UCLA Extension

Concurrent and Cross Enrollment

Enroll in daytime UCLA classes through UCLA Extension.

2025–2026

What is Concurrent Enrollment?

Concurrent enrollment is the process through which "non-UCLA" students may attend daytime classes at UCLA.

Are all UCLA classes open to Concurrent and Cross Enrollment students?

Opportunities to take UCLA regular session daytime courses are available to adult students 18 years of age and older in Fall, Winter and Spring Quarters on a limited basis through UCLA Extension's concurrent and cross enrollment program. After all matriculated UCLA students have been accommodated, Extension students may enroll if space is available and the instructor/department consents. To obtain consent, students should be prepared to demonstrate the following eligibility: for lower-division instruction (courses numbered 1-98), high school graduation with a "B" average or one year of college is required, or presentation of special attainments (i.e., a superior high school record, special competence in a particular subject matter area, or other recognized criteria); in the upper division (100-199), two years of college or consent of instructor based on special attainments. A GPA of 2.0 or higher in all baccalaureate-level instruction must be maintained at Extension to remain eligible. For any graduate and professional level concurrent enrollment, evidence of a BA/BS degree from an accredited college/university is required.

Concurrent and cross enrollment is not permitted in any courses offered through the School of Law, School of Medicine, School of Nursing, Dentistry, School of Public Health or the School of Theater, Film and Television. Enrollment in courses through the School of Engineering requires that the student present proof of a Bachelor of Science degree in Engineering, Physics, Chemistry or Mathematics. Special requirements or limitations by other schools or departments are listed on the concurrent enrollment application form.

UCLA students who are on leave or under academic dismissal from UCLA, and who wish to take Extension courses to satisfy degree requirements, should consult with their college or school prior to enrollment in any class in order to ensure compliance with university regulations. Units earned through concurrent enrollment without approval may make you ineligible for a degree from UCLA. Additionally, UCLA students will not receive transfer credit for any Extension course taken during a regular quarter while in residence at UCLA without prior approval from their college or school.

Are my classes transferable to UCLA?

Undergraduate classes (XLC 1-199) are transferable for unit, subject credit and grade point average (GPA) in the college of Letters and Sciences, the School of Arts and Architecture and the School of Nursing at UCLA.

XLC 200-299 and XLC 400-499 are UCLA regular session graduate-level courses. Units earned at the graduate-level through concurrent enrollment will not provide advanced standing to students who are subsequently admitted to degree programs through UCLA's Graduate Division. (Certain course requirements for advanced degrees may be waived, but only with the approval of the Graduate Division on the recommendation of the student's department at the time of admission.) XLC 500-series courses (doctoral-level seminars) are open to concurrent enrollment by petition only. For a complete breakdown of courses, visit our **Course Numbers** page. Inquiries regarding UCLA admissions and transfer policies should be directed to the Undergraduate Admissions Office at UCLA, (310) 825-3101 or to the appropriate academic department on campus.

What is the first step in planning my course schedule?

Consult the **UCLA Schedule of Classes** and apply for courses that are listed as open as UCLA students will be prioritized. Enrollment will strictly be dependent on the completion of the DocuSign Registration form. Additionally, Extension students will not be able to join class waitlists nor receive PTE numbers. To plan your schedule, check space availability. For a view of course descriptions, click **Course Descriptions.**

How do I enroll?

1. To start the registration process, visit our **UCLA Extension** Concurrent and Cross Enrollment webpage and submit an enrollment application for review by clicking on "Apply Now".
2. If the course requested is eligible for concurrent or cross enrollment, you will receive an email with a digital copy of the enrollment registration form to be completed via DocuSign. Subsequently, if the course requested is not eligible for concurrent or cross enrollment, the student will receive an email notification that their application has been denied. **Please allow 3–4 business days for a response to your online application, and be sure to check your spam/junk inbox as well.**
3. After completing the DocuSign registration form, be sure to attend class and follow up with the instructor. If the subject area falls under a department that has additional requirements, follow those instructions instead. For a complete list of departments, reference the **Approval Requirement** PDF.
4. After all required approval signatures have been granted on the DocuSign registration form, the application will be marked as "Approved" under your **Student Portal**. The student will then receive an approval email along with instructions on how to make payments. Be sure to check your spam/junk folder as well. **Allow 2–3 business days after the Docusign form has been completed for the approval email to be sent.**
5. To make payments over the phone, please call our Enrollment Center at (800) 825-9971, or visit our UCLA Extension Gayley Center at 1145 Gayley Ave., Los Angeles, 90024.
6. Courses numbered 89, 189HC, 195, 196, 197, 198 and 199 require completion of a course contract and approval of the faculty member. Upper-division tutorials (Courses 195-199) require an additional approval from the department chair. Research and Independent Study in engineering, medicine, life sciences and physical sciences also require completion of the Environmental Health & Safety (EH&S) course, Laboratory Safety Fundamental Concepts. Visit the **Work Safe** site to complete the online training module. Registration is mandatory for training and proof of completion will be required at the time of enrollment.

How much does it cost?

Concurrent Enrollment Fees* — Fall 2025 (Fees for Winter 2026 and Spring 2026 may be subject to change)			
Please note: *Some courses carry additional fees for labs or other materials.* *Special reduced fees apply for cross-enrollment students. Please see the general information section below for further details.* *NO TUITION DISCOUNTS*	Units	Undergraduate	Graduate
	1	$497	$546
	2	$994	$1,092
	3	$1,491	$1,638
	4	$1,988	$2,184
	5	$2,485	$2,730
	6	$2,982	$3,276

These fees do not apply to students enrolled in special programs. There are additional fees for courses **with labs: Chemistry courses 1-98 add $90; Chemistry courses 100-199 add $350; MIMG courses add $90.*

Open Door/Concurrent and Cross Enrollment Calendar for the 2025-2026 Academic Year			
	Fall 2025	**Winter 2026**	**Spring 2026**
QUARTER BEGINS	Monday, September 22	Friday, January 2	Wednesday, March 25
INSTRUCTION BEGINS Visit the Concurrent Enrollment webpage for application dates and deadlines.	Thursday, September 25	Monday, January 5	Monday, March 30
ENROLLMENT/REFUND Last day to pay fees. Last day to request refund.	Friday, October 10	Friday, January 24	Friday, April 17
INSTRUCTION ENDS Last day to withdraw or change credit status.	Friday, December 5	Friday, March 13	Friday, June 5
FINAL EXAMS	Monday–Friday, December 8-12	Monday–Friday, March 16-20	Monday–Friday, June 8-12
QUARTER ENDS	Friday, December 12	Friday, March 20	Friday, June 12

*Late enrollment (fourth week) will be subject to a $50 late enrollment fee. Prior approval is required; enrollment is not allowed after the fourth week of the term.

Refund Policy

Requests for refunds must be made by the refund end of the study list deadline. Exceptions to this policy will be considered only under the most unusual circumstances and upon receipt of petitions describing the circumstances (along with all appropriate documentation). These should be sent to Refunds, UCLA Extension, P.O. Box 24901, Los Angeles, CA 90024-0901 or to **refundexceptions@uclaextension.edu**. A minimum administrative fee of $50 will be withheld from all refunds. UCLA campus departments may also withhold additional fees for laboratory, material or department costs.

Computer Access:

Such main campus courses under science, engineering and other subject areas will require access to the computer labs or additional software. Reach out to the department's support staff by subject area for access.

Textbook & Libraries:

For textbooks, go directly to the **UCLA Store** Textbooks page. Select UCLA, Term, Department, Catalog Number and Section.

Purchase a **UCLA Library** card by visiting the circulation desk at either at the Louise M. Darling Biomedical Library or the loan desk at the Charles E. Young Research Library on the UCLA campus. Bring a photo ID and proof of current Extension enrollment.

Parking Information

Daily and Quarterly **Parking Permits** are available. Contact UCLA Transportation for questions regarding quarterly permits. Mon–Fri, 8:30 a.m.–5 p.m.
310-794-7433

Email: **transportation@ts.ucla.edu** UCLA Transportation 555 Westwood Plaza, Suite 100, LA, CA 90095

Transcripts

Order transcripts **here**, for further assistance with records please contact **records@uclaextension.edu**.

International Programs: Study Abroad

For information about our **Study Abroad Program**, visit our UCLA Extension Page for details. For support, reach our to the International Programs staff.

Program Contact Email: **studyabroad@uclaextension.edu**

Cross-Enrollment Program:

Undergraduate students enrolled in a Community College or California State University may enroll in undergraduate-level courses for a maximum of one course per academic term (two courses per academic year) at a fee of $46 per unit and upon meeting the following requirements:

- California residency
- Completion of at least one academic term as a matriculated student at the home campus
- 2.0 grade point average (grade of "C") for work completed at the home campus
- Enrollment in a minimum of six units for the current academic term
- Completion of the scholastic requirements and prerequisites as determined by the host campus

Enrollment is contingent upon space availability as determined at the beginning of the third week of instruction and the UCLA instructor and/or Department approval. Enrollment in pre-collegiate courses or courses offered by UCLA Extension is excluded. Because of overlapping academic calendars, cross-enrollment at UCLA is only available for particular academic terms. For example, during Fall Quarter, students only may enroll in Fall Quarter UCLA courses; during Spring Quarter, students may only enroll during either Winter or Spring Quarter, but not both.

Withdrawal Policy:
Students must petition to withdraw from a course Sunday before the final week of the course or before the final exam, whichever comes first.

How to Drop or Withdraw from a Course:
- Log in to the UCLA Extension **Student Portal**.
- In the menu, select My Enrollment History.
- Find your course and select "request drop" or "request withdrawal."
- Follow the prompts to complete your request.
- Additionally, please notify the Concurrent/Cross Enrollment Department via email of the Withdrawal/Drop request at **concurrentenrollment@uclaextension.edu**.
- Failure to attend classes or make complete payments does not constitute an official withdrawal. The status of "W" (withdrawal) does not appear on official transcripts.

Incomplete Grade:
An incomplete "I" grade may be assigned only if work to that point is of passing quality. Incomplete grades will automatically convert to an "F" if the course has not been completed and grade submitted by the end of the quarter following the course (end of Fall Quarter for courses taken in Spring Quarter). It is the student's responsibility to petition for an Incomplete by emailing the appropriate main campus department and course instructor at least one week before the end of the course.

Creation of UCLA Logon and Access to Course Materials via Bruin Learn

For UCLA Courses Only: In order to access Bruin Learn for course materials, you must use your UID number and create a UCLA logon ID. To do so, direct your browser to the **identity and accounts manager**.

Note: If you have enrolled through concurrent or cross enrollment in a previous quarter and or were a UCLA student, your logon ID and password would remain valid. Upon re-enrollment, if you discover your account has been deactivated, reach out to the **Main Camus IT Services** team for additional support.

Click "CREATE A UCLA LOGON ID"
- Read and agree to the Terms of Service.
- Click "I Have A 9-Digit UCLA ID Number (UID)."
- Verify your identity and click "CONTINUE."
- On the next screen, confirm your desired UCLA Logon ID.
- Enter your password and confirm your password.
- Select a Challenge Question and type your response to the question.
- Click "CREATE UCLA LOGON ID."
- Continue to the Confirmation step.

Access to Course Material:

After activation, simply visit **Bruin Learn** and log in using the credentials you created. Go through the authentication process and view course materials via Canvas.

Be aware that not all courses have a course website under the Bruin Learn platform. Some courses will still require CCLE Social Sciences/Shared System to access course materials. Additionally, not all courses will have course details posted.

While Bruin Learn utilizes Canvas, it is different than the platform for regular Extension courses. This will be a separate account for UCLA courses.

Bruin Learn Support Staff

- In case you have trouble logging in and/or issues with setting up your UCLA/Bruin Learn account, contact the **UCLA IT Services team**
- Upon logging into **MyUCLA**, if you discover that you can see the course listed under your Study List but cannot access course materials appropriately via Bruin Learn, contact the **UCLA IT Services team**.
- For all other course access issues, reach out to our UCLA Extension concurrent enrollment staff via email so that we can verify enrollment. **concurrentenrollment@uclaextension.edu**

When reaching out to the main campus Bruin Online Support Staff, be sure to mention that you are an Extension student who is concurrently enrolled. The main campus registrars team will have no record for our Extension students as registration is solely through Extension.

IT Support Center
(310) 267-HELP
(4357)
help@it.ucla.edu