BERKELEY DUAL ENROLLMENT (for UC Berkeley Students taking classes elsewhere)

DEADLINE: Dual Enrollment Forms must be submitted to the CNR Office of Instruction and Student Affairs PRIOR TO enrolling in a course at another institution.

Students are meant to attend UC Berkeley full-time, and to take all courses here during the fall and spring terms. Nevertheless, a student may gain permission also to take one or more courses at another institution simultaneously in extraordinary circumstances.

Typically all of the following conditions must be true for you to receive approval for dual enrollment. Check all that apply.

- You are enrolled full time at Berkeley, at a minimum of 12 units.
- You are in good academic standing and have at least a 3.0 GPA: not on probation, registration not blocked, no grades of D, F, or NP in the prior semester.
- You are submitting this form prior to enrolling in a course at another institution.
- You are not requesting Dual Enrollment approval during your first semester.
- You have reviewed the UCB webpage on Transfer Credit (registrar.berkeley.edu/academic-records/transferring-credit).

If any of these are not true, dual enrollment might still be permitted, but you must contact CNR Undergraduate Advising to discuss your situation before registering at another institution.

I understand the above conditions and requirements:

Student’s Signature ___________________________ Date ____________ Major Advisor’s Signature ___________________________ Date ____________

Is this course required for your major? (circle one) Yes ______ No ______

Please explain why you are requesting to take this course at another institution while enrolled at Berkeley. Check all that apply:

- Schedule conflict
- Course cancelled
- Course is full
- Course not offered this semester
- Course not offered at UC Berkeley
- Other (attached additional sheet if needed)

Student Name ___________________________ Student ID Number ___________________________ Email ___________________________ Major ___________________________

Name of other institution ___________________________ Official Course Start & End Date ___________________________

Department, Course Number and Title ___________________________ Days and Times of Course Meeting ___________________________

# of units from other institution ___________________________

Before submitting this form, please note:

- Attendance at another institution might affect your financial aid; please consult the Financial Aid Office.
- Courses transferable for CNR College credit might not fulfill major requirements. Please consult the department of your major.

After participating in concurrent enrollment, request your transcript from the other institution to be sent to Berkeley.

- Electronic transcripts (if available): Send e-transcripts to our Business Operations office: busops@berkeley.edu
- Transcripts shared with our office may expedite the review process. If interested, also email transcripts to askcnr@berkeley.edu
- Paper transcripts: Mail to: Add Credit: UCB SID# (insert your SID), 16 Sproul Hall, MC 0608 , Berkeley, CA 94720-0608

RETURN TO 260 MULFORD HALL
For College Use Only

Dean’s Signature ___________________________ Date ____________

Sept.20, 2019