CONCURRENT ENROLLMENT

**DEADLINE:** Concurrent Enrollment forms must be submitted to L&S Undergraduate Advising in 206 Evans Hall or 156 Dwinelle Hall **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 will be enrolled full time at Berkeley, at a minimum of 13 units (unless with an approved short study list) during your Concurrent Enrollment term.
- You are in good academic standing: not on probation, no registration holds, no D, F, or NP grades in your last term of attendance at UC Berkeley.
- 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 ______________

Select the reasons for requesting Concurrent Enrollment. 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 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 a 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: see following for address: https://registrar.berkeley.edu/academic-records/transferring-credit