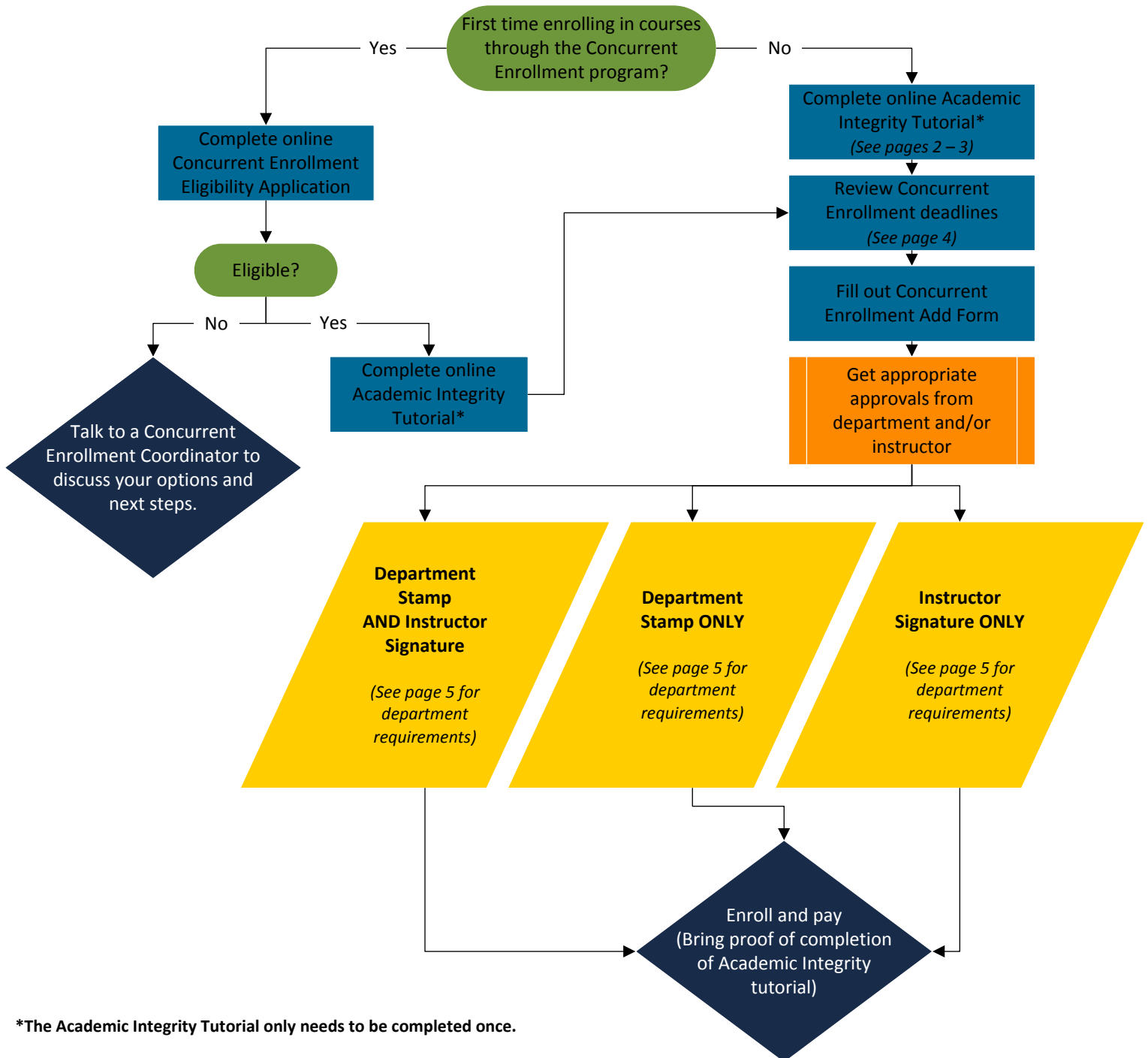


Concurrent Enrollment Process



*The Academic Integrity Tutorial only needs to be completed once.

Important Reminders:

- Pay attention to deadlines:
 - Enrollment period: first day of class through Friday of Week 3
 - Refund deadline: Friday of Week 2
 - Drop deadline: Friday of Week 4
- If your class requires access to ACMS resources, add the allocation to your AX account ASAP. You don't need to wait until you have enrolled and paid.
- Make sure to attend class, even if you haven't been approved to enroll yet.
- You are not guaranteed enrollment in any course unless you are eligible for the program, have the appropriate approvals on your Add Form, and have submitted the form and full payment.

AX Account Information

An AX account token has been issued to you so you can access the Academic Integrity Tutorial and ACMS Resources like TritonEd or podcasts. You will use the token to create an AX account; this is a one-time process.

If you already have an account from previous quarters, you do not need another token. Please contact ACMS if you need help resetting your account and password.

Instructions for setting up your AX account (new students ONLY):

1. Go to <http://sdacs.ucsd.edu/~icc/exreg.php> and follow the directions.
 - a. You will need:
 - i. Your 16 digit registration token (provided by Extension)
 - j. Your Extension student ID (UO# - ## - ####)
 - b. You will create your own password.
 2. You will be issued an AX account. The account will start with an "ax." (e.g. ax00052)
 - a. This will be your AX account for the rest of the time you take concurrent enrollment courses through UCSD Extension. You will not need to be issued another token for future concurrent enrollment courses.
- **If you register your TOKEN and do not have any courses that require ACMS resources, your AX account access will be cancelled after week 3.**

See the next page for instructions on completing the Academic Integrity Tutorial. All students must complete the tutorial before enrolling.

TritonEd

Instructions for adding courses to your TritonEd account (every quarter):

1. Go to <http://sdacs.ucsd.edu/~icc/exadd.php> and fill out the form.
2. Submit one form for each course you have that requires a TritonEd account.
3. You can add up to four courses maximum. If you would like to enroll in additional courses, please contact the Concurrent Enrollment Coordinator at concurrent@ucsd.edu.

****Please note: Remove any courses in your TritonEd account that you are not actually enrolled in.**

Questions/Technical Help

If you have any questions or need help accessing your existing AX account or the Academic Integrity Tutorial, contact Educational Technology Services. You can reach them by:

Phone: (858) 246-4357

Email: servicedesk@ucsd.edu

In person: AP&M Room 1313

Online: <http://acms.ucsd.edu>

Additional Resources:

General Information on TritonEd Accounts - <http://sdacs.ucsd.edu/~icc/ce.php>

Concurrent Enrollment information – <http://extension.ucsd.edu/concurrent>

Academic Integrity Tutorial Instructions

Beginning Fall 2017, ALL students, both new and returning, are required to complete the Academic Integrity Tutorial. You only need to complete the tutorial once.

Important notes before you begin:

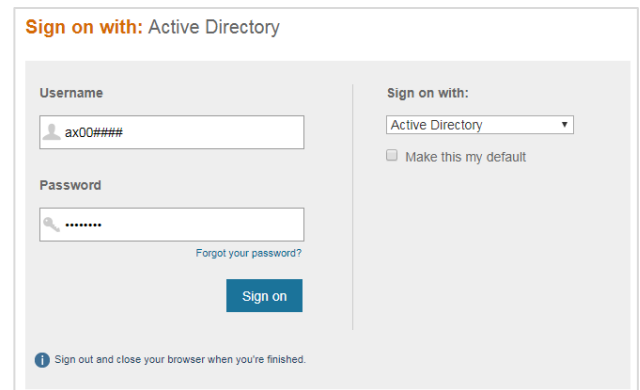
- The tutorial is NOT supported on mobile devices, so use a laptop or desktop.
- Recommended browsers are Firefox and Safari.
- The tutorial takes approx. 45 minutes to complete.



Log in to <https://moodle.ucsd.edu> using your AX account login information.

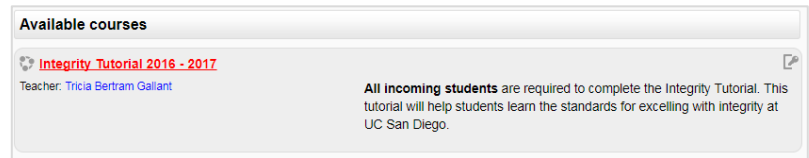
From the drop-down menu, select "Active Directory." Your username is your AX number (ax00####) and your password is the one you created for your AX account.

If you need to reset your password, go to <https://password.ucsd.edu>.

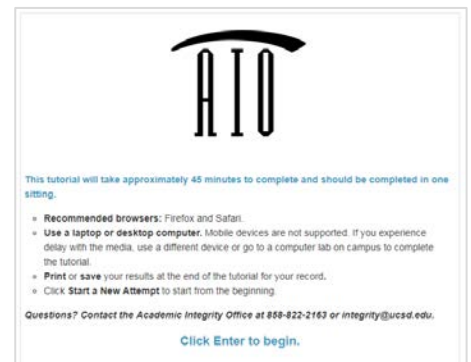


For technical assistance, email servicedesk@ucsd.edu.

Access the Integrity Tutorial for the *current* academic year by clicking on the title.

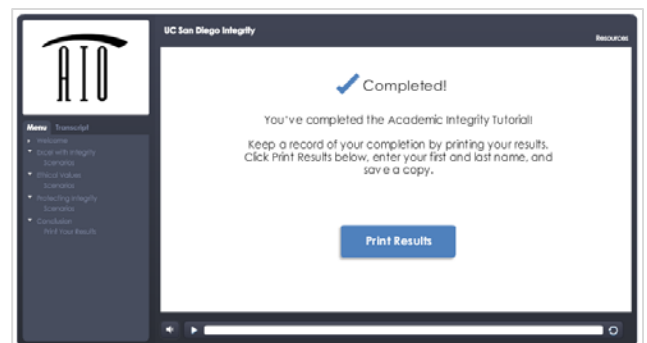


Begin the tutorial.



Watch the videos and answer questions about the scenarios, moving from one module to the next. When prompted, select "Extension or Concurrent" as your college or division.

Complete the tutorial before you bring your add card(s) to Extension Student Services to enroll. You will not be able to enroll if you haven't successfully completed the tutorial.



Concurrent Enrollment Deadlines 2017/2018

ACADEMIC QUARTER	FALL 2017	WINTER 2018	SPRING 2018
Classes begin AND first day to turn in enrollment cards.	Sept. 28	Jan. 8	April 2
Deadline to drop classes and receive a refund.	Oct. 13	Jan. 19	April 13
Deadline to enroll in classes.	Oct. 20	Jan. 26	April 20
Deadline to change grading option AND deadline to drop classes without "W" grade on transcript.	Oct. 27	Feb. 2	April 27
Deadline to drop with "W" grade on transcript.	Dec. 1	Mar. 9	June 1

Eligibility Application (not applicable for Readmission Students)

New students must complete the Concurrent Enrollment Eligibility Application, available at extension.ucsd.edu/concurrent. The application will simply determine if you are eligible to participate in the Concurrent Enrollment Program. UC San Diego Extension will not review academic prerequisites, transcripts, credentials, etc.

Academic Integrity Tutorial (not applicable for Readmission Students)

Beginning Fall 2017, all students are required to complete UC San Diego's Academic Integrity Tutorial to participate in the Concurrent Enrollment program. This tutorial must be completed before you enroll in your Concurrent Enrollment courses. The tutorial is available at moodle.ucsd.edu, and is accessible using your AX account.

Fees

Fees are periodically adjusted and are subject to change without notice. Additional fees may be charged if your class requires a lab and/or tech fees.

Drops/Withdrawals

You must submit all drop requests in writing. You can do so in person at the Extension Student Services office or by sending an email to concurrent@ucsd.edu. The email should contain your name, student ID number (U## - ## - #####), and course number and name (i.e. BILD 2 – Multicellular Life). Failure to file a drop request will result in an "F" for the course. Non-attendance in class or notifying the instructor does not constitute official course withdrawal.

Refunds

Refunds, minus a \$25.00 processing fee per course, will be granted if you submit a drop request in writing prior to the refund deadline. AX account and lab fees are non-refundable.

ID Cards

You may purchase a student affiliate ID card for \$15, which will identify you as a UC San Diego Extension Concurrent Enrollment student.

Library Privileges

You will be issued a Concurrent Enrollment Library Card when you enroll. Visit libraries.ucsd.edu/ask-us/extension.html for details about the borrowing privileges and eligibility for other library services for Concurrent Enrollment students.

My Extension

View your academic history and final grades, update your contact information, and even print unofficial grade reports. To log on, visit myextension.ucsd.edu (do not use www). Enter your user name (email address) and password (Click "Get password" if you don't know yours). If you need any assistance with this process, call (858) 534-3400.

Transcripts

UC San Diego Extension maintains official transcripts for each student, listing all completed courses, grades and credit earned. Transcripts must be requested in writing using a transcript request form and cost \$15 per copy.

Contact Us

Telephone: (858) 534-3400
 Email: concurrent@ucsd.edu
 Website: extension.ucsd.edu/concurrent
 Physical Address: 9600 N. Torrey Pines Road, Building C
 La Jolla, CA 92037
 Office Hours: Monday - Thursday 8:00 a.m. - 8:00 p.m.
 Friday 8:00 a.m. - 5:00 p.m.
 Saturday 8:00 a.m. - 12:00 p.m.

Participating in the education program does not in itself provide preference in admission to the University of California degree programs. Students interested in applying to UC degree programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend for details.

Concurrent Enrollment Instructor Signature and Department Stamp Requirements

See next page for department office locations.

Department Stamp AND Instructor Signature

Anthropology	Envir. Systems (Upper Division)	Music
Bioengineering	FPM/FPMU	Psychology
Biology	Global Health Program	School of Global Policy & Strategy
Comp Science & Eng. (CSE)*	History (Undergraduate)	SIO (Upper Division & Graduate)
Computing and the Arts	Human Development Program	Sociology
Economics (Graduate)*	Japanese Studies	Structural Engineering
Education Studies	Mathematics	Theatre & Dance (Undergraduate)
Environmental Studies	Mech. & Aerospace Eng. (MAE)	Visual Arts

Department Stamp ONLY

Chemistry & Biochemistry*	Electrical & Computer Eng. (ECE)*	Physics
Cognitive Science	History (Graduate)	Political Science
Culture, Art & Technology Program (Sixth College)	Humanities	Rady School of Management*
Economics (Undergraduate)*	International Studies Program	School of Medicine **
	Nanoengineering/Chemical Eng.	

For any department not listed, you must have the instructor signature.

* These departments have their own processes and web pages for approving Concurrent Enrollment students to enroll. Please see the links on the next page to access those instructions.

** Enrollment in School of Medicine courses through CE requires the Associate Dean for Undergraduate Medical Education's approval. Including but not limited to: ANES, CMM, EMED, MED, NEU, OPTH, ORTH, PATH, PEDS, PHAR, PSY, RAD, RMAS, RMED, SURG

Department Stamp Locations

<u>Department</u>	<u>Location</u>
Anthropology	Social Sciences Building, Room 210
Bioengineering	Powell-Focht Bioengineering Hall, Room 141
Biology	Pacific Hall, Room 1128
Chemistry and Biochemistry*	Instructions for students wishing to take Chemistry courses here. (http://chemistry.ucsd.edu/undergraduate/academic-information/concurrentenrollmentwaitlist.html)
Cognitive Science	Cognitive Science Building (CSB), Room 140
Computer Science Engineering (CSE)*	Instructions for students wishing to take CSE courses here. (https://cse.ucsd.edu/undergraduate/courses/concurrent-enrollment)
Computing and the Arts	Mandeville Hall, Room 216
Culture, Art & Technology Program	Pepper Canyon Hall, Room 220
Economics*	Instructions for students wishing to take Economics courses here. (http://economics.ucsd.edu/undergraduate-program/courses/concurrent-enrollment.html)
Education Studies	Pepper Canyon Hall, 3 rd Floor
Electrical & Comp. Engineering (ECE)*	Instructions for students wishing to take ECE courses here. (http://ece.ucsd.edu/undergraduate/concurrent-students)
Environmental Studies	Muir Advising office, Humanities/Social Sciences, Room 2126
Environmental Systems	Galbraith Hall, 3 rd Floor
Family & Preventative Medicine	University Center 202, Room 400
Global Health Program	Social Science Building, 2 nd Floor
History	Humanities/Social Science (HSS), 5 th Floor
Human Development Program	Applied Physics & Mathematics Bldg, Room 5320
Humanities	Galbraith Hall, Room 180
International Studies	Gildred Latin American Studies Bldg, Room 19 & 20
Japanese Studies	Humanities/Social Science (HSS), Room 1001
Mathematics	AP&M Building, 7 th Floor, Room 7409
Mechanical & Aerospace Engineering (MAE)	Warren College, Engineering Bldg (EBU) II, 1 st Floor
Music	Conrad Prebys Music Center, 1st Floor
Nanoengineering and Chemical Engineering	Structural/Material Eng. Bldg, 2 nd Floor
Physics	Mayer Hall, Room 2581
Political Science	Social Sciences Bldg, Room 301
Psychology	Mandler Hall, 1 st Floor
Rady School of Management*	Instructions for students wishing to take Rady courses here. (http://rady.classtrackonline.com/)
School of Global Policy & Strategy	Robinson Bldg Complex, 1 st Floor
School of Medicine	Medical Education and Telemedicine, Room 120
Scripps Institute of Oceanography	Undergrad: Galbraith Hall, Room 368 Graduate: Old Scripps Building, Room 22
Sociology	Social Science Building, Room 401
Structural Engineering	Structural/Material Eng. Bldg, 3 rd Floor
Theatre and Dance	Galbraith Hall, Room 209
Visual Arts	Mandeville Center, Room 214