



### **Concurrent Enrollment may be for you!**

The Concurrent Enrollment Program at University of California, Merced, is a program that allows students to enroll in courses offered on the UC Merced campus without being formally admitted to a degree program. Concurrent Enrollment students may take up to 18 units per semester. Concurrent course enrollment is based on available space, and class participation and assignments are the same as for regular students. The Concurrent Enrollment Program is available during the fall and spring semester. This is an ideal program for individuals who:

- Want to earn university-level credits
- Are thinking about returning to school, but who are not sure if they want to become full time students
- Need only a course or two to complete degree requirements at another institution
- Want to take a graduate course
- Wish to gain up-to-date information in their professional fields
- Are advanced High School students who want to take a college course

Junior college students are also encouraged to take concurrent enrollment classes, but they should first check into *Intersegmental Cross Enrollment*. *Intersegmental Cross Enrollment* is a separate program with lower fees and is administered by the community college and UC Merced.

All campus debts must be paid in full in order to participate in Concurrent Enrollment. Failure to report outstanding balances on campus may result in application denial. Financial aid is not available.

Students must be in good academic standing with their home college. If currently on academic warning or probation, students are required to present written approval from the home college in addition to the Concurrent Enrollment application form.

The academic records of Concurrent Enrollment students are separate from the UC Merced academic record. Participation in concurrent enrollment does not confer or suggest status as a regular UC matriculated student nor does it grant any priority to an applicant for regular admission.

Concurrent Enrollment is on a term-by-term basis. This means that acceptance for one term does not guarantee acceptance in any future term. Applications are reviewed and students will be notified if there is an issue with the application.

Students are not eligible to complete courses through UC Merced Concurrent Enrollment Program if they can answer yes to any of the following conditions:

- They were on probation or dismissed from the University at the end of their last regular semester or quarter.
- They were denied admission to UC Merced.
- They have any financial obligations to the University of California.
- They have ever been barred from the campus by police or court order.

Concurrent Enrollment students do not have the same privileges as enrolled students paying full tuition.

- Enrollment in research or independent study is not allowed.
- You will have an official ID card that allows you to be on campus and have access to the library; \$20 fee applies.
- You must purchase a parking permit through the TAPS office in order to park on campus.

**Fee Schedule:**

First Time Enrollee Application Fee	\$55.00
Prior Concurrent Enrollment Student Application Fee	\$10.00
Late Application Fee – Required beginning the first day of instruction	\$100.00
Per Undergraduate Unit Registration Fee	\$408.00
Per Graduate Unit Registration Fee	\$510.00

**Deadlines:**

Concurrent Enrollment students must submit the Concurrent Enrollment application prior to the first day of instruction. Any application submitted after this deadline is considered late, and late fees will apply. Concurrent Enrollment students may enroll in courses beginning 6<sup>th</sup> day of instruction, but must enroll no later than the 15<sup>th</sup> day of instruction.

**Enrollment and Payment:**

Attend the first class meeting of the course(s) in which you wish to enroll. Take your Instructor Approval form with you to this meeting and let the instructor know that you are a Concurrent Enrollment student. The instructor may ask you to wait until he/she can determine if there will be space in the course after regular students have enrolled. Concurrent Enrollment students may not take independent study or research courses. Return the signed and completed instructor approval form(s) to the Students First Center. Courses are open for enrollment on a space-available basis. Fees are due immediately. Registration is complete upon payment of all appropriate fees and charges. There are no refunds.

**Students with Undergraduate Degrees:** Students may take graduate level classes with the approval of the graduate division. An additional signature is required on the Instructor Approval form. Students may take undergraduate courses as prerequisites to graduate programs or possibly 2nd baccalaureate programs. Be aware that there may be restrictions on the total number of courses that may be taken through Concurrent Enrollment for any of the above. Check with department advisors regarding these restrictions.

**UC Merced Students Interested in Concurrent Enrollment**

UCM students taking the last course to graduate with an undergraduate degree are in a special category and will be required to obey certain rules and policies related to the Concurrent Enrollment program. While courses taken through the Concurrent Enrollment program can count toward a degree at UCM, those seeking a degree from this campus should contact an academic advisor in their School for approval before enrolling.

- A maximum of 4 credits may be taken by a UCM student prior to graduation. More than one class may be taken as long as the total units do not exceed 4.
- All campus debts must be paid in full. Failure to report outstanding balances on campus may result in application denial.
- A student must be in good standing. Students currently on academic warning or probation must present written approval from your School with the Concurrent Enrollment application form.
- Grade points (GPA) for courses taken through Concurrent Enrollment are not counted toward fulfilling requirements for the degree.

Students on the Education Leave Program and undergraduate students who have left UC Merced and have not earned a degree cannot enroll in the Concurrent Enrollment program until 12 months after the end of their last semester of enrollment as a degree seeking student at UC Merced.

## What Are the Steps Concurrent Enrollment Students Should Follow?

1. Obtain the application form online or at the Students First Center
2. Complete the application form and submit the form to the Students First Center (in person) or the Office of the Registrar *prior to the first day of instruction*. The associated application fee must be paid prior to submission of the application, either online (see below), with check made out to the UC Regents, or in person at the Cashier's Office. A Late Application Fee will be charged for application submitted beginning the first day of UCM instruction.
3. You will receive an email from Office of the Registrar with notification of your application's approval or denial. If approved, further instructions will also be provided.
4. If application is approved, take the Instructor Approval Form with you to the first class meeting. Let the instructor know you are a Concurrent Enrollment Student. The instructor may ask you to wait until he/she can determine if there will be space in the course after degree-seeking students have enrolled.
5. Return the signed and completed instructor approval form(s) to the Students First Center. Concurrent Enrollment students may officially enroll in courses beginning the 6<sup>th</sup> day of instruction, but must enroll no later than the 15<sup>th</sup> day of instruction.
6. Payment must be made at time of registration (step 5). Registration is only complete upon payment of all fees.
7. Once enrolled, withdrawals must be requested in writing to the Office of the Registrar. No refunds will be granted.

## How can I pay my application fee online?

Go to <http://registrar.ucmerced.edu> and chose "Pay Registrar Fees" in the lower left corner. You will then choose *Registrar Fees for Non-Students*.

- If you submit payment and application prior to the first day of instruction:
  - Pay either the *First Time Concurrent Enrollment Student Application Fee \$55.00*, if you have never enrolled in the Concurrent Enrollment program before.
  - Pay the *Prior Concurrent Enrollment Student Application Fee \$10.00*, if you have enrolled in the Concurrent Enrollment program in an earlier semester.
- If you submit payment and application the first day of instruction or after pay the *Late Application Fee \$100.00* only.



5200 N. Lake Rd., Merced, CA 95344 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

You must file this application each semester and submit this application form before the first day of instruction. Concurrent Enrollment is on a term-by-term basis. This means that acceptance for one term does not guarantee acceptance in any future term. Applications are reviewed and students will be notified if there is a problem with your application. You will receive an email from Office of the Registrar with notification of your applications approval or denial. If approved, further instructions will also be provided.

**APPLICATION FEE**

An application fee must accompany this application for Concurrent Enrollment. This fee is due by the application deadline or a late application fee will be assessed. This application fee is non-refundable and non-transferable.

**Choose One:**

- First Time Enrollee (\$55)
- Prior Concurrent Enrollment Student (\$10)
- Late Application Fee (\$100)  
(beginning first day of instruction)

**Payment:**

- Cash (receipt attached)
- Check (made out to UC Regents)
- Online (epay.ucmerced.edu)

*Note: Participation in concurrent enrollment is on a space-available basis. It does not confer or suggest status as a regular UC matriculated student nor does it grant any priority to an applicant for regular admission. Filing this application does not guarantee acceptance into any particular class.*

**STUDENT INFORMATION**

Applying for:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  
Year Year

UCM ID Number (if prior student) \_\_\_\_\_

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Phone number(s) \_\_\_\_\_ E-mail address \_\_\_\_\_

*Important: where registration information will be sent*

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex:  F  M

*Your SS# is reported to the IRS as part of the Tax Relief act of 1997 and is held strictly confidential.*

Are you a prior Concurrent Enrollment student?  Yes  No

Have you ever been admitted/enrolled at UCM?  Yes  No

Highest degree earned: \_\_\_\_\_ From what institution? \_\_\_\_\_

I am a UCM Staff member  Yes  No

Please briefly explain why you are interested in this program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer each question as it applies to you. If you have been a UCM student, the information will be verified through the appropriate campus office(s).

Yes  No Have you ever been denied admission to any program at UCM for inadequate scholarship or preparation?

If yes, explain: \_\_\_\_\_

Yes  No Were you dismissed, suspended or placed on warning or probation, either academic or disciplinary, by any institution, including UC Merced at the end of your last regular term ? If yes, explain: \_\_\_\_\_

*If yes, you must present written approval from the home campus in addition to this application. Note: If you have been barred or dismissed from UCM, you are not eligible for Concurrent Enrollment. No exceptions.*

Yes  No Do you have ANY financial obligations to UC (including library fines or lab fees etc.)? If yes, explain: \_\_\_\_\_

Yes  No Have you ever been barred from the campus by police or court order? If yes, explain: \_\_\_\_\_

**High School Students** (*If not a high school student skip to Student Statement*)

You must obtain signatures from your high school counselor and your parent/guardian indicating your ability to pursue university level work).

**Counselor Statement:** It is my belief that the student named on this application has the appropriate preparation and ability to pursue university level work.

_____	_____
<i>School</i>	<i>Title</i>
_____	_____
<i>Name</i>	<i>Phone</i>
_____	_____
<i>Signature</i>	<i>Date</i>

**Parent/Guardian Statement:** The student named on this application has my approval and support to enroll in and pursue university level course work through Concurrent Enrollment.

_____	_____
<i>Name</i>	<i>Phone</i>
_____	_____
<i>Signature</i>	<i>Date</i>

**Student Statement:** I certify that I have considered all questions carefully and that my statements are true and complete to the best of my knowledge.

\_\_\_\_\_

*Signature* *Date*

**Office Use Only:**

Updated on 8/23/16

Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

ID #: \_\_\_\_\_  Verified application payment  ESTS to EX  Limit units to 0  
 Note on Transcript  Student notified