UC/Community College Concurrent Enrollment Program

ENROLLMENT PETITION FOR SPRING 2012

Please type or print legibly

☐ **I have participated in this program before (when: _____) .**

LAST NAME _____ FIRST _____ MIDDLE _____

Date of Birth _____/ _____/_____   Sex: M   F
            month   day   year

Address: _____ City _____ State _____ ZIP _____

Email Address _____ Phone #_____

BERKELEY COURSE REQUESTED

Please provide all the information requested below. Faculty <u>and</u> GSI signatures are required for the lecture *and* any associated discussion section and/or lab section.

Department & Course No. (i.e., Math 54) ↓	Section # (i.e., 102)	Units	5-digit Course Control #	Instructor's Name (please print)	Instructor's Signature and Date
	✳✳✳				
Discussion Section					
Laboratory					

INFORMATION FOR BERKELEY INSTRUCTORS

The above visiting student is regularly registered at _____ and is participating in a special program sponsored by the University and local community colleges. Students in this program may enroll in **ONE <u>lower-division</u>** Berkeley course while in full-time attendance at their home campuses. The work completed by a student in this program is reported to the home campus for inclusion on the student's record there. Since students in this program are not registered on the Berkeley campus, it is not possible for them to enroll via the Tele-BEARS Enrollment system. Please consider this when determining if the enrollment of a student in a Berkeley course is to be approved. The name of any student who has been approved for enrollment in this program will not appear on the instructor's initial course list, but will appear on the final course report for submitting grades.

If this course requires access to bSpace, please assign the UC/CC student a guest password/ID for temporary access to the course until their enrollment petition is processed through the Registrar's Office. Once the Registrar's Office has officially enrolled the student in the course (which typically happens in the 6th to 10th week of the semester), the student will receive a Cal Visitor ID to use to access bSpace and AirBears for the remainder of the semester.

(NOTE: This program is distinct from the UC Extension Concurrent Enrollment Program and operates under different regulations.)

INSTRUCTIONS TO COMMUNITY COLLEGE STUDENTS

Before attempting to enroll in this program, you must consult with your home campus counselor. To participate in this program, you:

- must have completed at least 20 semester units transferable to the University at the community college.
- must have at least a 2.4 GPA in the transferable course work.
- must be considered a full-time student by regulations of your home institution, including the units for the one course taken at the University through this program.
- must have declared an intention to pursue further study at a four-year institution.
- must be recommended for Concurrent Enrollment by a counselor in your home institution.
- must take part in an orientation session at your home campus covering all aspects of your concurrent enrollment.

You are ineligible to participate in this program if:
- You have been admitted to any four-year institution, including UC Berkeley, even if you did not attend (you may participate if you have taken classes through UC Summer Sessions but have never been admitted to a Fall or Spring semester at Berkeley).
- You received a grade of **"C-"** or lower in your first course taken in this program.
- You have an outstanding grade of Incomplete from your first course. You may participate again once the Incomplete has been changed to a letter grade.

Please keep in mind the following:
Courses must be lower division (numbered 1-96).
Courses must be taken for a letter grade (not P/F or P/NP).
You may take one course each semester for a total of two semesters.
You must have completed any prerequisite courses necessary for the course you wish to take at the University.

As you choose your class, please refer to the Berkeley *General Catalog* (http://catalog.berkeley.edu) and the *Online Schedule of Classes* (http://schedule.berkeley.edu). The *General Catalog* contains a brief description of each course and its prerequisites, if any, which you are responsible for having completed. The *Online Schedule of Classes* indicates course times and locations as well as enrollment information, including space available. To find out more about a particular course, you may visit that department and/or look at the required textbooks in the campus textbook store. Once you have chosen a course, attend the first class meeting and approach the instructor with this enrollment form. There is no guarantee that space will be available in the course you wish to take and it may be 3-5 weeks before the instructor agrees to admit you.

If your course requires access to bSpace, you MUST request a guest password/ID from the course instructor. Once the Registrar's Office has officially enrolled you in the course (usually in the 6th to 10th week), they will email you a Student ID number with which to create a CalNet ID account to access bspace and AirBears for the remainder of the semester.

Library access: You may obtain a library card by visiting 198 Doe Library with your community college photo ID on or after January 17, as long as you have informed your community college counselor of your intention to attend by January 6. You must repeat this process if you attend a second semester.

You may access services at the Student Learning Center (http://slc.berkeley.edu/general/index.htm) beginning the first day of class, January 17, as long as you have informed your community college counselor of your intention to attend by January 6. Be sure to have your community college photo ID with you.

Withdrawing: If it is necessary for you to withdraw from the program, please notify your community college counselor, who will notify the program coordinator at Berkeley. As a courtesy, please also notify your instructor(s). If classes have begun, this will count as one of your two semesters of enrollment, and, if it is after the 5th week of classes (Fri., Feb. 17), you will receive a "Withdrawn" notation on your transcript. After the midpoint of the semester (Friday, March 9) you will be subject to "semester-out" and will not be allowed to return the following semester.

Classes end Friday, April 27, followed by the Reading/Review/Recitation Week from April 30 to May 4. You may withdraw from your class through Friday, May 4. A student who stops attending class but fails to inform their community college counselor by this date will be assigned the grade they have earned and may not withdraw later.

Grades

Berkeley transcripts will be generated approximately two months after the end of final examinations (May 11) and mailed to your community college. Students who wish to know their grades sooner may, with their instructors' permission, submit self-addressed, stamped postcards with their final examinations or papers. This is especially recommended for students intending to enroll in the program for the following semester or those who are planning to transfer to a four-year institution. Students should be sure to check their grades before continuing in a two-semester sequence course.

If you attend Berkeley as a degree student in the future, your grade(s) in this program will remain on a separate transcript and neither the units nor the grade points will be calculated into your Berkeley grade point average.

This petition, with all signatures, must be returned to your Transfer Center by Friday, February 3, 2012.
Please keep a copy for your records.

UC/CC Concurrent Enrollment Program

Restricted Courses

Spring 2012

The following courses are not open to students enrolled in the UC/CC Concurrent Enrollment Program. Enrollment in these courses will not be approved under any circumstances. These courses are restricted because they are over-enrolled, or they are restricted at the request of the department that offers them. There are no exceptions to these restrictions and there is no appeal. This is the College's policy and not under the purview of the course instructor.

All courses must be taken for a letter grade.

The restricted courses are:

Any course with an R prefix (Scandinavian R5A, English R1B, etc.)
Any course with an AC suffix (Comparative Literature 60AC, etc.). *Exception*: any AC course in the Ethnic Studies department.
Any course numbered 24, 39A-Z or 84
Any course numbered 97 or **higher** (97, 98, 99, 101, 120, 130, etc.)
Any course offered **only** on a P/NP or P/F basis

Aerospace Studies (AFROTC) – all
American Studies 10
Arabic 1A
Art Practice - all studio courses
Biology 1A, 1AL, 1B
Chinese 1A, 1B, 1X, 1Y
Classics 28
Economics 1, 2
English 43A, 43B, 45A, 45B, 45C, C77, 80K
French 1, 2, 3, 13, 14
Italian Studies 1
Media Studies 10
Military Affairs (ROTC) – all
Military Science (AROTC) - all
Music 20A, 20B, 25A, 40, 41, 42
Naval Science (NROTC) - all
Persian 1A, 11A
Philosophy 12A, 25A, 25B
Physical Education 1, 2, 3, 4, 5
Physics 7A, H7A, 7B, H7B, 7C, H7C, 8A, 8B, 10, 21
Spanish 1, 2, 3, 4, 12, 25
Theater, Dance & Performance Studies 10, 11, 40A, 40B