UCLA Extension

Concurrent Enrollment
Enroll in Daytime UCLA Classes Through UCLA Extension
2023–2024

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. Additionally, 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.

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. For a complete breakdown of courses, visit our **Course Numbers** page. 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.

What is the first step in planning my course schedule?

Consult the **UCLA Schedule of Classes** and apply for courses that are listed as open as UCLA students will be prioritized. Enrollment will strictly be dependent on the completion of the DocuSign Registration form. Additionally, Extension students will not be able to join class waitlists nor receive PTE numbers. To plan your schedule, check space availability. For a view of course descriptions, click **Course Descriptions.**

How do I enroll?

1. To start the registration process, visit our **UCLA Extension** concurrent enrollment web-page and submit a concurrent enrollment application for review by clicking on Apply Now.

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 3–4 business days for a response to your online application, and be sure to check your spam/junk inbox as well.**

3. After completing the DocuSign Registration form, be sure to attend class and follow up with the instructor. If the subject area falls under a department that has additional requirements, follow those instructions instead. For a complete list of departments, reference the **Approval Requirement** PDF.

4. After all required approval signatures have been granted on the DocuSign Registration form, the application will be marked as "Approved" under your **Student Portal**. The student will then receive an approval email along with instructions on how to make payments. Be sure to check your spam/junk folder as well. **Allow 2–3 business days after the Docusign form has been completed for the approval email to be sent.**

5. To make payments over the phone, please call our Enrollment Center at (800) 825-9971 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 the **Work Safe** site 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 2023 (Fees for Winter 2024 and Spring 2024 may be subject to change)			
Please note:	Units	Undergraduate	Graduate
Some courses carry additional fees for labs or other materials.	1	$436	$503
	2	$872	$1,006
Special reduced fees apply for cross-enrollment students. Please see the general information section below for further details.	3	$1,308	$1,509
	4	$1,744	$2,012
	5	$2,180	$2,515
	6	$2,616	$3,018

These fees do not apply to students enrolled in special programs. There are 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 2023-2024 Academic Year			
	Fall 2023	**Winter 2024**	**Spring 2024**
QUARTER BEGINS	Monday, September 25	Wednesday, January 3	Wednesday, March 27
INSTRUCTION BEGINS Visit the Concurrent Enrollment web page for application dates and deadlines.	Thursday, September 28	Monday, January 8	Monday, April 1
ENROLLMENT/REFUND Last day to pay fees.* Last day to request refund.	Friday, October 13	Friday, January 26	Friday, April 19
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 8	Friday, March 15	Friday, June 7
FINAL EXAMS	Monday–Friday, December 11–15	Monday–Friday, March 18–22	Monday–Friday, June 10–14
QUARTER ENDS	Friday, December 15	Friday, March 22	Friday, June 14

*Late enrollment (fourth week) will be subject to a $50 late enrollment fee. Prior approval is required; enrollment is not allowed after the fourth week of the term.

Refund Policy

Requests for refunds 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**. 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.

Computer Access:

Such main campus courses under science, engineering and other subject areas will require access to the computer labs or additional software. Reach out to the Department's **Support Staff** by subject area for access.

Textbook & Libraries:

For textbooks, go directly to the **UCLA Store** Textbooks page. Select UCLA, Term, Department, Catalog Number and Section.

Purchase a **UCLA Library** card by visiting the circulation desk at either at the Louise M. Darling Biomedical Library or the loan desk at the Charles E. Young Research Library on the UCLA campus. Bring a photo ID and proof of current Extension enrollment.

Parking Information

Daily and Quarterly **Parking Permits** are available. Contact UCLA Transportation for questions regarding quarterly permits. Mon–Fri, 7:45 a.m.–5 p.m.
310-794-7433

Email: **transportation@ts.ucla.edu** UCLA Transportation
555 Westwood Plaza, Suite 100, LA, CA 90095

Transcripts

For support to view and/or order **transcripts**, please contact **records@uclaextension.edu**

International Programs: Study Abroad

For information about our **Study Abroad Program**, visit our UCLA Extension Page for details. For support, reach our to the International Programs staff.

Program Contact Email: **studyabroad@uclaextension.edu**

Cross-Enrollment Program:

Undergraduate students enrolled in a 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 may only enroll during either Winter or Spring Quarter, but not both.

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** through student login. Additionally, you can also email **records@uclaextension.edu** or call (800) 825-9971. Failure to attend classes or make complete payments does not constitute an official withdrawal. The status of "W" (withdrawal) does not appear on official transcripts.

How to Drop, Transfer or Withdraw from a Course:
▪ Log in to the UCLA Extension **Student Portal**.

▪ In the menu, select My Enrollment History.

▪ Find your course and select "request drop", "request transfer" or "request withdrawal."

▪ Follow the prompts to complete your request.

Incomplete Grade:
An incomplete "I" grade 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.

Creation of UCLA Logon and Access to Course Materials via Bruin Learn

For UCLA Courses Only: In order to access Bruin Learn for course materials, you must use your UID number and create a UCLA logon ID. To do so, direct your browser to the **identity and accounts manager**.

Note: If you have enrolled through concurrent enrollment in a previous quarter and or were a UCLA student, your logon ID and password would remain valid. Upon re-enrollment, if you discover your account has been deactivated, reach out to the **Main Camus IT Services** team for additional support.

Click "CREATE A UCLA LOGON ID"
▪ Read and agree to the Terms of Service.
▪ Click "I Have A 9-Digit UCLA ID Number (UID)."
▪ Verify your identity and click "CONTINUE."
▪ On the next screen, confirm your desired UCLA Logon ID.
▪ Enter your password and confirm your password.
▪ Select a Challenge Question and type your response to the question.
▪ Click "CREATE UCLA LOGON ID."
▪ Continue to the Confirmation step.

Access to Course Material:

After activation, simply visit **Bruin Learn** and log in using the credentials you created. Go through the authentication process and view course materials via Canvas.

Be aware that not all courses have a course website under the Bruin Learn platform. Some courses will still require CCLE Social Sciences/Shared System to access course materials. Additionally, not all courses will have course details posted.

While Bruin Learn utilizes Canvas, it is different than the platform for regular Extension courses. This will be a separate account for UCLA courses.

Bruin Learn Support Staff

▪ In case you have trouble logging in and/or issues with setting up your UCLA/Bruin Learn account, contact the **UCLA IT Services team**

▪ Upon logging into **MyUCLA**, if you discover that you can see the course listed under your Study List but cannot access course materials appropriately via Bruin Learn, contact the **UCLA IT Services team**.

▪ For all other course access issues, reach out to our UCLA Extension concurrent enrollment staff via email so that we can verify enrollment. **concurrentenrollment@uclaextension.edu**

When reaching out to the main campus Bruin Online Support Staff, be sure to mention that you are an Extension student who is concurrently enrolled. The main campus registrars team will have no record for our Extension students as registration is solely through with Extension.

IT Support Center
(310) 267-HELP (4357)
help@it.ucla.edu