CONCURRENT ENROLLMENT

DEADLINE: Concurrent Enrollment forms must be submitted to L&S Undergraduate Advising PRIOR TO enrolling in a course at another institution.

Students are meant to attend UC Berkeley full-time, and to take all courses here during the fall and spring terms. Nevertheless, a student may gain permission also to take one or more courses at another institution simultaneously in extraordinary circumstances.

If all of the following conditions are true, approval is automatic once you have submitted this form. Check all that apply.

- You are enrolled full time at Berkeley, at a minimum of 13 units (unless with an approved a short study list).
- You are in good academic standing: not on probation, no registration blocks, no D, F, or NP grades in the prior term.
- You are submitting this form prior to enrolling in a course at another institution.
- You are not requesting Concurrent Enrollment approval during your first or last semester.
- You have reviewed the L&S web page on Transfer Credit (https://ls.berkeley.edu/advising/planning/transfer-credit).

If you do not meet these conditions, Concurrent Enrollment might still be permitted. Attach a written appeal to this form explaining why you do not meet the conditions, and what hardship you would experience if your request is not approved.

I understand the above conditions and information and agree to all of it.

____________________________________________________________________________________   ___________________
Student’s Signature          Date

Please explain why you are requesting to take this course at another institution while enrolled at Berkeley. Check all that apply:

- Schedule conflict
- Course cancelled
- Course required for major
- Course full
- Course not offered this semester
- Other _____________________

____________________________________________________________________________________   ___________________
Student Name          Student ID Number

____________________________________________________________________________________   ___________________
Name of other institution          Course start date/ Term of attendance

____________________________________________________________________________________   ___________________
Department, Course Number and Title          Number of units from the other institution

Before submitting this form, please note:
- Attendance at another institution might affect your financial aid; please consult the Financial Aid Office.
- Courses transferable for L&S College credit might not fulfill major requirements. Please consult the department of your intended major.

After participating in concurrent enrollment, request your transcript from the other institution to be sent to Berkeley.
- Electronic transcripts (if available): Send e-transcripts to our Business Operations office: busops@berkeley.edu
- Paper transcripts: Mail to: Add Credit: UCB SID# (insert your SID), 16 Sproul Hall, MC 0608, Berkeley, CA 94720-0608

RETURN TO 206 EVANS HALL

For College Use Only

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Dean’s Signature          Date