

# Learn for Opportunity



## Concurrent Enrollment

Information and Procedures  
Application

### Concurrent Enrollment

Concurrent Enrollment is a privilege given to members of the general public to enroll in regular UC Riverside courses without formal admission to the University. It is subject to space availability after all regular UC Riverside students have been accommodated.

### Application

Complete the Concurrent Application included in this brochure and return it to UC Riverside Extension Student Services. There is a nonrefundable application fee of \$40.

### Enrollment Process

- 1) Purchase the UC Riverside *General Catalog* at the University Bookstore, along with the *Schedule of Classes* for the upcoming quarter. Or view the *General Catalog* at [www.catalog.ucr.edu](http://www.catalog.ucr.edu) and the *Schedule of Classes* at [www.classinfo.ucr.edu](http://www.classinfo.ucr.edu).
- 2) Decide which classes to attend. Choose an alternative class in case your choice is filled.
- 3) Pick up the concurrent enrollment form(s) from the Extension Student Services Office and complete and sign the form(s) before attending class. You must submit one enrollment form for each class. Enrollment forms are available two weeks before classes begin. See the attached Academic Schedule.
- 4) Attend class and introduce yourself as a concurrent student to the instructor in charge of the course. If granted permission to attend class, have the instructor sign the concurrent enrollment form. *Approval by a TA or any other assistant is not adequate.*
- 5) If you currently are, or have ever been, a registered UC Riverside student, you must also secure the approval of the Dean of your college or school. See *Student Affairs Offices* listed on next page.  
  
Students expecting to graduate with a bachelor's degree from UC Riverside are cautioned that XRC prefix courses are not counted as taken in residence at UC Riverside, and 35 of the final 45 units completed by each student prior to receiving the Baccalaureate Degree must be earned in residence at UC Riverside.
- 6) Return the completed enrollment form with the required signatures to the Extension Student Services Office and pay course fees.
- 7) Show your instructor(s) your receipt of payment and have them add your name to the class roster.

## Deadlines/Late Fees

Completed enrollment forms submitted later than the third week of the quarter will be assessed a late fee of \$50 for each class.

## Student Rights and Responsibilities

Students are responsible for all the “leg work”: obtaining signatures, filling out forms properly, paying fees, meeting deadlines, having the instructor add them to the class rosters, informing Student Services Office of changes of address, etc. As an Extension student, you have only limited access to regular campus services. Extension provides an application for library privileges upon request.

## Student Affairs Offices

### College of Engineering

A159 Bourns Hall, (951) 827-3647

### College of Humanities, Arts and Social Sciences

3400 Humanities and Social Sciences Building,  
(951) 827-3683

### College of Natural and Agricultural Sciences

1140 Batchelor Hall, (951) 827-4799

### Graduate Division

140 University Office Building, (951) 827-2238

### Graduate School of Management

Anderson Hall, (951) 827-4551

### School of Education

1207 Sproul Hall, (951) 827-5802

### University Extension

UC Riverside Extension Center,  
1200 University Ave., (951) 827-4105

## Credit/Transferable Units

Concurrent course units are transferrable to a degree-granting institution under certain circumstances. Please consult with that school regarding the transferability of units. Extension does not grant degrees.

Students being admitted or readmitted to UC Riverside with XRC prefix courses receive grade points as well as unit credit.

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## Transcripts

Grades for concurrent courses are recorded only at University Extension. They are not automatically transferred to the UC Riverside Registrar. Transcripts must be requested in writing. They are available for a fee of \$5 each. There is an additional \$10 rush fee for transcripts produced while you wait.

## Parking

You must have a permit to park on the UC Riverside campus seven days a week from 8 am-10 pm. Permits are available from UC Riverside Parking Services. Metered parking spaces are also available. Vehicles without a permit will be cited. If you need more information, contact Parking Services at (951) 827-4395.

## Grades

Concurrent student names will not appear on the regular class roster. Instructors will receive a grade roster from the Extension Student Services Office at the end of the quarter. Grade reports are mailed to students after grades are posted.

## Financial Aid

Because University Extension is self-supporting and does not participate in financial aid programs, no financial aid is available. For information on private loan programs, contact Student Services at (951) 827-4105.

## Transfers

A \$5 fee will be charged for transfer from one course to another. No transfers after late enrollment deadline.

## Prerequisites

See course listing in the UC Riverside *General Catalog*.

## University Policy/Campus Regulations

University Extension abides by all policies and regulations regarding student conduct and discipline, sexual harassment, substance abuse, and nondiscrimination as outlined in the campus *General Catalog* and *Schedule of Classes*.

# APPLICATION

## CONCURRENT ENROLLMENT PROGRAM

Enclose: Check made payable to REGENTS-UC in the amount of \$40. This nonrefundable fee covers records maintenance.

Mail to: Student Services Dept.  
UC Riverside Extension  
1200 University Ave.  
Riverside, CA 92507-4596

Full Name (please print)

Home Address (street, apt. no.)

City/State/ZIP + 4

Daytime Phone

Business (or Home) E-mail Address

Social Security No. (Provide if using tuition for tax credit)

Reason for entering Concurrent Program

Are you a U.S. Citizen?  Yes  No

If no:  Permanent Resident

Type of VISA \_\_\_\_\_  
(International student fees may apply.)

### TO USE YOUR CREDIT CARD:

VISA/MasterCard No.

Exp. Date

Authorizing Signature

PLEASE USE A SEPARATE SHEET FOR  
ADDITIONAL ENROLLMENTS. THANK YOU.

[www.extension.ucr.edu](http://www.extension.ucr.edu)