

ACCESS UCI ENROLLMENT FORM

(UCI matriculated students have priority before Access; Access enrollment is on space available basis)

1. Complete the following personal information: PLEASE CHECK IF YOUR ADDRESS CHANGED

Previous UC Irvine Student? Yes No UCI Irvine ID# _____ Major _____
 Applicant: First _____ Middle _____ Last _____
 Birthdate: _____ Male _____ Female _____ *SSN: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: () _____ Email: _____

*By Regental authority we request your social security number in order to verify your identity for accurate record keeping.

2. Complete the following class information: (Information is found in the UC Irvine Schedule of Classes at www.reg.uci.edu)
 Please see the Schedule of Classes for any grade option restrictions. **Letter grades will be given unless P/NP grade option request is received by the UCI Division of Continuing Education Records Office by the 2nd week of the quarter.**

Course Code: _____ Academic Department: _____ Course Number: _____
 Section Number: _____ Number of Units: _____ Grade Option: _____ Title of Course: _____
 Time: _____ Day: _____ Building & Room: _____ Instructor: _____

Related Zero Unit Course:

Course Code: _____ Academic Department: _____ Course Number: _____
 Section Number: _____ Time: _____ Day: _____ Instructor: _____

3. Obtain instructor's signature:

INSTRUCTOR'S APPROVAL

(Not needed for Undergrad Bio Sci, Chemistry, Undergrad Economics, ICS, Math, Lower Div. Physics & Astronomy, Public Health)

DEPARTMENTAL APPROVAL

(see step #4 below)

Sign: _____ Date: _____ Sign: _____ Date: _____
 Print: _____ Print: _____

4. The following departments and/or schools require additional signatures before enrollment can be processed.

School of the Arts

Obtain approval from the Arts Student Affairs Office in MAB 101.

School of Biological Sciences

Prior approval must be obtained from the Bio Sci Office in Bio Sci Bldg. 3, Room 1011, for all courses. Prerequisites for each course are strictly enforced. If a prerequisite has been met at an institution other than UCI, provide a copy of the appropriate transcript to Bio Sci (two courses per quarter only.) For full instructions please see: www.bio.uci.edu/undergraduates, Grad courses also require instructor signature.

Department of Chemistry

Prior approval must be obtained from the Undergraduate Program Analyst, Natural Sciences 2, Room 1103, for undergraduate courses. Instructor's signature is not required. Pre-requisites are enforced. Transcripts required for verification.

Department of Comparative Literature

Graduate Level Courses must be approved by Graduate Advisor, Humanities Instructional Bldg., Room 243.

Department of Computer Science & Engineering

Courses cross-listed with ICS require ICS Departmental approval. See information for ICS.

Department of Earth System Science

Obtain approval from the Student Affairs Manager, Croul Hall, Room 3200B.

Department of Economics

Prior approval must be obtained from the Department Manager, Adam Cook, in Soc Sci Plaza B, Room 3223 for all courses. Instructor's signature is not required for undergraduate courses.

School of Education

Obtain approval from the School of Education Student Affairs Office – Education Room 2000.

School of Engineering

Prior approval must be obtained from the Undergraduate Student Affairs Office in Rockwell Engineering Center, Suite 305 for undergraduate courses only. Prerequisites for each course are strictly enforced.

Department of English

Prior approval must be obtained from the Program Manager in Humanities Instructional Bldg., Room 420 for WR 37 and WR39 series courses.

Department of European Languages & Studies

Prior approval must be obtained from Dept. Chair or Graduate Advisor in Humanities Bldg., Room 243 for European Studies, French, German, Italian and Russian courses.

Donald Bren School of Information and Computer Sciences

All courses must have prior approval obtained from ICS Student Affairs Office, ICS 1, Suite 352. Instructor's signature is not required. Please bring completed form to the ICS Student Affairs Office on the first day of instruction. Earlier submissions will not be accepted. Prerequisites are strictly enforced.

Department of International Studies

Approval for INTL ST 13 must be obtained from the Department of Economics. See information for Economics.

Paul Merage School of Business

Courses not available.

School of Law

Courses not available.

Department of Mathematics

Departmental approval is required; instructor's signature is not required. To sign up for the waitlist, please email the Undergraduate Program Coordinator at myv@uci.edu one month before the first day of instruction.

Department of Physics & Astronomy

Department stamp required for lower division courses (1-99) from Frederick Reines Hall, Room 4109.

Program in Public Health

Approval must be obtained from the Public Health Student Affairs Office – Anteater Instruction & Research Building, Room 2010.

School of Social Sciences

Graduate level courses must be approved by Director of Graduate Affairs, 5414 Social & Behavioral Sciences Gateway.

Department of University Studies of Undecided/Undeclared UC Irvine Students

Dean, Aldrich Hall, Room 256.

****Note: Other departmental, school, or instructor deadline and policies may apply.**

5. I have read and understand the policies and procedures for enrolling in Access UCI courses. I understand the deadlines for enrollment, refund, and withdrawal.

Signature _____ Date: _____

6. Return this form in person to UCI Continuing Education Student Services Office (Bldg. 234) with payment and required signatures. Enrollment forms will not be accepted after the 2nd week of each quarter.

For Office Use Only: Fee Paid: _____ Date Enrolled: _____

