Frequently Asked Questions and Answers

What is UCI LEAP?
UCI Learning, Education, Advantage Program (UCI LEAP) is an initiative funded by the Chancellor’s Office aimed at providing more skill-enhancing and career-building opportunities for UCI staff. This program is a partnership between Human Resources and UC Irvine Extension.

What types of programs and classes are available through UCI LEAP?
All UCI LEAP classes are rigorous learning experiences, complete with homework assignments and interactive, university-level instruction and grades. These courses require attendance and participation through the full length of the class. Choose courses from the following certificate programs:

- Business Analyst
- Clinical Trials: Medical Device and Drug Development
  (Clinical Trials Internship course is not available through LEAP.)
- Communication and Network Engineering
- Conflict Management & Use of Alternative Dispute Resolution
- Facilities Management
- IT Management
- Java Programming
- Java 2 Enterprise Edition Technologies (J2EE) Project Management
- Occupational Safety and Health
- Supervisory Leadership

Online courses as well as courses presented in conjunction with EmpowerTrain do not qualify in the LEAP program.

How do I receive my certificate?
Receiving your certificate is a two-part process. First, after taking a class or two in your sequence, you will need to apply for candidacy.

After you have completed all courses in your certificate program, you may then request your certificate so that we may prepare and deliver it to you.

What does the UCI LEAP program cost?
Course fees are covered under the UCI LEAP program funding. Textbooks and related course materials are not covered by the program. You must drop a class before the standard UC Irvine Extension “refund date” or your transcript will be affected. Those dates are defined as before the 1st class meets if the course has 1 – 4 meetings; or before the 2nd class meets if the course has 5 or more meetings. As a reminder, any employee may take a regular Extension course that is not covered through UCI LEAP at 50% off the listed fee on a space-available status. As of October 1, 2004, UC Irvine Extension’s application for candidacy fee is $125, LEAP students only pay $75—to be remitted when you apply for candidacy.
Who is eligible to take UCI LEAP classes?

The UCI LEAP program is specifically geared toward staff career path needs, which are quite different than faculty and student career paths. Staff members eligible for the program include career and limited appointment staff. (Please Note: Medical Center staff funded by fund number 63000 and campus temporary staff are not eligible.)

Though other campus employees such as full-time and adjunct faculty, TAs, readers, and tutors are not eligible for UCI LEAP courses, we invite you to take advantage of the discount offered to campus employees — you may take any UC Irvine Extension course at 50% off on a space available basis. Browse the current Extension catalog at http://extension.uci.edu.

Contractors with UCI and students with part-time positions are not eligible for UCI LEAP or the 50% discount.

How do I register for a LEAP course?

The fastest way to enroll and ensure your seat in class is to complete the LEAP enrollment form and fax it to (949) 824-1728. Classes fill very quickly, so fax your form today! You may also email us at leap@uci.edu for more information. If you still need further assistance, you may call UC Irvine Extension at (949) 824-5933.

Do I have to provide my social security number on the registration form?

In accordance with the Federal Privacy Act of 1974, the disclosure of your social security number is voluntary. UC Irvine Extension’s record-keeping system was established under the authority of the UC Regents under Article IX, Section 9 of the California Constitution. We use your social security number as your unique identifier to verify that your student records are correctly attributed to you including your registration application and your enrollment/transcript records. We protect our students’ privacy rigorously and will never share or distribute any information that can personally identify you without your express authorization or as required by court order.

UC Irvine Extension requires your authorization to release your student records to your employer for enrollment and certificate tracking purposes. By participating in UCI LEAP and enrolling in a UC Irvine Extension course, you authorize the University Extension Student Services at UCI to release your social security number, class schedule and/or final grade to your employer. If you wish to restrict release of this information, please submit your request in writing to the Student Services Office.