



**UCLA** Extension

# Concurrent Enrollment

Enroll in Daytime UCLA Classes Through UCLA Extension  
2021-2022

## What is Concurrent Enrollment?

Concurrent Enrollment is the process through which “non-UCLA” students may attend daytime classes at UCLA.

## Are all UCLA classes open to Concurrent Enrollment students?

Opportunities to take UCLA regular session daytime courses are available to the public in Fall, Winter, and Spring Quarters on a limited basis through UCLA Extension's Concurrent Enrollment program. After all matriculated UCLA students have been accommodated, Extension students may enroll if space is available, and the instructor/department consents. To obtain consent, students should be prepared to demonstrate the following eligibility: for lower-division instruction (courses numbered 1-98), high school graduation with a “B” average or one year of college is required, or presentation of special attainments (i.e., a superior high school record, special competence in a particular subject matter area, or other recognized criteria); in the upper division (100-199), two years of college or consent of instructor based on special attainments. A GPA of 2.0 or higher in all baccalaureate-level instruction must be maintained at Extension to remain eligible. For any graduate and professional level concurrent enrollment, evidence of a BA/BS degree from an accredited college/university is required.

Concurrent enrollment is not permitted in any courses offered through the School of Law, School of Medicine, School of Nursing, Dentistry, School of Public Health or the School of Theater, Film, and Television. Enrollment in courses through the School of Engineering requires that the student present proof of a Bachelor of Science degree in Engineering, Physics, Chemistry, or Mathematics. Special requirements or limitations by other schools or departments are listed on the Concurrent Enrollment application form.

UCLA students who are on leave or under academic dismissal from UCLA and who wish to take Extension courses to satisfy degree requirements should consult with their college or school prior to enrollment in any class in order to ensure compliance with university regulations. Units earned through concurrent enrollment without approval may make you ineligible for a degree from UCLA and UCLA students will not receive transfer credit for any Extension course taken during a regular quarter while in residence at UCLA without prior approval from their college or school.



## What is the first step in planning my course schedule?

Consult the UCLA Schedule of Classes, available online only. To plan your schedule, check space availability, and view course descriptions visit [registrar.ucla.edu/academics/course-descriptions](https://registrar.ucla.edu/academics/course-descriptions).

## How do I enroll?

1. To start the enrollment process, visit our UCLA Extension Concurrent Enrollment webpage at [uclaextension.edu/how-enroll/concurrent-and-cross-enrollment-programs](https://uclaextension.edu/how-enroll/concurrent-and-cross-enrollment-programs) and submit a UCLA Concurrent Enrollment Application for review.
2. If the course requested is eligible for Concurrent Enrollment, you will receive an email with a digital copy of the Concurrent Enrollment Registration form to be completed via DocuSign. Subsequently, if the course requested is not eligible for Concurrent Enrollment, the student will receive an email notification that your application has been denied. Please allow 2-3 business days for a response to your online application.
3. After completing the DocuSign Registration form, be sure to follow up with the instructor in class. If it is a course which has additional requirements, follow those instructions instead. For a complete list of departments, reference the Approval Requirement section via our Concurrent Enrollment Homepage.
4. After all required approval signatures have been granted, the application will be marked completed. The student will then receive an approval email along with instructions on how to make payment. Be sure to check your spam/junk folder as well. Allow 2-3 business days after the form has been marked completed for the approval email to be sent.
5. To make payment please call our Enrollment Center at (800) 825-9971 EXT 601 or visit our UCLA Extension Gayley Center at 1145 Gayley Ave., Los Angeles, 90024.
6. Courses numbered 89, 189HC, 195, 196, 197, 198, and 199 require completion of a course contract and approval of the faculty member. Upper-division tutorials (Courses 195-199) require an additional approval from the department chair. Research and Independent Study in engineering, medicine, life sciences, and physical sciences also require completion of the Environmental Health & Safety (EH&S) course, **Laboratory Safety Fundamental Concepts**. Visit [worksafe.ucla.edu](https://worksafe.ucla.edu) to complete the online training module. Registration is mandatory for training and Proof of Completion will be required at the time of enrollment.

## How much does it cost?

### Concurrent Enrollment Fees\* – Fall 2021 (Fees for Winter 2022 and Spring 2022 may be subject to change)

Please note: <i>Some courses carry additional fees for labs or other materials.</i> <i>Special reduced fees apply for cross-enrollment students.</i> <i>Please see the general information section below for further details.</i>	Units	Undergraduate	Graduate
	6	\$2,418	\$2,772
	5	\$2,015	\$2,310
	4	\$1,612	\$1,848
	3	\$1,209	\$1,386
	2	\$806	\$924
	1	\$403	\$462

\*These fees do not apply to students enrolled in special programs. Additional fees for courses **with labs**: Chemistry courses 1-98 add \$90; Chemistry courses 100-199 add \$350; MIMG courses add \$90.

### Open Door/Concurrent Enrollment Calendar for the 2021-2022 Academic Year

	Fall 2021	Winter 2022	Spring 2022
QUARTER BEGINS	Monday, September 20	Monday, January 3	Wednesday, March 23
INSTRUCTION BEGINS Visit the Concurrent Enrollment web page for Application dates and deadlines.	Thursday, September 23	Monday, January 3	Monday, March 28
ENROLLMENT/REFUND Last day to pay fees.* Last day to request refund.	Friday, October 8	Monday, January 21	Friday, April 8
INSTRUCTION ENDS Last day to withdraw or change credit status. Requests for withdrawals received past this date will require confirmation by instructor of non-compliance of course.	Friday, December 3	Friday, March 11	Friday, June 3
FINAL EXAMS	Monday-Friday, December 6-10	Monday-Friday, March 14-18	Monday-Friday, June 6-10
QUARTER ENDS	Friday, December 10	Friday, March 18	Friday, June 10

\*Late enrollment (fourth week) will be subject to a \$50 late enrollment fee. Prior approval required, no enrollment after the fourth week of the term.

#### Refund Policy

Requests for refund must be made by the refund end of the study list deadline. Exceptions to this policy will be considered only under the most unusual circumstances and upon receipt of petitions describing the circumstances (along with all appropriate documentation). These should be sent to Refunds, UCLA Extension, P.O. Box 24901, Los Angeles, CA 90024-0901 or to [refundexceptions@uclaextension.edu](mailto:refundexceptions@uclaextension.edu). A minimum administrative fee of \$50 will be withheld from all refunds. UCLA campus departments may also withhold additional fees for laboratory, material, or department costs.

## Are my classes transferable to UCLA?

Undergraduate classes (XLC 1-199) are transferable for unit, subject credit, and grade point average (GPA) in the college of Letters and Sciences, the School of Arts and Architecture, and the School of Nursing at UCLA.

XLC 200-299 and XLC 400-499 are UCLA regular session graduate-level courses. Units earned at the graduate level through Concurrent Enrollment will not provide advanced standing to students who are subsequently admitted to degree programs through UCLA's Graduate Division. (Certain course requirements for advanced degrees may be waived, but only with the approval

of the Graduate Division on the recommendation of the student's department at the time of admission.) XLC 500-series courses (doctoral-level seminars) are open to concurrent enrollment by petition only. The petition process takes approximately eight weeks and must be completed prior to enrolling in the class. For more information, contact the UCLA Extension Enrollment Center, 1145 Gayley Ave., Los Angeles, CA 90024 or call **(800) 825-9971**.

Inquiries regarding UCLA admissions and transfer policies should be directed to the Undergraduate Admissions Office at UCLA, **(310) 825-3101**, or to the appropriate academic department on campus.

## Once I have enrolled, who do I contact with questions regarding grading and transcripts?

Call the Extension Student Records Office at **(800) 825-9971** or visit the UCLA Extension Gayley Center.

## Is there anything else I need to know about taking a course at UCLA?

**PARKING:** Concurrent Enrollment students are not eligible to purchase a campus parking permit. Campus parking is extremely limited, but single-entry permits for UCLA parking lots may be available at kiosks adjacent to most campus parking structures. Please refer to [uclaextension.edu/parking](http://uclaextension.edu/parking) or the General Information section of the catalog for more information.

**COMPUTER ACCESS:** Some UCLA courses require access to computer labs or to class websites. For further information, see the "Procedures for Obtaining Computer Lab/Internet Access" information sheet, available when you fill out your concurrent enrollment application.

**LIBRARY CARD:** You may purchase a quarterly library card for \$28, upon presentation of a concurrent enrollment receipt.

### Transcripts

You may request transcript information online at [uclaextension.edu/order-transcript](http://uclaextension.edu/order-transcript) or submit a written request, enclosing payment, to UCLA Extension, P.O. Box 24901, Dept. K, Los Angeles, CA, 90024-0901. Make checks payable to: *The Regents of UC*. Allow four weeks after completion of current coursework for final grades to be recorded.

Note: To avoid delay when requesting transcripts please include:

- Full name
- Other names under which you have enrolled
- Last four digits of your Social Security number
- Birth date
- Approximate dates of attendance
- Address(es) where transcripts are to be sent
- Providing the last four digits of your Social Security number and birth date helps us rapidly identify your records.

### Incomplete Grade:

A grade of Incomplete "I" may be assigned only if work to that point is of passing quality. The granting of an "I" is entirely at the discretion of the instructor and is considered a binding contract to finish the work by an agreed-upon date. Incomplete grades will automatically convert to an "F" if the course has not been completed and grade submitted by the end of the quarter following the course (end of Fall Quarter for courses taken in Spring Quarter). The "F" is considered final.

### Withdrawal Policy:

Students must petition to withdraw from a course prior to the end of business on the last day of instruction. You may petition at [uclaextension.edu](http://uclaextension.edu) through student login or by emailing [records@uclaextension.edu](mailto:records@uclaextension.edu); calling **(800) 825-9971**; mailing Student Records, 1145 Gayley Ave. Los Angeles CA 90024; or faxing **(310) 206-3223**. Failure to attend classes or make complete payment does not constitute an official withdrawal.

The status of "W" (withdrawal) does not appear on official transcripts.

### Cross-Enrollment Program:

Undergraduate students enrolled at any California Community College or California State University may enroll in undergraduate-level courses for a maximum of one course per academic term (two courses per academic year) at a fee of \$46 per unit and upon meeting the following requirements:

- California residency
- Completion of at least one academic term as a matriculated student at the home campus
- 2.0 grade point average (grade of "C") for work completed at the home campus
- Enrollment in a minimum of six units for the current academic term
- Completion of the scholastic requirements and prerequisites as determined by the host campus

Enrollment is contingent upon space availability as determined at the beginning of the third week of instruction. Enrollment in pre-collegiate courses or courses offered by UCLA Extension is excluded. Because of overlapping academic calendars, cross-enrollment at UCLA is only available for particular academic terms. For example, during Fall Quarter, students only may enroll in Fall Quarter UCLA courses; during Spring Quarter, students only may enroll during either Winter or Spring Quarter, but not both.

### UCLA Extension

Gayley Center, 1145 Gayley Ave.  
Los Angeles, California 90024

Additionally, please contact the following UCLA Extension Department office listed below for advisement and to obtain a Concurrent Enrollment Application specific to the Subject Area.

Some restrictions may apply depending on program or department, please visit [uclaextension.edu/concurrent\\_aprv](http://uclaextension.edu/concurrent_aprv) for more information.

Regular business hours are 8am-5pm, Monday-Friday

### International Programs

[studyabroad@uclaextension.edu](mailto:studyabroad@uclaextension.edu)  
**(310) 825-9068**