

## Concurrent Enrollment may be for you!

### MEMBERS OF THE COMMUNITY

The Concurrent Enrollment Program administered by UCSC Extension is a program that allows you to enroll in courses offered on the UCSC campus without being formally admitted to a degree program. As a Concurrent Enrollment student you may take up to ten units per quarter, or more by petition. Concurrent course enrollment is based on available space, and class participation and assignments are just the same as for regular students. The Concurrent Enrollment Program is available during the fall, winter, and spring quarters. This is an ideal program for those who:

- Are thinking about returning to school, but who are not sure if they want to become full time students
- Are advanced high school students who want to take a college course
- Need only a course or two to complete degree requirements at another institution
- Wish to gain up-to-date information in their professional fields

Special consideration is given to elders (62 years or older) and they are given a reduced fee and the application and library fee are waived. Junior college students are also encouraged to take concurrent enrollment classes, but they should first check into "Cross Enrollment". "Cross Enrollment" is a separate program with lower fees and is administered by the junior college and UCSC.

### UCSC STAFF MEMBERS

Non-probationary, career staff members of the UCSC campus are allowed to take Concurrent Enrollment classes at reduced fees and the library fee is waived. Note: these discounts are not available to casual employees, student assistants, graduate assistants, lecturers, or faculty. Determination of eligibility is made by in Human Resources.

### STUDENTS WITH UNDERGRADUATE DEGREES

Students may take graduate level classes with the approval of the graduate division. An additional signature is required on the Instructor Approval form. Students may take undergraduate courses as prerequisites to graduate programs or possibly 2nd baccalaureate programs. Be aware that there may be restrictions on the total number

of courses that may be taken through Concurrent Enrollment for any of the above. Check with department advisors regarding these restrictions.

### UCSC STUDENTS TAKING THE LAST CLASS TO GRADUATE WITH AN UNDERGRADUATE DEGREE

You are in a special category and will be required to obey certain rules and policies related to your use of Concurrent Enrollment.

- A maximum of 5 credits may be taken by a UCSC student prior to graduation. More than one class may be taken as long as the total credits does not exceed 5.
- All campus debts must be paid in full, or if not, a payment plan must be presented at the time of application. Failure to report outstanding balances on campus may result in application denial.
- You must be in good academic standing with your college. If you are currently on academic warning or probation, you must present written approval from your college with your Concurrent Enrollment application form.
- A portion (\$5.00) of the course fees which you pay to UCSC Extension will be used to provide a transcript to the Office of the Registrar on campus at the completion of your course. If a narrative evaluation is requested, it will be filed in our Records Office. No copies of this evaluation will be sent without written request from the student.

### STUDENT STATUS

As a Concurrent Enrollment student you do not have the same privileges as an enrolled student paying full tuition.

- You do not have an official ID card
- The yellow copy of your Instructor Approval form grants you access to the library when it is stamped "paid"
- You must purchase a parking permit (459-4543) through the TAPS office in order to park on campus

If you wish to obtain a campus computer account (459-2435) you will be required to pay non-student fees. Computer accounts are obtained through the CATS office on campus.

## **APPLICATION AND ENROLLMENT PROCESS**

1. Obtain the application packet from UCSC Extension.  
These can be mailed to you or picked up from our office in Santa Cruz. The packet is also available on our website at [www.ucsc-extension.edu](http://www.ucsc-extension.edu). The application packet includes:
  - The application form
  - The Instructor Approval form
  - Concurrent Enrollment fees and schedule
2. You must file the application each quarter and submit the application form by the deadline date. Concurrent Enrollment is on a term-by-term basis, and because you are accepted for one term, that does not guarantee you will be accepted in any future term.
3. Your application will be reviewed and you will be notified by e-mail only if there is a problem with your application.
4. Attend the first class meeting of the course(s) in which you wish to enroll. Take your instructor approval form with you to this meeting and let the instructor know that you are a Concurrent Enrollment student. The instructor may ask you to wait until he/she can determine if there will be space in the course after regular students have enrolled.
5. Return the signed and completed instructor approval form(s) to UCSC Extension and pay the appropriate course fee(s) by the deadline date. Registration is complete upon payment of all appropriate fees and charges.
6. If you have questions about any of the above steps, or have some special circumstance not covered elsewhere in this brochure, please feel free to contact the Registrar at (831) 427-6606.

## **DISABILITY ACCOMMODATIONS**

Students requiring disability accommodations must submit a written request to the Registrar of UCSC Extension with their Concurrent Enrollment application. If special needs arise during the course of your Concurrent Enrollment, please make them known as soon as possible. Services include sign language interpreters, note-takers, and tutorial services. Students with learning disabilities should submit a copy of their LD Assessment with their request for accommodation.

If a student is CURRENTLY receiving assistance as a student from the Disabilities Resource Center on campus, those services can be extended to include a period of Concurrent Enrollment. With proof of enrollment, the DRC will continue established services and re-charge the fees for such services to UCSC Extension.

Concurrent students with questions regarding special accommodations should contact the Registrar of UCSC Extension at (831) 427-6606.

## **PRIVACY OF STUDENT RECORDS**

The Registrar of UCSC Extension is responsible for maintaining Extension student records. These records are confidential and any questions about them should be addressed to the Registrar's office in writing at 1101 Pacific Ave., Suite 200, Santa Cruz, CA 95060-7507.

## **ORDERING TRANSCRIPTS**

All grades and/or evaluations for coursework completed through Concurrent Enrollment are kept at UCSC Extension's Records Office and **NOT** at the UCSC Records Office on campus. You may request an official transcript of your Concurrent Enrollment course work at any time. If you indicate on your instructor approval form that this is your last class to graduate from UCSC, a copy of your transcript will automatically be sent to the UCSC Registrar's Office free of charge. Otherwise, the transcript must be requested. Your request may be faxed, mailed, or brought in to our office at the following address:

UCSC Extension Records  
1101 Pacific Ave, Suite 200  
Santa Cruz, CA 95060-7507

Phone: (831) 427-6600, ext. 1  
Fax: (831) 421-0344