

## Enroll Early

Enrolling at least two weeks prior to the start of your course will ensure you receive your enrollment confirmation, which contains important information about your class, prior to the course start date.

NOTE: Participating in a UCI Division of Continuing Education (DCE) educational program does not in itself provide preference in admission to the University of California degree programs. Students interested in applying to UC degree programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend for details about the admissions process.

## Enrollment Deadlines

Students are required to enroll in a course by the enrollment deadline. Courses are closed to registration after the enrollment deadline. Enrollment deadlines are determined by the format and length of the course as follows:

**On Campus and Hybrid** – Students are required to enroll in courses before the start of the second class meeting.

**Single Meeting** – Students are required to enroll prior to the start of class.

**Online and Remote** – Students may enroll up to 7 calendar days from, and including, the official course start date. For example, if the online course begins on Monday, the enrollment deadline is the following Sunday.

## Late Registration

A \$25 late fee applies to enrollments after midnight following the first class meeting for hybrid and campus courses. For online and remote courses, late fees will be applied three days after the official start date. Late fees are assessed per course, are

non-refundable and non-transferable. Please include the \$25 late fee with your enrollment fee if you enroll after the enrollment deadline.

## Drops

Students may drop a course any time before the final class meeting. A stop payment on a check or disputed credit card charge does not constitute an official drop and may result in additional fees. For online courses, failure to login or access your online course is not justification for seeking a refund. Students must follow standard procedures to drop an online course. For further information and instructions, visit [ce.uci.edu/drops](https://ce.uci.edu/drops) or contact the Student Services office at (949) 824-5414.

## Refund Policy

*(Except Concurrent Enrollment, International Programs, and Osher Lifelong Learning Institute)*

To be eligible for a refund, your written drop request must be received on or before the refund deadline for the course printed on your enrollment confirmation. Not receiving your enrollment confirmation before the course begins is not justification for seeking a refund. For refund schedules and additional information, please visit [ce.uci.edu/drops](https://ce.uci.edu/drops).

All refunds are subject to a \$35.00 non-refundable administrative fee per course except when a course is canceled or rescheduled by UCI DCE. Candidacy, parking, late, and drop fees are non-refundable and non-transferable.

## International Programs Refund Policy

Visit [ip.ce.uci.edu/dates-prices/payment-policies-deadlines/](https://ip.ce.uci.edu/dates-prices/payment-policies-deadlines/) for information about important policies and deadlines.

## Concurrent Enrollment Refund Policy

Please visit [ce.uci.edu/concurrent](https://ce.uci.edu/concurrent) for important deadlines and policies.

## Waiting List Policy

Waiting lists are created as courses fill. UCI DCE extends enrollment availability to students in the order they appear on the waiting list. Instructors are provided with copies of the waiting list and are requested to comply with this policy. (Not applicable to Concurrent Enrollment or International Programs.)

## Schedule Changes

UCI DCE is required to be self-supporting. Courses may be discontinued at or before the first scheduled meeting for any reason. If your course is discontinued, you may request to transfer to another course or a refund of the course fee. UCI DCE reserves the right to reschedule or combine courses and to change instructors.

## Grade Option

Students have until the day before the last class meeting to change their grade option. Grade options may be changed via My Account, in person, or by mailing a Grade Option Change Request form ([ce.uci.edu/gradeoption](https://ce.uci.edu/gradeoption)) to the Student Services office. Courses must be taken for a letter grade to count towards a certificate. (Not applicable to Concurrent Enrollment or International Programs.)

## Full Time Status for Verification Purposes

UCI DCE provides official verification for students enrolled in DCE courses and programs. Enrollment status is determined as follows:

- 12.0 units or more is considered full-time status
- 6.0 through 11.9 units is considered half-time status
- 5.9 units or less is considered less than half-time status

Summer Session enrollment verification is managed by the UCI Registrar's Office ([reg.uci.edu](http://reg.uci.edu)).

## Transcripts

The transcript of a student's academic record will be released only upon receipt of a signed request or electronic request from the student authorizing the release. The fee is \$20 per copy.

For more important academic information regarding course numbers and letters, credits and grades, and important dates visit [ce.uci.edu/studentrecords](http://ce.uci.edu/studentrecords).

To order transcripts, log in to My Account at [ce.uci.edu/login](http://ce.uci.edu/login) or contact the UCI DCE Records office at [dce-services@uci.edu](mailto:dce-services@uci.edu).

UCI DCE does not maintain transcripts for course work taken through Summer Session. If you need transcripts for Summer Session courses, please contact the UCI Registrar's office at (949) 824-6124. Please be prepared to provide your UCI ID number.

## Accreditation

UC Irvine is accredited by the Western Association of Schools and Colleges. All courses and certificate programs offered by UCI DCE have been developed and are administered in accordance with UCI DCE policy and the regulations of the Academic Senate of the University of California.

## Use of UCI DCE Courses toward Degree

Students intending to transfer to UCI DCE course credit for a degree at another college or university should verify acceptance of that course with that institution. Resident students of the University of California must obtain the consent of the Dean of their school or college prior to enrolling

for credit in a UCI DCE course. UCI DCE courses are not accepted as part of the resident requirements of the University. Grades earned at UCI DCE are not used in calculating the university grade point average.

## Articulation Agreements

UCI DCE partners with a number of universities to provide you a "next step" on your educational pathway. These schools accept coursework from select UCI DCE certificate programs as credit toward specific degree programs. To learn more about transferring your credits, please visit [ce.uci.edu/transfer](http://ce.uci.edu/transfer).

## Certificate Programs and English Proficiency

All certificate programs at UCI DCE (classroom and online formats) require professional-level English language proficiency in listening and note-taking, reading comprehension and vocabulary, written expression, and oral presentation. If you would like to refine your English language proficiency prior to beginning one of our programs, please visit [ip.ce.uci.edu](http://ip.ce.uci.edu).

## Professional Continuing Education Credit

UCI DCE is an approved provider of professional continuing education credit for the following:

- BRN
- CPE
- MCLE
- MFT/LCSW
- RAC-Approved Courses

Additional information is available at [ce.uci.edu/credits](http://ce.uci.edu/credits).

## Course Textbooks

Textbooks for ESL, Accelerated Certificate Programs, and select on-ground courses are available at the University Bookstore, The Hill. Textbooks for all UCI DCE online and many on-ground courses may be purchased from any vendor or bookseller of the student's choice. Refer to the enrollment confirmation or the course description on the website for the International Standard Book Number (ISBN) of required and recommended textbooks. The Hill is located in the UCI Student Center across the parking structure (Lot SCPS on the campus map).

The Hill (UCI Bookstore)  
(949) 824-HILL tel  
(949) 824-4455 tel

## UCI Libraries

During the time you are enrolled in a UCI DCE course, you may use the University of California, Irvine library. Contact the UCI DCE Student Services office at [dce-services@uci.edu](mailto:dce-services@uci.edu) to request the Patron Library Card Application.

## Digital Millennium Copyright Act of 1998

UCI DCE abides by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the campus receives an allegation of copyright infringement based on your use of the UCI network via an IP address assigned to you, the matter is assigned to the Student Life & Leadership Office (Dean of Students) and UCI DCE's Office of the Registrar for further investigation. If you have questions about the DMCA, please contact the UCI DCE Student Services office at [dce-services@uci.edu](mailto:dce-services@uci.edu).

## Disabled Students

UCI DCE, in cooperation with the Disability Services Center (DSC), provides reasonable accommodations to students with qualifying and documented disabilities. Accommodations vary and are designed to meet the disability-related needs of students. It is the responsibility of enrollees to provide advance and adequate disability documentation to DSC, and to make accommodation requests no later than two work weeks prior to the start of any class; failure to do so may delay or in some cases preclude our ability to provide accommodations.

Enrollees or prospective enrollees should contact DSC to inquire about documentation requirements, to make accommodation requests, and to discuss accommodation procedures (note: accommodations such as American Sign Language Interpreting, taped textbooks, and some adaptive computing technology must be planned with the student before classes start). Individuals with disabilities may also contact the UCI DCE Student Affairs & Student Services Office at [dce-services@uci.edu](mailto:dce-services@uci.edu) about class or accommodation questions.

## Nondiscrimination Statement

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.



## Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.

## Student Conduct

UCI DCE students must comply with all laws, University policies, and campus regulations (Sections 100.00 to 106.00 UCI Policies Applying to Campus Activities, Organizations, and Students).

## Student Record

The disclosure of information from student records is governed in large measure by the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), by the State of California Education Code, and by University policy and procedures implementing these laws which protect the student's right of privacy, provide safeguards for the confidentiality of

student records, and permit students access to their own records.

At UCI DCE, an "applicant" becomes a "student" at the time of enrollment in one or more courses. For more information, visit [ce.uci.edu/ferpa](http://ce.uci.edu/ferpa).

## Financial Information

For important information about the following financial assistance topics and to view the most recent Funding Sources webinar, please visit [ce.uci.edu/financial](http://ce.uci.edu/financial).

- Discounts
- AmeriCorps Service Voucher
- Student Loan Programs
- Tax Information
- Trade Adjustment Assistance (TAA)
- Veterans Benefits
- Workforce Innovation & Opportunity Act (WIOA)

## Returned Checks

There is a \$25.00 service charge for checks returned by the issuing bank for any reason. A stop payment on a check does not constitute official withdrawal and may result in additional fees.

## Parking Information

A valid parking permit is always required to park on the UCI campus. Parking regulations are enforced 24 hours a day, seven days a week. Vehicles without a permit will be cited.

Permits may be purchased directly from [UCI Transportation and Distribution Services](#). Weekly or monthly permits may be purchased by visiting the UCI Transportation and Distribution Services Office, Monday through Friday, from 7:30am to 4:30pm.

Visit [ce.uci.edu/parking](http://ce.uci.edu/parking) for more information or email [dce-services@uci.edu](mailto:dce-services@uci.edu).