First time enrolling in courses through the Concurrent Enrollment program?

- Yes
  - Complete online Concurrent Enrollment Eligibility Application
  - Eligible?
    - No: Complete online Academic Integrity Tutorial*
    - Yes: Review Concurrent Enrollment deadlines (See page 4)

- No
  - 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)

*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 by the enrollment deadline.
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:
      • Your 16 digit registration token (provided by Extension)
      • 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.
   b. **If you register your TOKEN and do not have any courses that require ACMS resources**, your AX account access will be deactivated after week 3.

**See the next page for instructions on completing the Academic Integrity Tutorial.** All students must complete the tutorial before enrolling in their first quarter.

**TritonEd**

NOTE: You can add class allocations to your TritonEd account before you are officially enrolled in courses. You do not need to be enrolled to have access to TritonEd.

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

1. Go to [http://sdacs.ucsd.edu/~icc/exadd.php](http://sdacs.ucsd.edu/~icc/exadd.php) and fill out the fields.
2. Submit one form for each course you have that requested TritonEd access.
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 drop any allocations for courses you drop or decide not to enroll 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](http://acms.ucsd.edu)
Academic Integrity Tutorial Instructions

All new students 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.

Go to https://moodle.ucsd.edu. From the drop-down menu on the right, select “Active Directory.”

Your username is your AX number (ax00####) and your password is the one you created for your AX account.

For technical assistance, email servicedesk@ucsd.edu. Do not contact the Extension office for technical assistance.

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 have not successfully completed the tutorial.
### Concurrent Enrollment Deadlines 2019/2020

<table>
<thead>
<tr>
<th>ACADEMIC QUARTER</th>
<th>FALL 2019</th>
<th>WINTER 2020</th>
<th>SPRING 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin AND first day to turn in enrollment cards.</td>
<td>Sept. 26</td>
<td>Jan. 6</td>
<td>March 30</td>
</tr>
<tr>
<td>Deadline to drop classes and receive a refund.</td>
<td>Oct. 11</td>
<td>Jan. 24</td>
<td>April 17</td>
</tr>
<tr>
<td>Deadline to enroll in classes.</td>
<td>Oct. 18</td>
<td>Jan. 31</td>
<td>April 24</td>
</tr>
<tr>
<td>Deadline to change grading option AND deadline to drop classes without “W” grade on transcript.</td>
<td>Oct. 25</td>
<td>Feb. 7</td>
<td>May 1</td>
</tr>
<tr>
<td></td>
<td>Graduate Courses Dec. 2</td>
<td>Graduate Courses Mar. 6</td>
<td>Graduate Courses May 31</td>
</tr>
</tbody>
</table>

### 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 pre-requisites, transcripts, credentials, etc.

### Academic Integrity Tutorial (not applicable for Readmission Students)

All new 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 fee and/or requests ACMS resource access.

### 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. 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. 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. Find more information about how to order at extension.ucsd.edu/transcripts.

### 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 E-signature and Department E-Approval Requirements via DocuSign

See next page for department office locations.

Department Stamps AND Instructor Signatures

Anthropology
Bioengineering
Biology
Computer Sciences & Eng. (CSE)*
Data Science*
Earth Science
Economics (Graduate)*
Education Studies
Environmental Studies
Environmental Systems (Upp. Div.)
FPM/FPMU/FPMH
Global Health Program
History
Human Development Program
Japanese Studies
Mathematics
Mech & Aero Engineering (MAE)
Music
Political Science (Graduate)
Psychology
School of Global Policy & Strategy
SIO (Upper Division & Graduate)
Sociology
Structural Engineering
Theatre & Dance (Undergraduate)
Visual Arts

Department Stamps ONLY

Chemistry And Biochemistry*
Cognitive Science
Communication (Undergraduate)
Culture, Art, & Technology
(Sixth College)
Economics (Undergraduate)*
Electrical Computer Eng. (ECE)*
 Humanities
International Studies Program
Nanoengineering/Chem Eng
Physics
Political Science (Undergraduate)
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, EMED, MED, NEU, OPTH, ORTH, PATH, PEDS, PHAR, PSY, RAD, RMAS, RMED, SURG