How to Apply for a Concurrent Enrollment Class

Below are the instructions for how you will apply for Concurrent Enrollment courses in CalCentral. Enrollment approval is at the discretion of the instructor and academic department. Form submission does not guarantee enrollment. Please refrain from contacting instructors until classes begin.

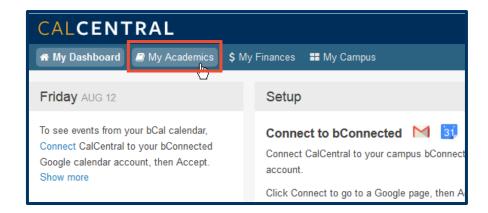
For questions, please email concurrent@berkeley.edu or call 510-642-4111.

 Sign into CalCentral with your CalNet ID.

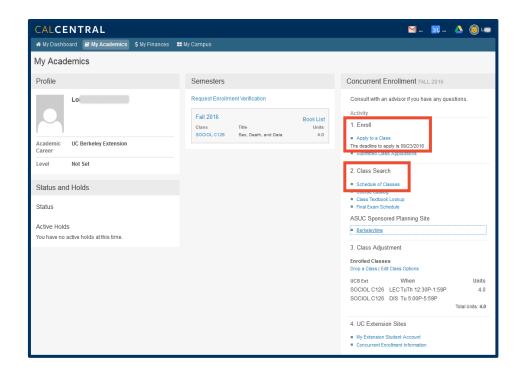
calcentral.berkeley.edu

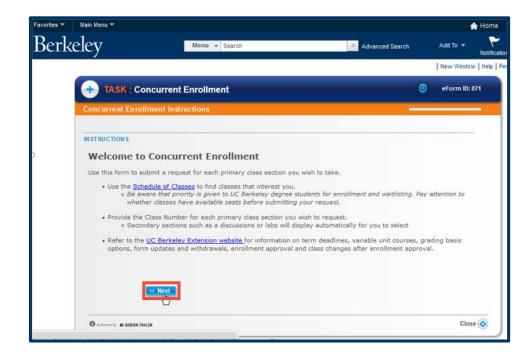


2. From your CalCentral dashboard, click **My Academics**.



- **3.** The **My Academics** page shows your class related information.
 - a. First, on the Concurrent
 Enrollment card, use the
 Schedule of Classes link to
 search for the classes to
 which you want to apply.
 Note the class number for
 each Lecture and
 accompanying class section
 (e.g., Discussion, Laboratory,
 etc.) as you will need these
 for the application form.
 - **b.** Click **Apply to a Class**, on the **Concurrent Enrollment** card, to get started.
- 4. The eForm will open in a new tab. Click the Next button to access the Concurrent Enrollment form.





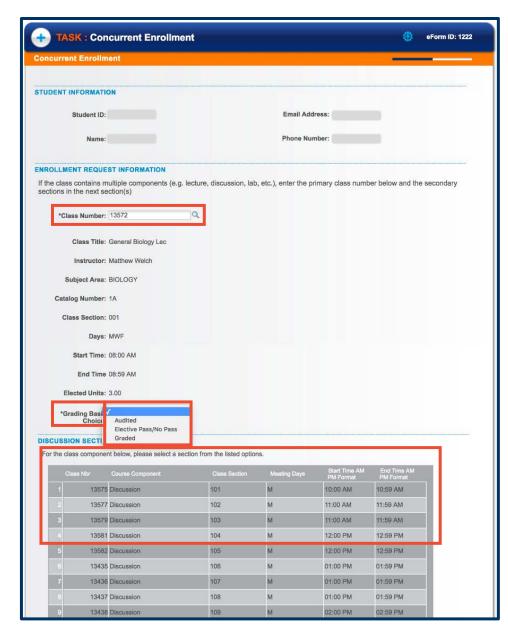


Concurrent Enrollment Form

- **5.** Enter the **Class Number** or click the look up icon (Q) to search for your class.
- 6. Choose a Grading Basis.

NOTE: You can edit your Grading Basis choice after you submit this form. However, while you can choose "Audit" on this form, the Audit option will not be available to you later.

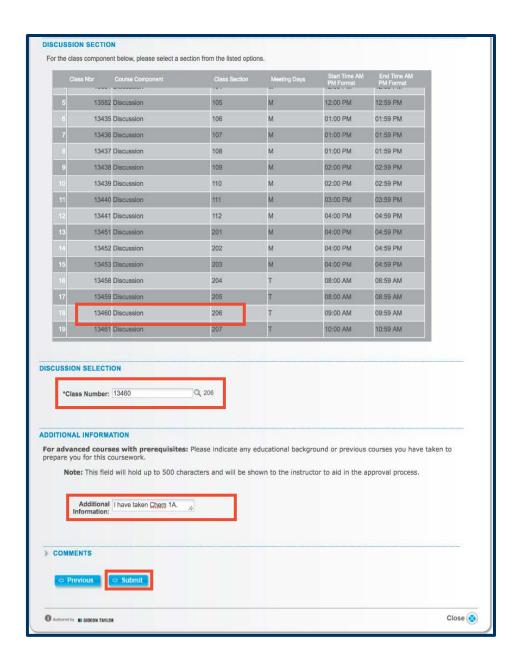
7. If the class has a required additional section (e.g., Discussion, Laboratory, etc.), they will be listed here.



- **8.** Enter the class number of your selected Discussion section in the **Class Number** field and press the Tab key.
- 9. Use the Additional Information as a free format field to enter any information you would like the instructor to know in relation to approving your application.

10. Click Submit.

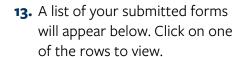
NOTE: Remember that opening this form also opened a new tab in your browser. To apply for another class, return to your open CalCentral tab.

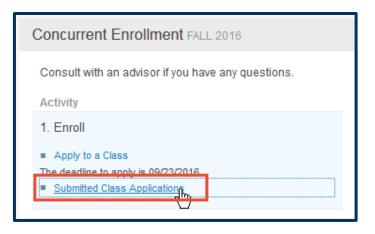




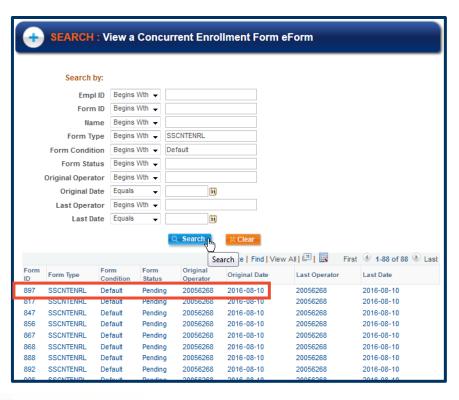
11. To view a previously submitted form, go back to the My Academics | CalCentral browser tab and click Submitted Class Applications.

12. On the next page, do not fill in any fields and click **Search**.











14. On the following page, click the **Next** button.

15. The **View Concurrent Enrollment** page will display your application information.

