

**UC/COMMUNITY COLLEGE  
CONCURRENT ENROLLMENT PROGRAM**

**Purposes of Concurrent Enrollment**

1. To increase the accessibility of the University to students who might not otherwise plan to enroll.
2. To allow students who require courses not available at their home institution to obtain those courses if available at the University.
3. To permit students to test their potential for success in a university setting.

**Regulations**

1. To participate in this program, students:
  - a. must have completed at least 20 semester units transferable to the University at the community college.
  - b. must have at least a 2.4 GPA in the transferable course work.
  - c. must be considered full-time students by regulations of their home institution, including the units for the one course taken at the University through this program.
  - d. must have completed any prerequisite courses necessary for the course they wish to take at the University.
  - e. must have declared an intention to pursue further study at a four-year institution.
  - f. must be recommended for Concurrent Enrollment by a counselor in the home institution.
  - g. must take part in an orientation session at the home campus covering all aspects of their concurrent enrollment.
2. Students are ineligible to participate if they:
  - a. have been admitted to any four-year institution, including UC Berkeley, even if they did not attend or have taken a class at any four-year institution (summer classes excepted).
  - b. received a grade of "C-" or below in a course previously taken through the Concurrent Enrollment Program..
  - c. have an outstanding grade of "Incomplete" in a course taken through the Concurrent Enrollment Program. They will become eligible again once the Incomplete is completed and the new grade is posted to their Berkeley transcript.
  - d. withdrew after the 8<sup>th</sup> week of the preceding semester ("semester-out rule").
  - e. have already enrolled for two semesters through the Concurrent Enrollment Program.
3. Each student may enroll for only one course per semester at the University.
4. Students will be permitted to enroll concurrently at the University for a maximum of two University semesters, during which they continue studies at the home institution.
5. If a student withdraws from the program on or after the first day of classes, that semester will count as one of the two semesters allowed.
6. All University courses must be taken for a letter grade.

**Available Courses**

Students are eligible to take only lower-division courses (numbered 1-96). Enrollment in upper-division courses (numbered 100 and higher) is not allowed. The University reserves the right to issue, each term, a list of courses that are closed to Concurrent Enrollment due to over-enrollment. (ROTC courses -- Aerospace Studies (AFROTC), Military Affairs (ROTC), Military Science (AROTC), and Naval Science

(NROTC) -- are not offered through the UCCC Concurrent Enrollment Program. Students interested in these courses should contact the Registrar's office at their home institution for more information.)

### **Counseling, Tutoring, and Financial Aid**

The home institution shall be responsible for all counseling, tutoring, and financial aid appropriate to their individual students.

### **Program Administration**

1. The University shall assign one person to be responsible for:
  - a. acting as liaison with community college officials.
  - b. informing appropriate officials at each community college about classes.
  - c. maintaining all necessary University records on concurrent enrollment.
  - d. providing the Service Desk of the Main Library with a list of concurrent enrollees. Each student, upon presentation of a valid registration card from the home campus will be issued a library card valid for that term.
  - e. providing the Student Learning Center with a list of concurrent enrollees. Subject to space availability, each student is eligible to use the services offered by this office.
2. Each community college shall assign one person to be responsible for:
  - a. acting as liaison with the University official assigned to concurrent enrollment.
  - b. assuring that all students meet the criteria for concurrent enrollment as stated in this agreement.
  - c. assuring that no student enrolls in a course which has been closed to concurrent enrollment.
  - d. planning and conducting the orientation at the community college.
  - e. maintaining all necessary college records on concurrent enrollment.
  - f. conducting an evaluation of the results of the program at the end of each academic period.

## **Administrative Calendar and Procedures Spring 2015**

### **Lists of participating students**

**A. Preliminary List:** Please provide me with a preliminary list of students who have expressed an interest in participating in the program by **Friday, January 9, 2015**. Your preliminary and final lists are forwarded to the library and Student Learning Center so students have access to those services. If a student expresses interest in the program after you have submitted your preliminary list, please wait until they provide you with a signed Enrollment Petition and then add his or her name to your final list.

**Cross-Enrollment Program:** Students who are not eligible to participate in the Concurrent Enrollment Program may be enrolling in the Cross-Enrollment program instead. They should obtain a Cross-Enrollment Petition from you, containing the same student and course information as the Concurrent Enrollment Petition. The student should take the petition, with a check for \$36/unit, payable to the UC Regents, directly to Mr. Michael Cooper in the Registrar's Office in 120 Sproul Hall. These petitions should not come to me. These students' names should not appear on either the preliminary or final lists that you send me.

**Library and Student Learning Center Access:** Students whose names were included on the

preliminary list may request a library card at 198 Doe Library, beginning **January 20**. Students whose names were added to the Final List will have access beginning **February 23**. Each student must show a current community college registration card. The library card is valid for one semester, so students continuing in the program for a second semester will have to repeat this procedure. They may also access the Student Learning Center beginning **January 20**, as long as they have their current community college registration card and are on the preliminary list, or by **February 23** if they were added to the Final List.

**B. Final List:** In order for our office to screen for eligibility and provide the names of participating students to the Office of the Registrar, the library, and the Student Learning Center, by the end of the 5<sup>th</sup> week of classes, we need to receive your final list and an Enrollment Petition for each student (signed by *all* instructors for the course) **by Friday, February 13**. I have indicated a deadline on the petition of **Friday, February 6**, for students to submit the signed petition to you, but feel free to change that date to whatever works for you.

Due to our own tight internal deadlines, we cannot accept late additions to the lists or late Enrollment Petitions. The only exception is in the case where an instructor will not sign the petition in time for the student to get it to you in time to get it to me, which happens occasionally.

**C. List Formats:** In order to standardize everyone's lists and allow us to compile each college's list into one master list, please use the attached template to enter each student's information for both your preliminary and your final lists. Download the template, type in the requested information in the format presented (last name, first name in alphabetical order), and return it to me at [fsantamarina@berkeley.edu](mailto:fsantamarina@berkeley.edu) as an email attachment.

You will see that we are no longer requesting Social Security numbers. It's not necessary to provide course information or the number of units on the preliminary list, although of course we'll need both on the final list. It is not necessary to provide Course Control Numbers or information about discussion sections or labs on either list, since they are provided on the Enrollment Petition.

**Withdrawing:** Students may withdraw from the program through the last day of the Reading/Review/Recitation Week (**Friday, May 8**). If classes have begun, this will count as one of their two semesters of enrollment, and if it's after the 5<sup>th</sup> week of classes (**Friday, February 20**) they will receive a notation of "Withdrawn" on their transcripts. The name of the course will not appear. Please email me with the name of any student who wishes to withdraw from the program and the reason for withdrawing, if you know it. You may send the names one at a time or as a group, as you prefer. It is not necessary to include the student's date of birth or the class they were enrolled in. A student who stops attending but fails to notify you by **May 8** will be assigned the grade they earned and will not be allowed to withdraw later.

**Semester-out:** Students who withdraw after the end of the eighth week of classes (**Friday, March 13**) will not be allowed to enroll the following semester, unless the withdrawal is determined by L&S to be for reasons beyond the student's control (i.e., medical, serious financial difficulties, etc.). Please let me know if you believe these circumstances apply.

**Grades:** As you know, the University does not issue grade reports to students, and their transcripts will be mailed to their community colleges approximately two months after the end of final examinations (**May 15**). 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 grades before continuing in a two-semester sequence course.

### **Important Dates**

January 9 - Preliminary list of participating students due

January 20 - First day of classes

February 13 - Final list of participating students and their enrollment petitions due

February 20 - End of 5<sup>th</sup> week – Last day for students to withdraw without getting a “Withdrawn” notation

March 13 - End of 8<sup>th</sup> week – Last day for students to withdraw without “semester-out”

March 23-27 – Spring Break

May 1 - Last day of classes

May 4 – May 8 - Reading/Review/Recitation Week

May 8 - last day for students to withdraw

May 11-15 - Finals Week

Thank you for your assistance with these procedures and deadlines.

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