

## Approval Requirements for Concurrent Enrollment

The instructor and department will automatically receive a copy of the DocuSign application after submission. All approvals/signatures are granted electronically.

*If approval has not been granted by the start of the second week of the quarter, please follow up with the instructor and or department accordingly.*

### Concurrent enrollment is not available in the following Schools:

#### School of Dentistry

(Except for courses offered through the Department of Oral Biology)

#### School of Law

#### School of Nursing

#### School of Theater, Film and Television

#### School of Public Health

#### College of Statistics

#### Department of Geography

Enrollment into 99 level course(s) is not permitted regardless of subject area.

Anderson School Of Management will allow for Concurrent Enrollment into lower division courses 1-199 only.

### Statement of Student Qualification:

The student applicant, if petitioning for admission to a lower division class (1-98) attests by signature that he/she is a high school graduate who maintained a "B" average, or has completed one year of college, or seeks your consent based on special attainments such as special competence in a particular subject area or a superior high school record. If petitioning for an upper division class (100-199), the student attest that he/she has completed two years of college or seeks your consent based on special attainments, as above. If petitioning for a graduate level class (200-299), the student attests that he/she has earned a baccalaureate degree at an accredited institution of higher education, or its equivalent, in a related field. The student further attests that all published pre-requisites for this course have been satisfactorily completed.

### Student Research Program and Upper Division Tutorials

Courses numbered 89HC,189HC, 195, 196, 197, 198, or 199 require completion of a course contract and approval of the faculty member. Upper-division tutorials (Courses 195-199) require an additional approval from the department chair. Research tutorials in engineering, medicine, life sciences, and physical sciences also require completion of the Environmental Health & Safety (EH&S) class Laboratory Safety Fundamental Concepts. Visit [training.ehs.ucla.edu](http://training.ehs.ucla.edu) to complete the online training module. Registration is mandatory for training and proof of completion will be required at the time of enrollment.

### Petition for Doctoral Level Instruction

Petitions for doctoral level instruction (courses numbered 500-699) are considered only for students who are candidates for the degree of PhD at another institution, whose committee endorses study with a member of the UCLA faculty, and whose enrollment is approved by both the UCLA faculty member offering the course and his or her department chair. Present supporting documentation to UCLA Extension Gayley Center located at 1145 Gayley Ave. in Westwood Village or for more information call (310) 825-9971.

## Approval Requirements for Concurrent Enrollment (continued)

The following departments or schools require co-signature or authorization by someone other than the instructor in all cases:

### Asian American Studies

In addition to the instructor's signature, all students must obtain a signature from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up with the advisor, visit the department in Room 3339 Rolfe Hall.

### East Asian Languages and Cultures & Asian Languages and Cultures

In addition to the instructor's signature, all students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up with an advisor, visit the department in Room 290 Royce Hall.

### Astronomy

All Astronomy students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the department in Room 1-707D Physics and Astronomy Building. [Please DO NOT request a signature from the instructor.](#)

### Chemistry

All Chemistry students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the department in Room 4006 Young Hall. [Please DO NOT request a signature from the instructor. Department approval is not granted until the third week.](#)

### Chicano/Chicana Studies

All Chicano/Chicana Studies students must obtain the approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the department in Room 7351 Bunche Hall. [Please DO NOT request a signature from the instructor.](#)

### Classic, Greek and Latin

In addition to the instructor's signature, all Classics, Greek, and Latin students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up with an advisor, visit the department in Room 212A Dodd Hall. [Please wait to receive departmental approval before asking the instructor to sign.](#)

### Economics

The Concurrent Enrollment Application will need to be accompanied by a written request to add the course through the MyUCLA Message Center at <https://economics.ucla.edu/undergraduate/contact-us/message-center/>. All forms must be approved by Julie Plotkin in the Economics Department, to follow up visit Room 2263 Bunche Hall. [Please DO NOT request a signature from the instructor. No forms for Econ 11,41,101,102,103,103L,106.](#)

### School of Engineering

All Engineering students will be required to present proof of a BS in Engineering, Physics, Chemistry, or Mathematics. Also, In addition to the instructor signature, final approval must be obtained from the Associate Dean of Student Affairs, School of Engineering. [Please do not reach out to the Associate Dean for approval.](#)

### Life Sciences 1-4

All Life Science students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the department Room 2305 in the Psychology Building. Access to course materials will be granted and you may attend the first week of class. [Please DO NOT request a signature from the instructor. Approvals will not be granted until after the third week.](#)

### Mathematics

In addition to the instructor's signature, all Mathematics students must obtain approval from the Vice-Chairman's Office. To follow up, visit the department in Room 6356 Math Sciences Building. [Please wait to receive instructor approval before following up with the departmental. Approvals will not be granted until after the third week.](#)

### MCDB

All MCDB students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the MCDB Student Affairs Office in Room 2128 Life Sciences Building. [Please DO NOT request a signature from the instructor.](#)

### MIMG

All MIMG students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the Microbiology, Immunology, and Molecular Genetics Office in Room 1602B Molecular Sciences Building. [Please DO NOT request a signature from the instructor.](#)

### Neuroscience

All Neuroscience students must obtain approval from the Undergraduate Neuroscience Advising Office. Students will be expected to have previous coursework that demonstrates proficiency in any prerequisites for the course, if applicable (i.e., Calculus, Life Science, Chemistry, Physics, etc.). To follow up, please contact [neurosci@ucla.edu](mailto:neurosci@ucla.edu). [Please DO NOT request a signature from the instructor. Departmental approval will be granted in the third week depending on enrollment availability in the course.](#)

### Physics

All Physics students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit Room 1-707D in the Physics and Astronomy Building. [Please DO NOT request a signature from the instructor.](#)

### Physics and Biology in Medicine

In addition to the instructor's signature, all Physics and Biology in Medicine students from the Department Chair. To follow up with the Chair, visit Room B2-115 in the Center for Health Sciences Building. [Please wait to receive departmental approval before asking the instructor to sign.](#)

### Principles in Computing (PIC)

In addition to the instructor's signature, all Programs in Computing (PIC) students must obtain a signature from the *Vice-Chairman's Office*. To follow up with the Vice Chair, visit 6356 in the Math Sciences Building. [Please wait to receive instructor approval before following up with the departmental. Approvals will not be granted until after the third week.](#)

### Psychology

All Psychology students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the Life Science building Room 2812 to find out which courses are available for enrollment. This should be done no later than the Wednesday of Week 1 of the quarter. Once it has been determined that your course of interest is available for Concurrent Enrollment your name and e-mail address will be sent to the Extension Office so that a contract may be sent to you and then sent on for approval. [Please DO NOT request approval from the instructor.](#)

### Scandinavian

All Scandinavian students must obtain approval from the Faculty's Academic Advisor for Concurrent Enrollment. To follow up, visit the Scandinavian Student Affairs Office in Room 212 Royce Hall. [Please DO NOT request a signature from the instructor. No forms for 50W.](#)

### Sociology

In addition to the instructor's signature, all Sociology students must obtain approval from Faculty's Academic Advisor for Concurrent Enrollment. To follow up with the advisor, visit the department in Room 254E Haines Hall. [Please wait to receive instructor approval before following up with the department.](#)