MCDB**
All MCDB students must obtain approval from the faculty Academic Advisor Connie Firestone. To follow up, visit the MCDB Student Affairs Office in Room 2128 Life Sciences Building. Please DO NOT request a signature from the instructor.

**MIMG**
All MIMG students must obtain approval from the faculty Academic Advisor Juanac Escobar. To follow up, visit the Microbiology, Immunology, and Molecular Genetics Office in room 1602B Molecular Sciences Building. Please DO NOT request a signature from the instructor.

**Physics**
All Physics students must obtain approval from the faculty Academic Advisor. To follow up, visit Room 1-707D in the Physics and Astronomy Building. Please DO NOT request a signature from the instructor.

**Physics and Biology in Medicine**
In addition to the instructors signature, all Physics and Biology in Medicine students from the Department Chair. To follow up with the Chair visit Room B2-115 in the Center for Health Sciences Building. Please wait to receive departmental approval before asking the instructor to sign.

**Principles in Computing (PIC)**
In addition to the instructor’s signature, all Programs in Computing (PIC) students must obtain a signature from the Vice-Chairman’s Office. To follow up with the Vice Chair visit 6356 in the Math Sciences Building. Please wait to receive instructor approval before following up with the departmental. Approvals will not be granted until after the third week.

**Psychology**
See Cheryl Polfus in Franz 1531 to discuss your particular course needs and to find out what Psychology courses, if any, might be available for enrollment. If approved, students will bring PTE slip to the UCLA Extension Gayley Center located at 1145 Gayley Ave Suite 2-109 in Westwood Village. Please DO NOT request a signature from the instructor.

**Scandinavian**
All Scandinavian students must obtain approval from the faculty Academic Advisor Kerry Allen. To follow up, visit the Scandinavian Student Affairs Office in room 212 Royce Hall. Please DO NOT request a signature from the instructor. NO FORMS FOR 50W.

**Sociology**
In addition to the instructors signature, all Sociology students must obtain approval from Simbi Mahlanza. To follow up with the department visit 254E Haines Hall. Please wait to receive instructor approval before following up with the department.