

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
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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:

- | | |
|--|--|
| <input type="checkbox"/> Schedule conflict | <input type="checkbox"/> Course not offered this semester |
| <input type="checkbox"/> Course cancelled | <input type="checkbox"/> Course not offered at UC Berkeley |
| <input type="checkbox"/> Course is full | <input type="checkbox"/> Other (attached additional sheet if needed) _____ |

Student Name	Student ID Number	Email	Major
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Name of other institution	Official Course Start & End Date	Days and Times of Course Meeting
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Department, Course Number and Title	# of units from other institution
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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