Concurrent Enrollment Process

First time enrolling in courses through the Concurrent Enrollment program?

Yes

Complete online Concurrent Enrollment Eligibility Application

Eligible?

No

Talk to a Concurrent Enrollment Coordinator to discuss your options and next steps.

Complete online Concurrent Enrollment Eligibility Application

Yes

Complete online Academic Integrity Tutorial* (See pages 2 – 3)

Review Concurrent Enrollment deadlines (See page 4)

Fill out Concurrent Enrollment Add Form

Get appropriate approvals from department and/or instructor

Department Stamp AND Instructor Signature

(See page 5 for department requirements)

Department Stamp ONLY

(See page 5 for department requirements)

Instructor Signature ONLY

(See page 5 for department requirements)

Enroll and pay (Bring proof of completion of Academic Integrity tutorial)

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

Important Reminders:

- Pay attention to deadlines:
  o Enrollment period: first day of class through Friday of Week 3
  o Refund deadline: Friday of Week 2
  o 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):

   a. You will need:
      i. Your 16 digit registration token (provided by Extension)
      ii. Your Extension student ID (U0# - ## - ####)
   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, contact Educational Technology Services. You can reach them by:

Phone: (858) 534-2267
Email: acms-help@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. The tutorial must only be completed once.

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

Access the Integrity Tutorial by clicking on the title.

Begin the tutorial.

It should take you about 45 minutes to complete.

The tutorial is not supported on mobile devices, so use a laptop or desktop. The recommended browsers are Firefox and Safari.

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.

You will need to print or save your results at the end, as you must turn that in to the Extension Student Services office before you can enroll.
## Concurrent Enrollment Deadlines 2017/2018

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

### Eligibility Application
New students must complete the Concurrent Enrollment Eligibility Application, available at [extension.ucsd.edu/concurrent](http://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
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](http://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](mailto: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](http://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](http://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](mailto:concurrent@ucsd.edu)
- **Website:** [extension.ucsd.edu/concurrent](http://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.

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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
Bioengineering
Biology*
Comp Science & Eng. (CSE)*
Computing and the Arts
Economics (Graduate)*
Education Studies
Environmental Studies

Envir. Systems (Upper Division)
FPM/FPMU
Global Health Program
History (Undergraduate)
Human Development Program
Japanese Studies
Mathematics
Mech. & Aerospace Eng. (MAE)

Music
Psychology
School of Global Policy & Strategy
SIO (Upper Division & Graduate)
Sociology
Structural Engineering
Theatre & Dance (Undergraduate)
Visual Arts

Department Stamp ONLY

Chemistry & Biochemistry*
Cognitive Science
Culture, Art & Technology Program (Sixth College)
Economics (Undergraduate)*

Electrical & Computer Eng. (ECE)*
History (Graduate)
Humanities
International Studies Program
Nanoengineering/Chemical Eng.

Physics
Political Science
Rady School of Management*
School of Medicine **

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, EMEP, MED, NEU, OPHT, ORTH, PATH, Peds, PHAR, PSY, RAD, RMAS, RMED, SURG
# Department Stamp Locations

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