



**INSTRUCTOR'S APPROVAL FOR  
CONCURRENT ENROLLMENT**

UCSC EXTENSION SILICON VALLEY  
2505 Augustine Drive, Suite 100, Santa Clara, CA 95054  
(408) 861-3700 FAX: (408) 342-0164

**FOR CREDIT/DEBIT CARD PAYMENT OR CAMPUS RECHARGE**

Elder

Student Name: \_\_\_\_\_  
Last First Middle Initial

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

|                            |  |  |
|----------------------------|--|--|
| Application _____          | <input type="checkbox"/> CREDIT/DEBIT CARD | <input type="checkbox"/> CAMPUS RECHARGE |
| Application Late Fee _____ | Credit/Debit Card Number _____             | Exp. Date _____ CVC Code _____           |
| Course Fees _____          | Authorizing Signature _____                |  |
| Course Late Fees _____     | Received By _____                          | Date _____                               |
| Registration Fee _____     |  |  |
| Library Fee _____          |  |  |
| <b>TOTAL DUE</b> _____     |  |  |

**This form is for CREDIT/DEBIT CARD PAYMENTS OR CAMPUS RECHARGE ONLY. .**

Please get the following information from the class schedule for the term in which you are enrolling.

Class# Class ID# #Credits Class Title

Department Instructor

**I'm enrolling in this course (check one):**  for a letter grade (A,B,C,\*D, or \*F)  on a Pass/\*No Pass (P/NP) basis

*\*Grades of D, F, NP, and W remain on the UCSC Extension Transcript.*

(Note: Grade request may not be changed after enrollment. If you do not make a grade choice on this form, you will be assigned the letter grade option.

**Incompletes must be completed by the end of the following quarter or the "I" converts to "F" or "NP" depending on the grading option selected.)**

Student Signature Date

**LAST CLASS TO GRADUATE?**

These credits (up to a maximum of 5) are being completed as part of my undergraduate course work at UCSC; \$10.00 of the course fee is to be used to pay for a transcript, which will be sent to the UCSC Office of the Registrar upon completion of this course or courses. If I have been granted special permission to enroll in more than one course (but not more than five credits total), the transcript fee will be charged only once. My signature above acknowledges this arrangement. This arrangement is not open to any other enrollees.

**REQUIRED SIGNATURES**

▶ Please note that before accepting concurrent participants it is your responsibility to assess the capacity of your class to ensure that space is available for regularly enrolled students. Matriculated students have priority over concurrent enrollees.

▶ Your signature below indicates that you have determined that the student named above may enroll in the course indicated and for the grading system checked.

▶ Concurrent students will not appear on the course lists you receive from the University Registrar. All grades and records of this enrollment will be retained by UCSC Extension Silicon Valley. A roster and evaluation form for concurrent students in your course will be mailed from Extension approximately two weeks before the class ends. Please enter the appropriate grade as agreed to on this form, fill out the evaluation form (if requested by the student), sign the roster and return it to the following address:

I request a Narrative Evaluation from the Instructor (One copy will automatically be mailed to you, additional copies require payment.)

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Instructor Signature Date

▶ If this course is graduate level (200 or above), the following signature must be obtained.

Dean of Graduate Studies and Research Signature Date

▶ If this course is your last course to graduate AND is part of your major, you must obtain the signature of your Department Assistant.

Department Assistant Signature Date

**Refund Policy:** Follows campus policy and is outlined in the Concurrent Enrollment Packet. If you are not certain of your responsibilities regarding obtaining a refund, please contact UCSC Extension Silicon Valley at (408) 861-3700.

**Grading:** Your name will appear on a special grading roster that is sent to the instructor about two weeks before the end of the quarter. If you wish to have a narrative evaluation, you must communicate that to your instructor.