



THREE STEP ENROLLMENT PROCESS

1. Pay application fee by registering for section UCSC.X800 (select appropriate quarter) at www.ucsc-extension.edu
2. Submit Concurrent Enrollment Supplemental Application Form
3. Submit Instructor Approval Form

Please find the following information from the UCSC Course Catalog for the term in which you are enrolling.

Class#	Class ID#	#Credits	Class Title
Department		Instructor	

Division: Humanities Engineering Physical & Biological Science Arts Social Sciences

I'm enrolling in this course (check one): for a letter grade (A, B, C, D⁺, or F⁺) on a Pass/No Pass⁺ (P/NP) basis

⁺Grades of D, F, NP and W (withdrawal) remain on the UCSC Extension Transcript.

(Note: Grade request may not be changed after enrollment. if you do not make a grade choice on this form, you will be assigned the letter grade option.)

Incomplete's must be completed by the end of the following quarter or the "I" converts to "F" or "NP" depending on the grading option selected.)

Student Signature _____ Date _____

LAST CLASS TO GRADUATE?

These credits are being completed as part of my undergraduate course work at UCSC; please send a transcript to UCSC Office of the Registrar upon completion of this course or courses. My signature above acknowledges this arrangement. This arrangement is not open to any other enrollees only to UCSC students.

REQUIRED SIGNATURES: INSTRUCTORS AND DEAN

Please note that before accepting concurrent participants it is your responsibility to assess the capacity of your class to ensure that space is available for regularly enrolled students. Matriculated students have priority over concurrent enrollees.

Your signature indicates that you have determined that the student named above may enroll in the course indicated and for the grading system checked.

Refund Policy: Follows campus policy and is outlined in the Concurrent enrollment Packet. If you are not certain of your responsibilities regarding obtaining a refund, please contact UCSC Silicon Valley extension at (408) 861-3700.	Grading: your name will appear on a special grading roster that is sent to the instructor about two weeks before the end of the quarter. If you wish to have a narrative evaluation, you must communicate that to your instructor.
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ONLINE COURSE MATERIAL:

Will the course require Canvas or UC Online Access?

Canvas UC Online No online access required

Please list online course title and corresponding section if applicable.

Instructor Signature _____ Date _____

Instructor E-mail address (@ucsc.edu) _____

▸ If this course is graduate level (200 or above), the following signature must be obtained.

Dean of Graduate Studies and Research _____ Date _____

▸ If this course is your last course(s) to graduate AND is part of your major, you must obtain the signature of your Department Assistant.

Department Assistant Signature _____ Date _____