

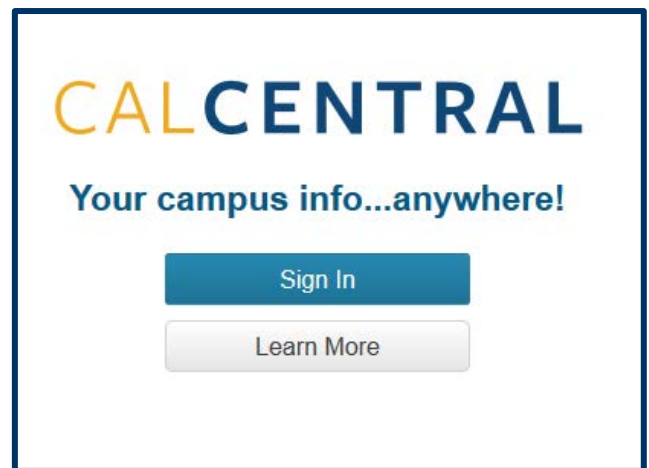
How to Apply for a Concurrent Enrollment Class

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.

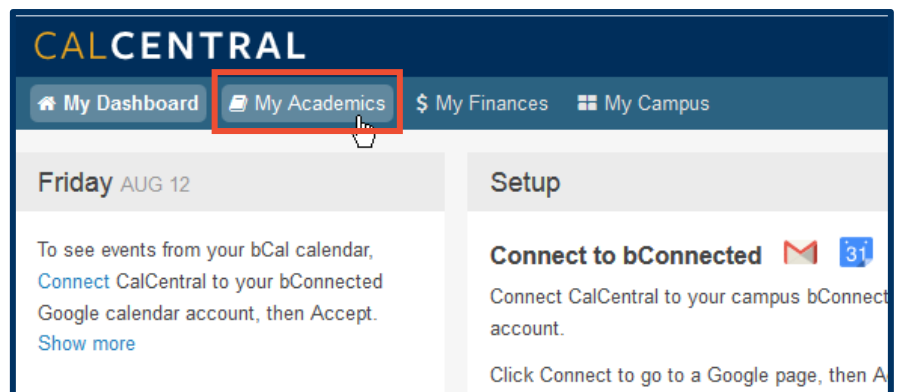
For questions, please email concurrent@berkeley.edu or call [510-642-4111](tel:510-642-4111).

1. Sign into CalCentral with your CalNet ID.

calcentral.berkeley.edu

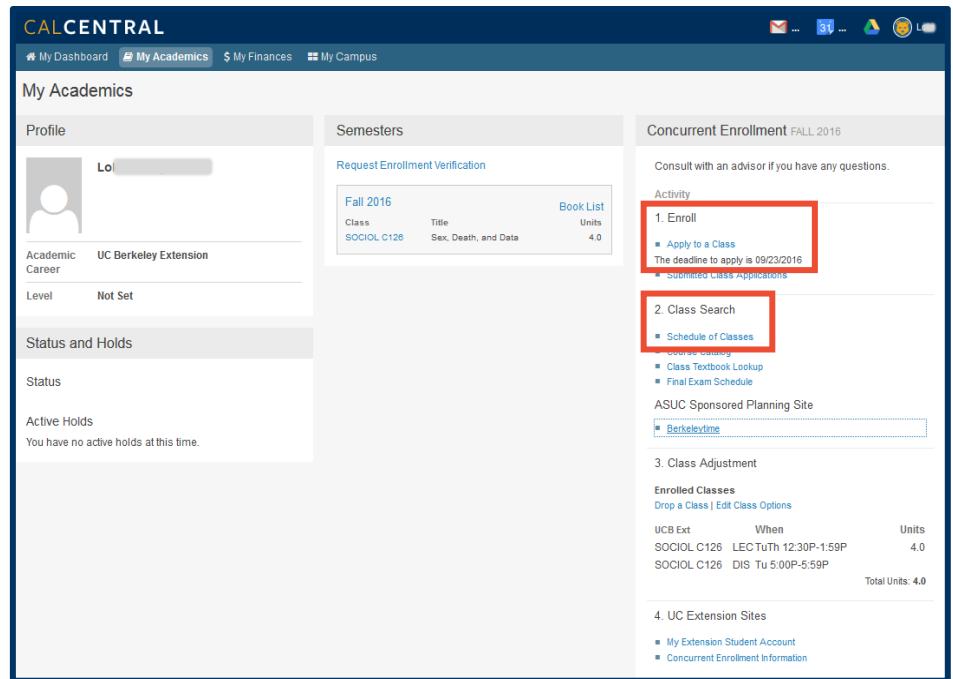


2. From your CalCentral dashboard, click **My Academics**.

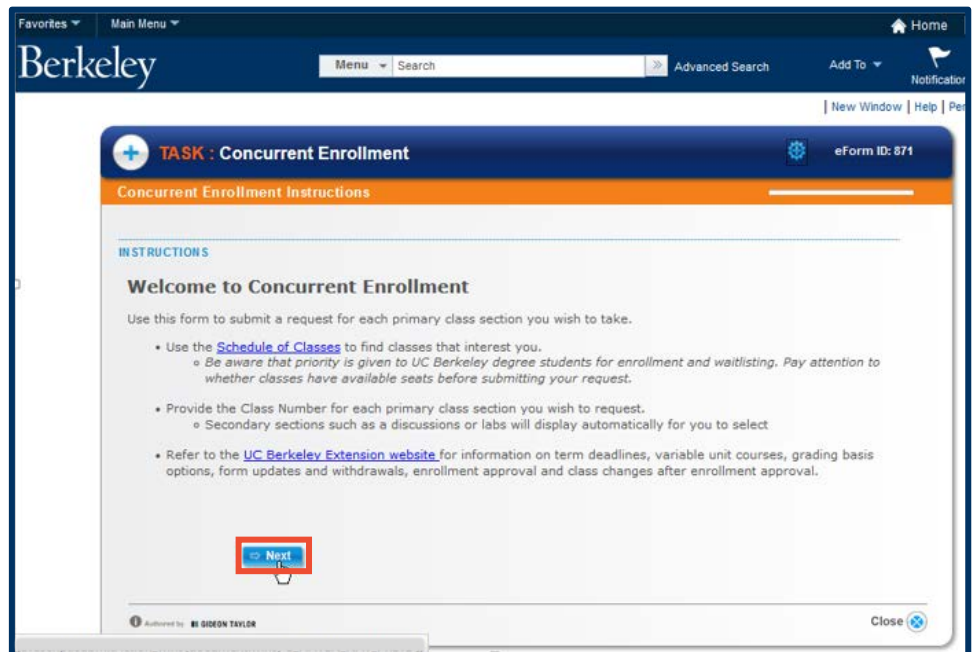


3. The **My Academics** page shows your class related information.

- 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 (🔍) 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.

TASK : Concurrent Enrollment
 eForm ID: 1222

Concurrent Enrollment

STUDENT INFORMATION

Student ID: Email Address:

Name: Phone Number:

ENROLLMENT REQUEST INFORMATION

If the class contains multiple components (e.g. lecture, discussion, lab, etc.), enter the primary class number below and the secondary sections in the next section(s)

*Class Number: 🔍

Class Title: General Biology Lec

Instructor: Matthew Welch

Subject Area: BIOLOGY

Catalog Number: 1A

Class Section: 001

Days: MWF

Start Time: 08:00 AM

End Time: 08:59 AM

Elected Units: 3.00

*Grading Basis Choice:
 Audited
 Elective Pass/No Pass
 Graded

DISCUSSION SECTI

For the class component below, please select a section from the listed options.

Class Nbr	Course Component	Class Section	Meeting Days	Start Time AM PM Format	End Time AM PM Format
1	13575 Discussion	101	M	10:00 AM	10:59 AM
2	13577 Discussion	102	M	11:00 AM	11:59 AM
3	13579 Discussion	103	M	11:00 AM	11:59 AM
4	13581 Discussion	104	M	12:00 PM	12:59 PM
5	13582 Discussion	105	M	12:00 PM	12:59 PM
6	13435 Discussion	106	M	01:00 PM	01:59 PM
7	13436 Discussion	107	M	01:00 PM	01:59 PM
8	13437 Discussion	108	M	01:00 PM	01:59 PM
9	13438 Discussion	109	M	02:00 PM	02:59 PM

DISCUSSION SECTION

For the class component below, please select a section from the listed options.

Class Nbr	Course Component	Class Section	Meeting Days	Start Time AM PM Format	End Time AM PM Format
5	13582 Discussion	105	M	12:00 PM	12:59 PM
6	13435 Discussion	106	M	01:00 PM	01:59 PM
7	13436 Discussion	107	M	01:00 PM	01:59 PM
8	13437 Discussion	108	M	01:00 PM	01:59 PM
9	13438 Discussion	109	M	02:00 PM	02:59 PM
10	13439 Discussion	110	M	02:00 PM	02:59 PM
11	13440 Discussion	111	M	03:00 PM	03:59 PM
12	13441 Discussion	112	M	04:00 PM	04:59 PM
13	13451 Discussion	201	M	04:00 PM	04:59 PM
14	13452 Discussion	202	M	04:00 PM	04:59 PM
15	13453 Discussion	203	M	04:00 PM	04:59 PM
16	13458 Discussion	204	T	08:00 AM	08:59 AM
17	13459 Discussion	205	T	08:00 AM	08:59 AM
18	13460 Discussion	206	T	09:00 AM	09:59 AM
19	13461 Discussion	207	T	10:00 AM	10:59 AM

DISCUSSION SELECTION

*Class Number: 13460 206

ADDITIONAL INFORMATION

For advanced courses with prerequisites: Please indicate any educational background or previous courses you have taken to prepare you for this coursework.

Note: This field will hold up to 500 characters and will be shown to the instructor to aid in the approval process.

Additional Information: I have taken Chem 1A.

COMMENTS

Authorized by: SIDEN TAYLOR Close

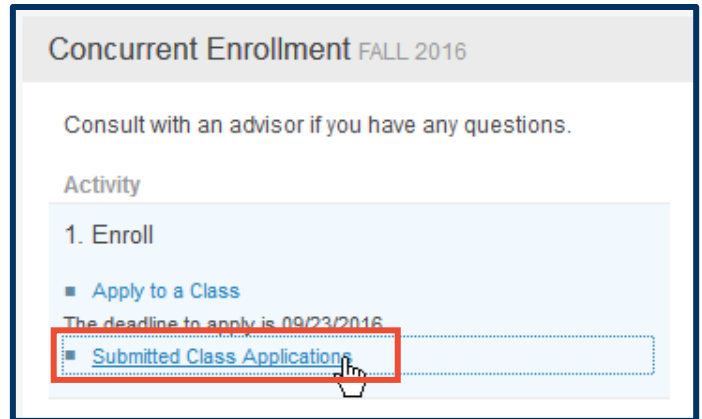
8. Enter the class number of your selected Discussion section in the **Class Number** field and press the Tab key.

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.

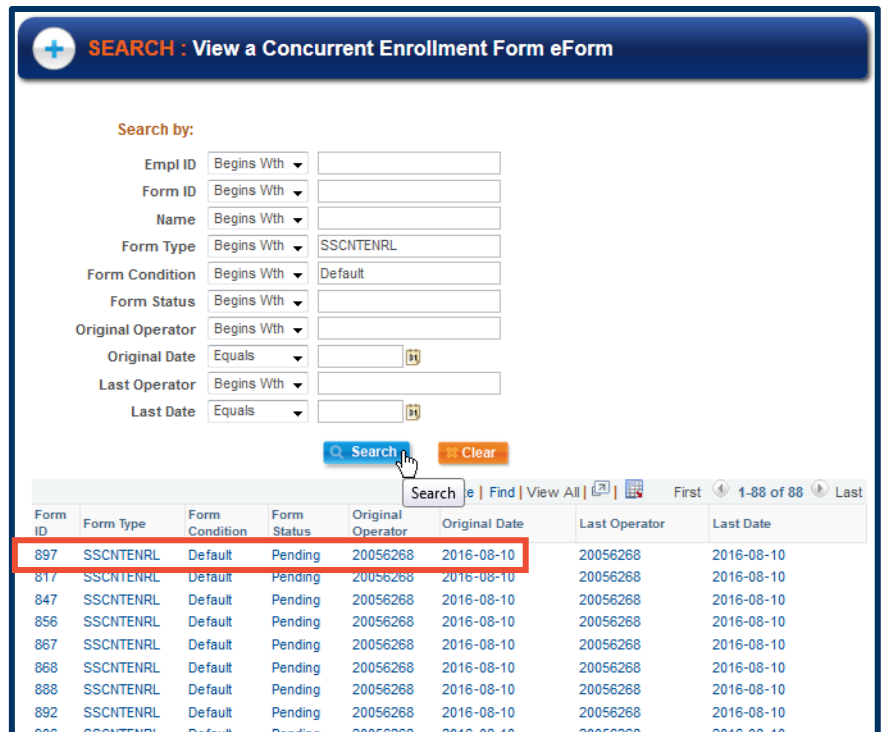
- To view a previously submitted form, go back to the **My Academics | CalCentral** browser tab and click **Submitted Class Applications**.



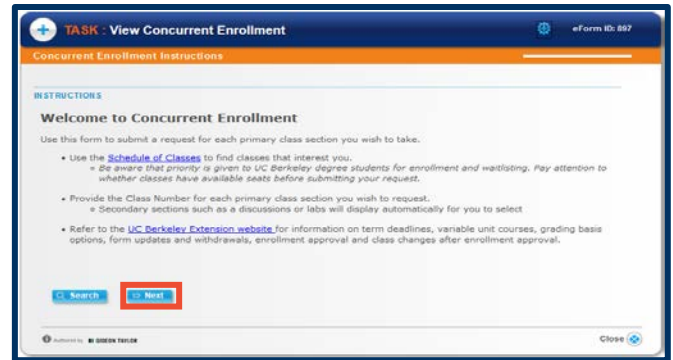
- On the next page, do not fill in any fields and click **Search**.



- A list of your submitted forms will appear below. Click on one of the rows to view.



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



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

