



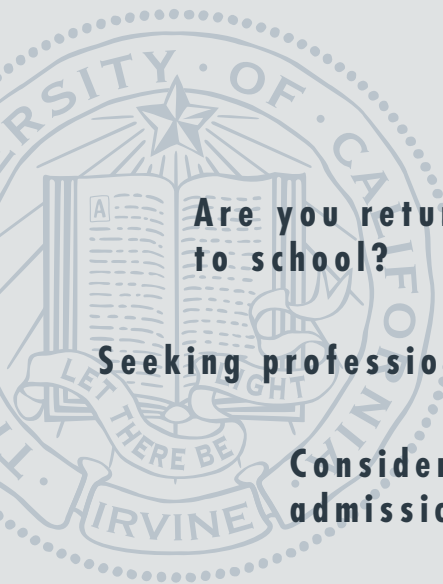
ACCESS UCI

OPENS DOORS FOR YOU



Concurrent Enrollment in UC Irvine Courses Open to the General Community

- Take UC Irvine classes on a part-time basis
- Enjoy a vibrant academic environment
- Study with world-renowned professors
- Advance in your job or career
- Be on the cutting edge in your field
- Take courses that may count towards a degree



**Are you returning
to school?**



Seeking professional development?

**Considering applying for
admission to UC Irvine?**



**Preparing for graduate or
professional school?**

**Completing degree requirements from
another college or university?**

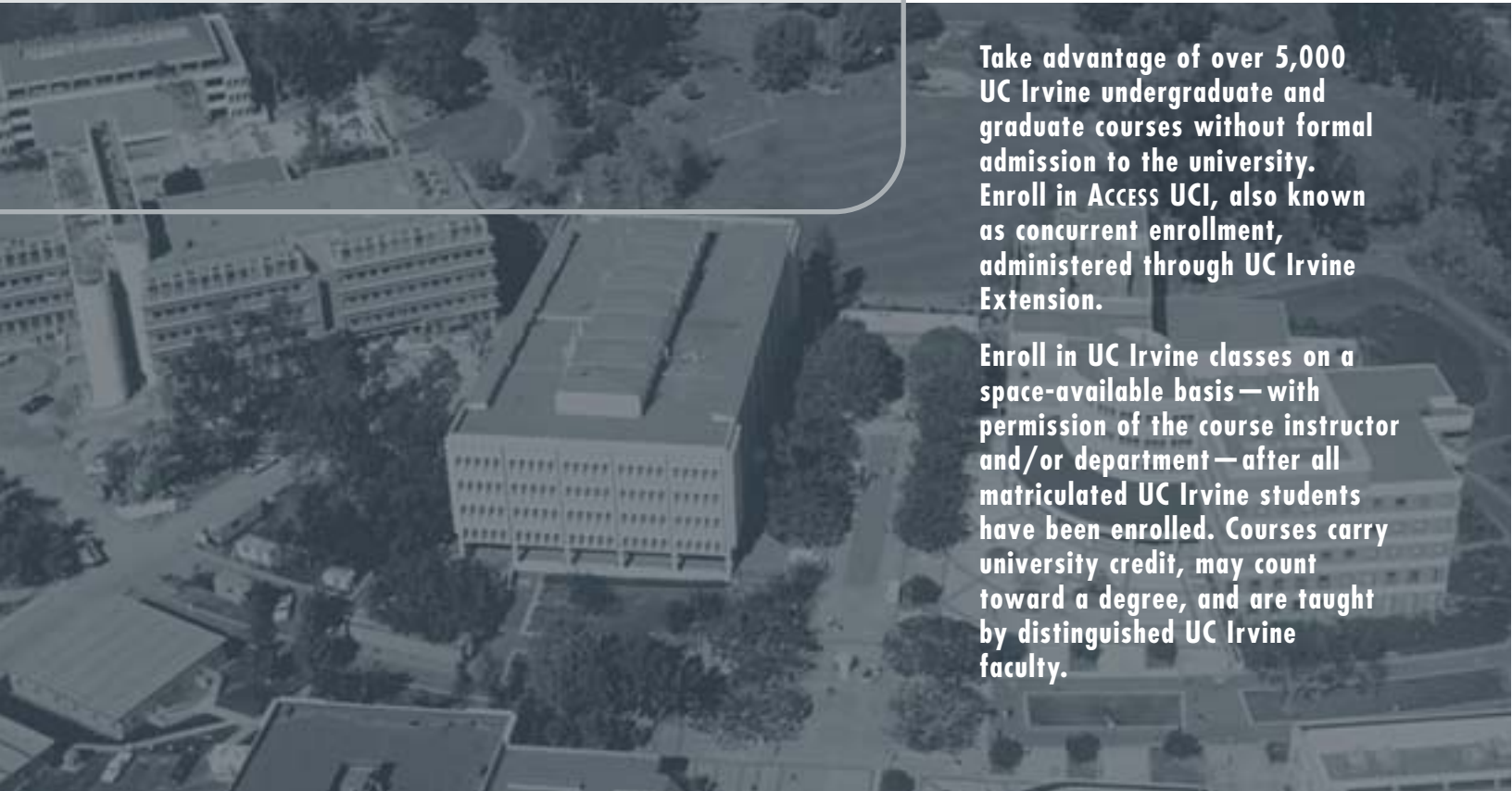
A lifelong learner?

Then **ACCESS UCI**
might be the educational path
for you!



Take advantage of over 5,000 UC Irvine undergraduate and graduate courses without formal admission to the university. Enroll in ACCESS UCI, also known as concurrent enrollment, administered through UC Irvine Extension.

Enroll in UC Irvine classes on a space-available basis — with permission of the course instructor and/or department — after all matriculated UC Irvine students have been enrolled. Courses carry university credit, may count toward a degree, and are taught by distinguished UC Irvine faculty.



HOW DO I REGISTER?

1. Obtain a UC Irvine catalog or Schedule of Classes.

Course descriptions are listed in the 2011-2012 General Catalogue and can be viewed online at <http://www.editor.uci.edu/catalogue>.

The Schedule of Classes can be viewed online at <http://websoc.reg.uci.edu/perl/WebSoc>

2. Select your courses.

Familiarize yourself with the exact dates and times, the refund policy, and the late fee dates to avoid any additional fees. Some courses may have pre-requisites, co-requisites and/or discussions. Please check the course listing in the UC Irvine General Catalogue and Schedule of Classes.

3. Take an Access UCI enrollment form to the first class meeting.

Ask the instructor to sign your Access UCI enrollment form. Additional signatures may be needed as listed on the enrollment form. Consult the exact enrollment/refund deadline information on the 2011-2012 Calendar below.

Note: UC Irvine Add/Drop cards are not accepted.

4. Must submit your completed Access UCI Enrollment Form in person.

Submit your completed enrollment form and pay your fees at the UC Irvine Extension Student Services Office. Please submit one form per class with a unit value. Faxed and/or mailed enrollment forms are not accepted. Enrolling after the enrollment deadline is against Academic Senate Policy. Enrollment forms will not be accepted prior to the first day of instruction.

5. Enjoy your class.

HOW MANY COURSES CAN I TAKE?

You may enroll in a maximum of 2 courses, not to exceed 8 units per quarter. If you are trying to complete a degree from UC Irvine, you may exceed this limit only if you have a letter from your academic counselor. If you cannot obtain a letter from a counselor or you have no future plans to attend UC Irvine, you may petition the Registrar of UC Irvine Extension. Please submit your petition or authorization letter along with your Access UCI Enrollment Form(s).

WHEN CAN I ENROLL?

Access UCI courses are offered during the fall, winter, and spring quarters. Classes are held daytime and evenings. See the 2011-2012 Calendar below for beginning dates. Consult the quarterly Schedule of Classes for exact days and times. During the summer, you are invited to enroll in Summer Session, an academic program open to all students and the general public. For more information about Summer Session enrollment, call (949) 824-5493.

Please return all necessary forms, petitions, and application fees on or before the deadlines listed on this calendar.

Do you have questions? Please call (949) 824-5414.

2011 - 2012 CALENDAR

	Fall 2011	Winter 2012	Spring 2012
First day to add/first day of instruction	9/22	1/9	4/2
Last day to add without late fee (Some departments will not sign forms after week 2)	10/7	1/13	4/13
Last day to add with \$50 late fee	10/14	1/20	4/20
Last day to drop course (\$30 service charge per course)	10/7	1/13	4/13
Last day to change grade option or variable units	10/7	1/13	4/13
Last day of instruction	12/2	3/16	6/8
Final Exams	12/3-9	3/17-23	6/9-14

Requests after these deadlines are exceptions only and may not be approved. See the appropriate academic counselor for exception approval.

**Access UCI add/drop policy mirrors the UCI Registrar, see <http://www.reg.uci.edu/calendars/quarterly/2011-2012/quarterly11-12.html> for details.

GENERAL INFORMATION

GRADE OPTIONS

Please see the Schedule of Classes for any grade option restrictions. Grade option changes may be made in person at the Extension Student Services Office.

GRADES & TRANSCRIPTS

As an Access UCI student, you will be graded like any other UC Irvine student, except your name will not appear on the regular class roster. **Your ID number for assignments and exams is the last seven digits of your Extension ID, preceded by "X" (e.g. X1234567). Failure to use this correct format may result in delayed grade postings.**

A few days after you officially enroll, faculty members can view your name on a roster of Access UCI students through Web Roster. To view your grades online, you must create an account online. Please go to our homepage: www.extension.uci.edu and click on my account login and follow the instructions on the page to create your account. If you need assistance, please call our Student Affairs Specialists at (949) 824-5414. Grades earned through the Access UCI program are recorded only at UC Irvine Extension. They are not automatically transferred to the UC Irvine Registrar. Units earned through the Access UCI program may be transferable to the university. Grades transferred to the university are not used in calculating the university grade point average. Readmitted UCI students may choose to have all their Access coursework (dept., course number, grade, units and title) placed on their UCI transcript. To do so, request an official Access transcript sent to the Office of Admissions and Relations with Schools.

Grades are due two weeks after finals week. NR's are assigned if an instructor fails to submit grades by the deadline. If you receive an NR, you should contact the course instructor immediately to arrange for the NR to be changed to a grade. **You have one year (or less according to your instructor's discretion) to change an incomplete (I) grade. You also have one quarter to change your NR to a grade or it will default to an "F" or "NP" grade. To change and Incomplete or NR grade, the instructor should complete an Academic Record Change Request from his/her department and forward it to the Extension Student Services Office. Be sure that the instructor provides your Extension ID# on the form. If you have any questions about your grades, please contact Tiffany Carter at tcarter@uci.edu.**

To obtain a copy of your transcript, visit <http://unex.uci.edu/services/academic/transcripts/>. Please call (949) 824-5418 with any questions.

TRANSFERABLE UNITS

The Access UCI program does not award degrees. If you wish to attend UC Irvine on a full-time basis, you should apply for admission as a regular student. Admitted UC Irvine students are required to follow the guidelines outlined in the UC Irvine General Catalogue. If you intend to transfer Access UCI units to a degree program at UC Irvine, you should verify acceptance of these units with the Admissions Office at (949) 824-6703. If you are taking graduate level classes, please consult the appropriate department to determine the acceptability of Access UCI credit. Courses taken through Access UCI are transferable to many academic institutions. Please consult with the school you are transferring to before enrolling in Access UCI to determine if the course(s) are transferable. UC Irvine is on the quarter system. One quarter unit equals 2/3 of a semester unit.

FEES

Fees are assessed per course.

PAYMENT INFORMATION

Pay fees by cash, check, Visa, MasterCard, or American Express. A check returned unpaid by the bank, a stop payment placed on a check, or a credit card declined for payment does not constitute an official withdrawal from courses. There is a \$25 returned check fee. If you have unpaid fees you will not be able to enroll in classes, receive grades, or transcripts until such time as full payment is made by cash, cashier's check, or money order. The late fee policy applies at all times. If you find it necessary to drop, please refer to the withdrawal section.

DROPS & REFUNDS

If you are unable to take the course as scheduled, you need to officially drop the class. Non-attendance in a class or notification to the instructor does not constitute official dropping of a course. Failure to withdraw from a course may result in a no report (NR), incomplete (I), or failing grade (F). Please obtain a Withdrawal Form from the UC Irvine Extension Student Services Office, building 234.

The professor's signature and/or departmental approval is required for all withdrawals. Submit the signed Withdrawal Form to the UC Irvine Extension Student Services Office by 5 pm the Friday of the second week of the quarter. If you do not officially withdraw from a class, you may receive a failing grade. There is a \$30 service charge retained per class for all refunds. Refunds are not available after the second week of the class. Note: Other departmental, school or instructor deadlines and/or restrictions may apply. Late fees are non-refundable.

UCI LIBRARY

Library card application forms are available at the UC Irvine Extension Student Services Office. After you enroll, you may stop by the office or call (949) 824-5414 to receive the application. Library cards are issued by the UC Irvine Library.

COURSES WITH LABS

All lab fees are included in the course fee that you pay through UC Irvine Extension. Keep your receipt in the event you need to show proof of payment. Exception: Lab fees for art studio classes must be paid to the university cashier's office and are nonrefundable. Please keep your receipt for verification purposes.

EMAIL AND NETWORK ACCESS

The Office of Information Technology provides network access and email accounts to Access UCI students. You can access these services by using your "UCInetID" (your campus login) and password. Your UCInetID needs to be "activated" before you can use it – this process also allows you to choose your password. Go to <http://www.activate.uci.edu/>. Choose the link *Faculty, Staff, and Students* under *UCInetID Activation* and follow the instructions. For your student number, use "X" plus the last 7 digits of your Extension ID# (for example, X1234567). Your UCInetID may be activated **three business days** after your Access UCI enrollment is processed and it remains valid for the quarter you are enrolled. Computer labs are available for your use in the Student Center, Gateway Study Center, Engineering Gateway Building, and Social and Behavioral Sciences Gateway Building. If you wish to use a lab system to activate your UCInetID, you will need to login to the lab system using the special user ID activate@nacs.uci.edu and the special password activate. (After your UCInetID is activated, you should use your UCInetID and password to log in to lab systems.) For more information see: <http://www.oit.uci.edu> or call the OIT Help Desk at 949-824-2222, option #2.

STUDENT PARKING

A parking permit is required to park on the UC Irvine campus at all times. Permits are available from the UC Irvine Parking & Transportation Office at East Peltason Road & Pereira Drive, or you can use the metered parking spaces. Vehicles without a permit will be ticketed. For more information, visit www.parking.uci.edu.

CAMPUS RECREATION

Access UCI students may join the Anteater Recreation Center at the Affiliates Rate. Visit www.campusrec.uci.edu.

FINANCIAL ASSISTANCE

UC Irvine Extension is a nonprofit organization, entirely supported by course fees and receives no direct subsidies from the state or federal legislature. However, certain financial assistance programs are available to UC Irvine Extension students. For further information about the features of each individual loan, please visit our website at <http://extension.uci.edu/courses/loan.asp> or contact the financial assistance advisors at skingsle@uci.edu or (949) 824-5191 or at clamano@uci.edu or (949) 824-6601.

ACCESS UCI ENROLLMENT FORM

(UCI matriculated students have priority before Access; Access enrollment is on space available basis)

1. Complete the following personal information:

Previous UC Irvine Student? Yes No UC Irvine ID# _____ Major _____
 Applicant: First _____ Middle _____ Last _____
 Birthdate: _____ Male _____ Female _____ *SSN: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: (_____) _____ Evening Phone: (_____) _____
 Email: _____

*By Regental authority we request your social security number in order to verify your identity for accurate record keeping.

2. Complete the following class information: (Information is found in the UC Irvine Schedule of Classes at www.reg.uci.edu) Please see the Schedule of Classes for any grade option restrictions. **Letter grades will be given unless P/NP grade option request is received by the UC Irvine Extension Records Office by the 2nd week of the quarter.**

Course Code: _____ Academic Department: _____ Course Number: _____
 Section Number: _____ Number of Units: _____ Grade Option: _____ Title of Course: _____
 Time: _____ Day: _____ Building & Room: _____ Instructor: _____

Related Zero Unit Course:

Course Code: _____ Academic Department: _____ Course Number: _____
 Section Number: _____ Time: _____ Day: _____ Instructor: _____

3. Obtain instructor's signature:

INSTRUCTOR'S APPROVAL
 (Not needed for Dept. of Chemistry, Physics, Astronomy, Mathematics or undergraduate Bio Sci)

DEPARTMENTAL APPROVAL
 (see step #4 below)

Sign: _____ Date: _____ Sign: _____ Date: _____
 Print: _____ Print: _____

4. The following departments and/or schools require additional signatures before enrollment can be processed.

School of the Arts

Director of Student Affairs: Mesa Arts Building, Room 101.

School of Biological Sciences

Prior approval must be obtained from the Bio Sci Office in Bio Sci Bldg 3, Room 1011, for all courses. Instructor's signature required for graduate courses only. Prerequisites for each course are strictly enforced. If a prerequisite has been met at an institution other than UCI, provide a copy of the appropriate transcript to Bio Sci (two courses per quarter only).

Department of Chemistry

Prior approval must be obtained from the Undergraduate Program Coordinator. Natural Sciences 2, Room 1101. Instructor's signature is not required.

Department of Economics

Prior approval must be obtained from the Department Manager, Nancy Ford in Soc Sci Plaza B Room 3223 for all courses. Instructor's signature is not required. Absolutely no drops after week 2.

Department of Education

Director of Credential Programs of Academic Counselor. Berkeley Place Room 2000.

Department of English & Comparative Literature

Graduate level courses must be approved by the Graduate Chair, Humanities Instructional Bldg Room 435.

Information & Computer Sciences

Dean of ICS along with instructor signature for undergraduates only. ICS 1, Room 352.

Department of German

Department Chair or Office Manager, Krieger Hall Room 400.

Paul Merage School of Business

Courses not available.

Department of Mathematics

Departmental approval required. Sign up for the waitlist in Rowland Hall, room 340. Instructor's signature is not required.

School of Law

Courses not available.

Department of Physics

Department stamp required for lower division courses (1-99) from Frederick Reines Hall, Room 4109.

Department of University Studies or Undecided/Undeclared UC Irvine Students

Dean, Aldrich Hall, Room 256.

School of Social Ecology

Office of Student Services, Social Ecology 1, Room 102. Courses not available: SE 200, 201, 264A and 264B.

School of Social Sciences

Graduate level courses must be approved by Graduate Office Manager in Social Science Plaza A, Room 5149.

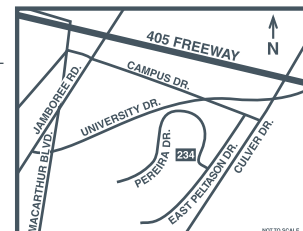
****Note Other departmental or school or instructor deadlines may apply.**

5. I have read and understand the policies and procedures for enrolling in Access UCI courses. I understand the deadlines for enrollment, refund, and withdrawal.

Signature _____ Date: _____

6. Return this form in person to UC Irvine Extension Student Services Office (Bldg. 234) with payment and required signatures. Enrollment forms will not be accepted after the 3rd week of each quarter.

For Office Use Only: Fee Paid: _____ Date Enrolled: _____
 By: _____



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Open to the General Community***

ACCESS UCI

**University of California, Irvine
UC Irvine Extension
P.O. Box 6050
Irvine, CA 92616-6050**



***Your Invitation to Learning
and Professional Development***