1. **CLASS APPLICATIONS**
   - If you have applied for Concurrent Enrollment for the term and your term application was processed and approved, you will be given access to apply for individual concurrent enrollment classes through your student account on the UC Berkeley Extension website.
   - For new students, it may take up to 2 business days after your term application was approved before you will have access from your student account to apply for concurrent enrollment classes.

2. **BEFORE APPLYING FOR COURSES, PLEASE REVIEW THE FOLLOWING IMPORTANT INFORMATION:**
   - [Term Deadlines and Schedule](http://extension.berkeley.edu/static/studentservices/concurrent/#schedule)
   - Review the [Course Application Process](http://extension.berkeley.edu/static/studentservices/concurrent/#application) and check to see if there are any special application instructions for the department to which you are applying.
   - Review the [Online Schedule of Classes](http://schedule.berkeley.edu/) and note the CCN and instructor for each course to which you wish to apply. Do not apply for courses that are full or that have a waitlist.
   - Concurrent Enrollment Program information ([http://extension.berkeley.edu/static/studentservices/concurrent/](http://extension.berkeley.edu/static/studentservices/concurrent/))

3. **Once you know what classes and CCNs to apply for, to ENTER YOUR CLASS APPLICATION(S), please find the UC Berkeley Extension website online at:** [http://extension.berkeley.edu/publicViewHome.do?method=load](http://extension.berkeley.edu/publicViewHome.do?method=load)
4. Log in to your “student” account at the top of the screen:
   • International Students:
     • International Student Administrative Services already created an account for you and they should have sent you your “user name” and a “temporary password”. Please use this “user name” and “temporary password” to log in.
     • If you forgot your “user name” or your “password” use the “Forgot User Name” or “Forgot Password” features on our website.
     • **Do not create a duplicate student account as this may cause a delay in your ability to apply for classes.**
   • U.S. and Online Students:
     • If you applied to concurrent enrollment online, log in to the account you created when you applied. If you forgot your “user name” or your “password” use the “Forgot User Name” or “Forgot Password” features on our website.
     • If you applied by mail or in person, a registration staff member created an account for you and sent you your “user name” and a temporary “password”. Please use this “user name” and “temporary password” to log in.
     • **Do not create a duplicate student account as this may cause a delay in your ability to apply for classes.**
5. After you log in, on the home screen, you will see “My Current Courses” and “View Online Resources”.
   - Under “View Online Resources”, you will see in the drop down menu “Concurrent Enrollment System”.
   - Click the “Go” button.
6. Another tab will open in your browser. Navigate over to the “Welcome Screen” for the “Concurrent Enrollment System”.

![Concurrent Enrollment](image)

**Welcome to Concurrent Enrollment**

Before applying for courses, please review the following:

- Concurrent Enrollment Program [information](#)
- Term Deadlines and Schedule
- Frequently Asked Questions

### INSTRUCTIONS FOR ADDING, DROPPING AND UPDATING GRADE OPTIONS:

Apply for Classes (Add):

- Review the term [deadlines](#) for adding a class.
- Review the [Course Application Process](#) and check to see if there are any special application instructions for the department to which you are applying.

7. Follow instructions on the “Welcome Screen” or below to apply for classes (add), drop classes, and update classes. You will have until the add/drop deadline to add and drop and change classes.

8. For each class to which you apply, you will need to enter the class Course Control Number (CCN) which you can find on the Online Schedule of Classes ([http://schedule.berkeley.edu/](http://schedule.berkeley.edu/)).

   - **Grade Option:** For each class, you will need to select a Grade Option (Letter Grade, Pass/Not Pass or Satisfactory/Unsatisfactory or Not for Credit). For classes offered for variable units, you will also need to elect how many semester units you wish to earn for the term.

   - **Not for Credit:** If you wish to audit or if you do not wish to receive a grade or credit for the class, enter NC (Not for Credit). If you select NC, the minimum course fee (0-1 unit) applies. International students should discuss the Not for Credit grading option with International Student Services before selecting it as it could affect your F-1 visa status; email [extension-intl@berkeley.edu](mailto:extension-intl@berkeley.edu) for more information. Check with the department offering your class and your adviser before entering NC. If you are transferring credit, your school may require letter grading. Note that some UC Berkeley departments—including East Asian Languages, Buddhist Studies, Chinese, Japanese, Korean and Tibetan—reject any application requesting NC.

   - **Secondary Sections:** You can only enter an application for enrollment into a primary section via Concurrent Enrollment. Enrollment into secondary section enrollments (labs and discussion sections, for example) is not supported by the system. You should check with the instructor or head graduate student instructor (GSI) for space in any secondary sections and ensure that the available sections fit your schedule. If there is no space in a secondary section that works for you, you should choose another class or drop your concurrent enrollment application for the class before the add/drop deadline.
INSTRUCTIONS FOR ADDING, DROPPING AND UPDATING GRADE OPTIONS:

Apply for Classes (Add):

- Select "Application/Enrollment" from the menu above.
- Choose "Apply for Class."
- Enter the CCN number for the primary section of the class you want. Verify whether the instructors are correct.
- Grade Option: Select your grade option, e.g., Letter Grade, Pass/Not Pass or Satisfactory/Unsatisfactory, or Not for Credit. Not for Credit is similar to audit and carries no units or grade points.
- Variable Units: If the class is offered for variable units, enter the number of units you elect.
- Submit the class application and repeat the steps above to apply for other classes.
- You can apply for a maximum of 20.5 semester units in the system. You will not be allowed to exceed this 20.5 unit limit. The 20.5 unit limit ensures a fair distribution of course applications for all students. Dropped and rejected applications do not count toward the 20.5 unit limit. Contact your student adviser for more specific information regarding the maximum unit limit for your program.

Drop a Class:

- Before the drop deadline, select "Application/Enrollment" from the menu above.
- Select "Drop Class."
- Select the "drop" button next to the course you wish to drop.

Update Class:

To update the grade option of a class:

- To change your grading option from Not for Credit to Credit (Letter Grade or Pass/Not Pass) or from Credit to Not for Credit:
  - Before Grading Option Deadline 1, drop your class. See "Drop a Class" above for further instructions.
  - Add the class with the new grading option. See "Apply for Classes" above further instructions.
  - Your application will also be resubmitted for review to the instructor, department chair and dean (if applicable) as these changes may require evaluation of your progress.
- To change your grading option from Letter Grade to Pass/Not Pass or from Pass/Not Pass to Letter Grade:
  - Before Grading Option Deadline 2, select "Application/Enrollment" from the menu above.
  - Select "Update Class".
  - Select the CCN for the grade option you wish to change.
  - Next to "Grading", select your preferred grade option from the drop down menu.
  - Select "Update".

To change the amount of variable units for your class:

- Before the add/drop deadline, drop your class. See "Drop a Class" above for further instructions.
- Add the class with the new variable units. See "Apply for Classes" above for further instructions.
- Your application will also be resubmitted for review to the instructor, department and dean (if applicable) as these changes may require evaluation of your progress.
• **Confirm Your Class List:** Under “Application/Enrollment”, select “View Class List” and verify that all of your courses are correctly listed including the correct CCN numbers, the correct number of units and the correct grade option. If not, follow the directions on the Welcome Screen to drop the class and add it with the correct values. You can also view the application approval status of each class application on this page.

• **Supplemental Department Applications:** A reminder to submit any supplemental applications or documentation to the instructor or department as required. More information: [http://extension.berkeley.edu/static/studentservices/concurrent/#before_you_apply](http://extension.berkeley.edu/static/studentservices/concurrent/#before_you_apply)

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**CLASS APPLICATION REVIEW AND ENROLLMENT APPROVAL**

Once you apply for a class or classes, your application(s) is forwarded to the instructor to begin the official campus review process. As your class application(s) are reviewed, approved or denied, you will receive automatic email notifications; however, we recommend that you periodically log in to review the status of your class application(s).

• **IMPORTANT:** You are responsible for applying for the correct class with the correct grade option and units and for ensuring that your application is reviewed in a timely manner by following up with the instructor and the departmental reviewers. Please note that verbal approval from your instructor to take a class or to transfer into a class does not constitute official enrollment approval; the system must accurately display the status of your class application as “Approval Completed.” Frequently review the status of your course application ensuring that your enrollment status reaches “Approval Completed” in a timely manner. To avoid being assessed and expected to pay course fees, you must drop all classes that you do not plan to attend by the add/drop deadline (even if the class application was not fully approved or rejected by the add/drop deadline).

• If your application is rejected at any level, an email notification is automatically sent to the email address that you entered on your application. You should discontinue participation and attendance in the class immediately. If you already paid for the class, your class fees for the denied class are fully refunded to you; the term application fee is nonrefundable. If it is before the add/drop deadline and you wish to apply for another class, follow the instructions above to add another class.

• If your application is approved, you receive email notification that you have been approved for enrollment in that class. Your approval status for that class will change to “Approval Completed”.

• You can only apply for enrollment into a primary section via concurrent enrollment; secondary section enrollments (e.g., labs and discussions) are not supported within the system. If applicable, be sure to contact the instructor or head GSI to confirm your assignment to the class’s secondary sections (e.g. labs, discussion).

• It is important to monitor your class application's progress. You can view the status of your class application by selecting “Application/Enrollment”, select “View Class List.” If it appears that your class application is stuck, contact the reviewer to answer any questions about your application. It is possible that your application may not be reviewed and approved or rejected until just prior to the add/drop deadline because final enrollment for matriculated UC Berkeley students must be confirmed before the review of concurrent enrollment class applications can be considered. If you must maintain a full-time course load and your application has yet to be reviewed, you may wish to drop your existing class and add a different class that does not have impacted enrollment.

• If a reviewer indicates that your application is likely to be rejected, ask the reviewer to reject your application now so that you can apply for another class before the add/drop deadline.

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**CLASS APPLICATION CHANGES**

Before the published deadlines, you can add or drop a class, change a grade option or change the amount of variable units. Log into your student account. On the home screen under My Current Courses select Concurrent Enrollment System from the drop down under View Online Resources and click on Go. Navigate to the Concurrent Enrollment
System tab. To view your current class list, select Application/Enrollment and View Class List. If you need to change your Class List, follow the instructions below your class list to apply for a class, drop a class or to update your class.

- **Add/Drop:** You can add or drop classes up until the add/drop deadline.

- **Variable Unit Changes:** To change the amount of variable units for your class, you must drop the class and add it with the updated variable units before the add/drop deadline. Your application will also be resubmitted for review to the instructor, department chair and dean (if applicable) as these changes may require evaluation of your progress.

- **Grade Option Changes:**
  - If it is before Grade Option Deadline 1, you may change from Not for Credit (NC) to credit (letter grade or P/NP) or credit to NC by dropping your class and then adding it with the new grading option. Your application will also be resubmitted for review to the instructor, department chair and dean (if applicable) as these changes may require evaluation of your progress.
  - If it is before the Grade Option Deadline 2, you may change your grading option from letter grade to Pass/Not Pass (P/NP) or from P/NP to letter grade by selecting Update Class from the Application/Enrollment menu.

**After the add/drop deadline (the end of the 5th week of instruction), you will NOT be able to change to your schedule.** Please refer to the website for further information regarding Exceptional Schedule Changes Past the Deadlines and Withdrawing from the Term After Instruction Begins: [http://extension.berkeley.edu/static/studentservices/concurrent/?utm_source=internal&utm_medium=bullet&utm_campaign=concurrent_application_changes#application_changes](http://extension.berkeley.edu/static/studentservices/concurrent/?utm_source=internal&utm_medium=bullet&utm_campaign=concurrent_application_changes#application_changes)

• **PLEASE REVIEW NEXT:**
  - Student Guide III: Activating My Extension CalNet ID and Accessing Resources:
    - You will be assigned an Extension ID and PIN within 24-48 hours after applying. To view your Extension ID and PIN, navigate to "My Profile/Personal Info" above and follow this link to create your CalNet ID ([https://net-auth.berkeley.edu/cgi-bin/krbcpw?NewStudent](https://net-auth.berkeley.edu/cgi-bin/krbcpw?NewStudent)) and passphrase. Use your CalNet ID and passphrase to access bCourses. If you are a returning student, your existing Extension ID and CalNet ID are re-activated for the term and you can use your existing personalized CalNet ID and passphrase to access bCourses. See About your CalNet ID ([http://extension.berkeley.edu/static/studentservices/concurrent/faq/#calnet](http://extension.berkeley.edu/static/studentservices/concurrent/faq/#calnet)) for more information.
  - Student Guide IV: Paying My Course Fees:
    - After the add/drop deadline, you will be invoiced for your courses. Pay for your courses in a timely manner to avoid being assessed fees, (including late payment fees of $50 per course), registration and transcript blocks, and a lapse on being able to view or print your grades at the end of the term. Review fees and payment ([http://extension.berkeley.edu/static/studentservices/concurrent/#fees](http://extension.berkeley.edu/static/studentservices/concurrent/#fees)) for more information.

For additional information, please visit our website at [http://extension.berkeley.edu/static/studentservices/concurrent/](http://extension.berkeley.edu/static/studentservices/concurrent/) or email concurrent@berkeley.edu.