

## Concurrent Enrollment - Extension

If you want to add a BUS class through Extension, follow the procedures below:

- 1) Obtain UCR Extension Registration Form from Extension Center
- 2) Attend class from the first day of instruction
- 3) Submit all necessary paperwork to reception at 2340 Olmsted Hall **no later than Monday of week 3 by 4pm.** Paperwork should include:

- UCR Extension Registration Form
- Documentation of prerequisite completed (if any); attach any transcripts to Extension Registration Form
- UCR Student ID if former UCR student
- Detailed reason why you need the class
- Choice of two discussion sections in case first choice is full

4) Return to 2340 Olmsted Hall after 2pm on **Friday of week 3** to pick up paperwork. If you have been approved to enroll, you must take the forms to be approved by the Dean of the college you are working towards. The department information for each Dean outside of BUS is as follows:

<u>Department</u>	<u>Phone</u>	<u>Office</u>
Bourns College of Engineering (BCOE)	951-827-3647	Bourns Hall A 159
College of Natural and Agricultural Sciences (CNAS)	951-827-7294	Pierce Hall 1223
College of Humanities, Arts and Social Sciences (CHASS)	951-827-3683	Humanities 3400

5) If the Dean of the respective college approved your paperwork, take the signed documents to the Extension Center

Note: Enrollment in BUS classes is managed by the Undergraduate Business Programs office in 2340 Olmsted Hall. Professors/lecturers DO NOT have the authority to over-enroll courses or determine seat capacity.

Learn form for the class you are interested in must be drop off the same time as the concurrent form to be eligible for the Director or Assistant Director to give access approval. Students may leave the form with the front desk if the approvers are not in the office but the student is responsible for picking up the approved form and taking it to the Extension Center to get access.