

# ACCESS UCI ENROLLMENT FORM

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

## 1. Complete the following personal information: PLEASE CHECK IF YOUR ADDRESS CHANGED

Previous UC Irvine Student?  Yes  No UC Irvine ID# \_\_\_\_\_ Major \_\_\_\_\_

Applicant: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Birthdate: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ \*SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day 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](http://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 Undergrad Bio Sci, Chemistry, Undergrad Economics, ICS, Math, Lower Div. Physics and Astronomy)

### 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** – Prior approval must be obtained from the Arts Student Affairs Office in Mesa Arts Bldg., Suite 101. Instructor's signature is also required.

**School of Biological Sciences** – Prior approval must be obtained from the Bio Sci Office in Bio Sci Bldg. 3, Room 1011, for all courses. 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.) For full instructions please see: <http://students.bio.sci.edu>. Grad courses also require instructor signature.

**Department of Chemistry** – Prior approval must be obtained from the Undergraduate Program Coordinator, Natural Sciences 2, Room 1101. Instructor's signature is not required. Pre-requisites are enforced. Transcripts required for verification.

**Department of Comparative Literature** – Graduate Level Courses must be approved by Graduate Advisor, Humanities Instructional Bldg., Room 243.

**Department of Computer Science & Engineering** Courses cross-listed with ICS require ICS Departmental approval. See information for ICS.

**Department of Earth System Science** – Obtain approval from the Student Affairs Manager, Croul Hall, Room 3200B.

**Department of Economics** – Prior approval must be obtained from the Department Manager, Adam Cook, in Soc Sci Plaza B, Room 3223 for all courses. Instructor's signature is not required for undergraduate courses.

**School of Education** – Obtain approval from the School of Education Student Affairs Office – Education Room 2000.

**School of Engineering** – Prior approval must be obtained from the Engineering Student Affairs Office in Rockwell Engineering Center, Suite 305 for undergraduate courses only. Prerequisites for each course are strictly enforced.

**Department of European Languages & Studies** Prior approval must be obtained from Dept. Chair or Graduate Advisor in Humanities Bldg., Room 243 for European Studies, French, German, Italian and Russian courses.

**Donald Bren School of Information and Computer Sciences** – All courses must have prior approval obtained from ICS Student Affairs Office, ICS 1, Suite 352. Instructor's signature is not required. Please bring completed form to the ICS Student Affairs Office on the first day of instruction. Earlier submissions will not be accepted. Prerequisites are strictly enforced.

**Department of International Studies** – Approval for INTL ST 13 must be obtained from the Department of Economics. See information for Economics.

**School of Law** – Courses not available.

**Paul Merage School of Business** – Courses not available.

**Department of Mathematics** – Departmental approval is required; Instructor's signature is not required. To sign up for the waitlist, please email the Undergraduate Program Coordinator at [myv@uci.edu](mailto:myv@uci.edu) one month before the first day of instruction.

**Department of Physics & Astronomy** – Department stamp required for lower division courses (1-99) from Frederick Reines Hall, Room 4109.

**Program in Public Health** – All courses must have prior approval obtained from the Director of Student Affairs, Anteater Instruction & Research Building, Room 2010.

**School of Social Sciences** – Graduate level courses must be approved by Director of Graduate Affairs, 5414 Social & Behavioral Sciences Gateway.

**Department of University Studies of Undecided/Undeclared UC Irvine Students** Dean, Aldrich Hall, Room 256.

**\*\*Note: Other departmental, school, or instructor deadlines and policies 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 2nd week of each quarter.

For Office Use Only: Fee Paid: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_

### FOR UP USE ONLY:

UP ADVISOR: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

TRACK: \_\_\_\_\_