



Your Invitation to Learning and Professional Development

**Concurrent Enrollment
is ideal for you if you are:**

- Returning to school
- Completing degree requirements from another college or university
- Preparing for graduate school
- A high school student wanting to get a head start on college
- A lifelong learner

Concurrent Enrollment **at UC Irvine**

ce.uci.edu/concurrent

By enrolling in Concurrent Enrollment, you can take advantage of over 5,000 UCI undergraduate and graduate courses without formal admission to the university, based on available space and permission of the course instructor and/or department. Courses carry university credit, may count towards a degree, and are taught by distinguished UCI faculty. Registration in courses through Concurrent Enrollment does not constitute formal admission to UCI.



HOW DO I REGISTER?

1. Choose the courses in which you want to enroll.

View the UCI Schedule of Classes online at <http://websoc.reg.uci.edu/per/WebSoc>. Course descriptions are listed in the UCI General Catalogue and can be viewed online at <http://www.editor.uci.edu/catalogue>. Some courses may have pre-requisites and/or co-requisite discussions that may be enforced. Please check the course listing in the UC Irvine Schedule of Classes or the General Catalogue.

2. Complete the Concurrent Enrollment form

for each course which you would like to enroll in.

3. Obtain the required signature(s) of approval from the instructor and/or department

for each course. Take your enrollment form to the first class meeting and inform your instructor that you would like to take the course through UC Irvine Concurrent Enrollment. Ask the instructor to sign your enrollment form. Additional signatures may be needed for your course as listed on the enrollment form. Note: UC Irvine Add/Drop cards are not accepted.

4. Submit your completed Concurrent Enrollment form in person.

To complete the enrollment process, submit your completed form and pay your fees to the UCI Division of Continuing Education (DCE) Student Services Office. Faxed and/or mailed enrollment forms are not accepted. Please refer to the Concurrent Enrollment Academic Calendar for registration deadlines. Registering after the enrollment deadline is against Academic Senate Policy and therefore not permissible.



Registration through Concurrent Enrollment is available during the fall, winter and spring quarters. During the summer, you are invited to enroll in UCI Summer Session, an academic program open to all students and the general public. For more information about Summer Session, please visit their website at summer.uci.edu, or call (949) 824-5493.

For questions regarding Concurrent Enrollment, please visit our website at ce.uci.edu/concurrent/ or call (949) 824-5414.

GENERAL INFORMATION

STUDY LOAD LIMIT

You may enroll in a maximum of 2 courses, not to exceed 8.0 units per quarter. If you are a UC Irvine student trying to be readmitted to your major, you may exceed this limit if you have a letter of approval from your Academic Counselor. If you are not a UC Irvine student, you may petition to exceed 8.0 units at time of enrollment at the DCE Student Services Office.

GRADE OPTIONS

Please see the Schedule of Classes for any grade option restrictions. Grade option changes may be made in person at the DCE Student Services Office.

GRADES & TRANSCRIPTS

Grades earned through the Concurrent Enrollment program are recorded only at UCI Continuing Education. If you are trying to gain readmission to UCI, please visit our website at ce.uci.edu/courses/concurrent/general.aspx.

Grades are due one week after finals week. NR's are assigned if an instructor fails to submit grades by the deadline. If you receive a NR, you should contact the course instructor immediately to arrange for the NR to be changed to a grade. You have one quarter to change your NR to a grade or it will default to a "F" or "NP" grade. You have one year (or less according to your instructor's discretion) to change an Incomplete (I) grade. To change a NR or Incomplete grade, the instructor should complete an Academic Record Change Request from his/her department and forward it to the UCI DCE Student Services Office. Be sure that the instructor provides your DCE ID# on the form. If you have

any questions about your grades, please contact the DCE Records Office at (949) 824-5418, or by email to dce-records@uci.edu.

To obtain a copy of your transcript, visit <http://ce.uci.edu/resources/academic/transcripts/>. Please call DCE Records (949) 824-5418 with any questions.

TRANSFERABLE UNITS

The Concurrent Enrollment program does not award degrees. If you wish to attend UC Irvine on a full-time basis, you should apply for admission as a regular student. Admitted UC Irvine students are required to follow the guidelines outlined in the UC Irvine General Catalogue. If you are taking graduate level classes, please consult the appropriate department to determine the acceptability of Concurrent Enrollment credit. Courses taken through Concurrent Enrollment are transferable to many academic institutions. Please consult with the school you are transferring to before enrolling in Concurrent Enrollment to determine if the course(s) are transferable. UC Irvine is on the quarter system. One quarter unit equals 2/3 of a semester unit.

FEES

Fees are assessed per course. There are no discounts for the Concurrent Enrollment program. All lab/materials fees are included in the course fee that you pay through DCE. Keep your receipt in the event you need to show proof of payment. All fees are subject to change without notice.

PAYMENT INFORMATION

Pay fees by cash, check, Visa, MasterCard, or American Express. A check returned unpaid by the bank, a stop payment placed on a check, or a credit card declined for payment does not constitute an official withdrawal from courses. There is a \$25 returned check fee. If you have unpaid fees you will not be able to enroll in classes, receive grades, or transcripts until such time as full payment is made by cash, cashier's check, or money order. If you find it necessary to drop, please refer to the Drops & Refunds section.

DROPS & REFUNDS

If you are unable to take the course as scheduled, you need to officially drop the class. Non-attendance in a class or notification to the instructor does not constitute official dropping of a course. Failure to withdraw from a course may result in a no report (NR), incomplete (I), or failing grade (F). Please obtain a Concurrent Enrollment Drop Request Form from the DCE Student Services Office, Building 234.

The professor's signature and/or departmental approval is required for all withdrawals. Submit the signed Concurrent Enrollment Drop Request Form to the DCE Student Services Office before 5 pm the Friday of the second week of the quarter. If you do not officially withdraw from a class, you may receive a failing grade. There is a \$50 service charge retained per class for all refunds. Refunds are not available after the second week of the class. Note: Other departmental, school or instructor deadlines and/or restrictions may apply.



Concurrent Enrollment at UC Irvine

University of California, Irvine
Division of Continuing Education
P.O. Box 6050
Irvine, CA 92616-6050

(949) 824-5414

ce.uci.edu/concurrent



GENERAL INFORMATION (continued)



CONCURRENT ENROLLMENT ID NUMBER, EMAIL AND NETWORK ACCESS

As a Concurrent Enrollment student, your ID number for assignments and exams is the last seven digits of your DCE ID, preceded by "X" (e.g. X1234567). You can find your DCE ID on the student statement and schedule you receive at time of enrollment.

The Office of Information Technology (OIT) provides network access and email accounts to Concurrent Enrollment students. You can access these services by using your "UCInetID" (your campus login) and password. Your UCInetID needs to be "activated" before you can use it. To activate, go to <http://www.activate.uci.edu/>. Choose the link 'Faculty, Staff, and Students' under UCInetID Activation and follow the instructions. For your student

number, use "X" plus the last 7 digits of your DCE ID# (for example, X1234567). Your UCInetID may be activated three business days after your Concurrent Enrollment is processed and it remains valid for the quarter you are enrolled. A few days after you officially enroll, faculty members can view your name on a separate roster of Concurrent Enrollment students through Web Roster.

Computer labs are available for your use in the Student Center, Gateway Study Center, Engineering Gateway Building, and Social and Behavioral Sciences Gateway Building. If you wish to use a lab system to activate your UCInetID, you will need to login to the lab system using the special user ID activate@nacs.uci.edu and the special password activate. (After your UCInetID is activated, you should use your UCInetID and password to log in to lab systems.) For more information see: <http://www.oit.uci.edu> or call the OIT Help Desk at 949-824-2222, option #3.

UCI PHOTO ID CARD

Students currently enrolled in courses through Concurrent Enrollment are eligible to receive a UCI photo ID card. To obtain your UCI photo ID card, go to the UCI Bookstore (The Hill) located in the UCI Student Center. The fee is \$10.00. Please bring your DCE student ID number and a photo ID, such as your driver license or passport with you.

UCI LIBRARY

To obtain a library card, you must purchase a UCI Photo ID Card. The UCI Photo ID card is used as your library card.

STUDENT PARKING

A parking permit is required to park on the UC Irvine campus at all times. Permits are available from the UC Irvine Parking & Transportation Office at East Peltason Road & Pereira Drive, or you can use the metered parking spaces. Vehicles without a permit will be ticketed. For more information, visit www.parking.uci.edu.

CAMPUS RECREATION

Concurrent Enrollment students may join the Anteater Recreation Center at the Affiliates Rate. Visit www.campusrec.uci.edu.

FINANCIAL ASSISTANCE

UCI Continuing Education is a non-profit organization, entirely supported by course fees and receives no direct subsidies from the state or federal legislature. However, certain financial assistance programs are available to UCI Continuing Education students. For further information about the features of each individual loan, please visit our website at www.ce.uci.edu/services/financial/loans or contact the financial assistance advisor at clamano@uci.edu or (949) 824-6601.