



Your Invitation to Learning and Professional Development

# Concurrent Enrollment **at** UC Irvine

[ce.uci.edu/concurrent](https://ce.uci.edu/concurrent)

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



By enrolling in Concurrent Enrollment, you can take advantage of a full catalog of 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 APPLY?

1. Visit the DCE website at <https://ce.uci.edu/courses/concurrent/availability.aspx>. Visit our website to view the availability/eligibility, academic calendar, application process and more for the upcoming quarter.
2. Choose the courses in which you want to enroll. View the UCI Schedule of Classes online at <https://www.reg.uci.edu/perl/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 are strictly enforced.
3. Gather any required documents to submit with your application. A list of documents can be found on the registration page of our website.
4. During the application window, complete the online form for each course which you want to enroll in. We recommend you submit your application early to ensure there is an ample amount of time to review your request, and contact you if we have any questions.
5. Requests will be reviewed by DCE and the appropriate Department/School. Requests may not be reviewed until the week prior or during Week 1 of instruction. Once we have reviewed your application, we will send you an email notification from [dce-services@uci.edu](mailto:dce-services@uci.edu) with the decision. Please be sure to add this email address to your contact list and check your email daily.



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](http://summer.uci.edu), or call (949) 824-5493.

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

# Concurrent Enrollment in UCI Courses is open to the general community.

## 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 an email of approval from your Academic Counselor. If you are not a UC Irvine student, you may petition to exceed 8.0 units in your online application.

### GRADE OPTIONS

Please see the Schedule of Classes for any grade option restrictions. Grade option changes after initial enrollment may be made online at <https://ce.uci.edu/courses/concurrent/drops.aspx>.

### 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](https://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 [dce-records@uci.edu](mailto:dce-records@uci.edu).

To obtain a copy of your transcript, visit <https://ce.uci.edu/resources/academic/transcripts/>. Please call DCE Records (949) 824-5414 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 department/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 Visa, Master-Card, or American Express through your online web account. 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 future classes until such time as full payment is made by credit card, cash, cashier's check, or money order.

### DROPS & REFUNDS

If you are unable to take the course as scheduled, you need to request 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). To apply to drop a course, visit our website at <https://ce.uci.edu/courses/concurrent/drops.aspx>. To view the drop deadlines, visit <https://ce.uci.edu/courses/concurrent/calendar.aspx>. Please note that other departmental, school or instructor deadlines and/or restrictions may apply. If you do not officially drop or 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.





# Concurrent Enrollment

## at UC Irvine

University of California, Irvine  
Division of Continuing Education  
510 E Peltason Dr.  
Irvine, CA 92697

(949) 824-5414

[ce.uci.edu/concurrent](https://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 by logging in to your account, the number will be listed next to your name on the homepage.

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 <https://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](mailto: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: <https://www.oit.uci.edu/> or call the OIT Help Desk at 949-824-2222.

### UCI PHOTO ID CARD

Students currently enrolled in courses through Concurrent Enrollment are eligible to receive a UCI photo ID card. Visit <https://ce.uci.edu/resources/campus/id/> for more information on how to obtain your ID Card.

### UCI LIBRARY

Concurrent Enrollment students are able to access the UCI Libraries with their enrollment. Visit <https://ce.uci.edu/resources/campus/libraries/> for more information.

### 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](http://www.parking.uci.edu).

### CAMPUS RECREATION

Concurrent Enrollment students may join the Anteater Recreation Center at the Affiliates Rate. Visit [www.campusrec.uci.edu](http://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](http://www.ce.uci.edu/services/financial/loans) or contact our office at [dce-services@uci.edu](mailto:dce-services@uci.edu) or (949) 824-5414.