

Concurrent Enrollment Cheat Sheet

Thank you for your interest in participating in Concurrent Enrollment through the UC San Diego Division of Extended Studies! We have assembled this step-by-step guide to help walk you through each stage of the Concurrent Enrollment process.

If you have any questions about this process or need any additional guidance while you are going through the Concurrent Enrollment process, please feel free to reach out to our email at concurrent@ucsd.edu or give us a call at **858-534-3400** and ask to speak with a Concurrent Enrollment Coordinator.

We will also be hosting open office hours through Zoom during the beginning stages of the process.. All students will receive a scheduling invite to make a virtual appointment with one of our representatives.

Step 1: Completing the Eligibility Application

The first step to participating in Concurrent Enrollment is completing the Concurrent Enrollment Eligibility Application.

Eligibility applications open **one month before the start of the academic quarter** and must be completed **one week before the start of the quarter at the latest** to qualify for in-person classes. Please refer to the [Concurrent Enrollment webpage](#) for the most up-to-date Academic Calendar information.

Link for Fall 2023 Application:

https://ucsdextension.co1.qualtrics.com/jfe/form/SV_29uzHzdWljGN4wd

Please Note: If you have taken an on-campus course within the past calendar year, you are eligible for in-person classes and you will not need to resubmit vaccine information. You do still need to complete an eligibility application.

It can take up to 3 business days for your application to be processed, so please **do not** submit multiple applications if you have not received a response from a Concurrent Enrollment Coordinator in that time.

After your application has been approved, your information will be submitted to DES Health & Safety, which is the team that ensures our students are in compliance with the UCSD Vaccine Mandate. DES H&S will reach out to you with instructions on how this information should be uploaded. **Please do not send us your vaccination records, as these are confidential medical records that we cannot store or maintain.**

Once your Eligibility Application has been **approved**, you will receive an auto-generated email with information about your **AX Account**. You will use your AX account to access the Academic Integrity Tutorial and ACMS Resources like Canvas. This will also show you how you will access anything that requires you to login through the **ACTIVE DIRECTORY**.

Make sure to copy down your AX account number, you will not receive an email confirmation with the number attached. You will use your AX account number for several of the Concurrent Enrollment steps.

Please make sure to save your AX account information. You will use these credentials to login whenever you are prompted through the Active Directory. The Active Directory login is used to submit your vaccine information, submit EASy requests, and login to Canvas

If you are a returning Concurrent Enrollment student, your AX account will be reactivated after your eligibility application has been approved.

Questions/Technical Help for your AX account

If you have any questions or need help accessing your existing AX account or Canvas, please contact the IT Help Desk. Please note, all Concurrent Enrollment coursework is accessed through canvas.ucsd.edu, not extensioncanvas.ucsd.edu

UCSD IT Help Desk:

Phone: (858) 246-4357

Email: servicedesk@ucsd.edu

In person: AP&M Room 1313

Online: <https://blink.ucsd.edu/technology/help-desk/index.html>

If you need to reset your AX account password please use this link:

<https://sdacs.ucsd.edu/~icc/password.php>

Step 2: Submitting an EASy Request

After creating your AX account as outlined in Step 1, you can begin submitting enrollment requests for the classes you would like to participate in on main campus. **Enrollments Requests start two weeks before the Academic Quarter.**

You will submit enrollment requests through the EASy request system. You can access the EASy request system by clicking the link under Step 2 on our [website](#) under **Step 2**. You can also access EASy at this link:

<https://academicaffairs.ucsd.edu/Modules/Students/PreAuth/>

Please submit one EASy Request for each class that you are interested in taking through Concurrent Enrollment. **Please only submit EASy Requests for courses in which you plan on attending.**

PLEASE NOTE: YOU WILL NOT BE ABLE TO SUBMIT EASY REQUESTS UNTIL THE 1ST DAY OF INSTRUCTION. FOR FALL 2023, THIS DATE IS SEPTEMBER 25TH.

Identifying Concurrent Enrollment Courses

All courses with Main Campus are listed in the Schedule of Classes, which can be accessed through this [link](#). **Please note:** Not all courses listed on the Schedule of Classes are available to Concurrent Enrollment students. These courses may change from quarter to quarter, please refer to the [Concurrent Enrollment](#) page for the list of unavailable courses.

In order to submit an Enrollment Request, you will need your **Extended Studies Student ID**, your **AX account number**, and the **5 digit section ID** for the course. Once you have all 3 pieces you will be ready to submit your Enrollment Request.

We've attached a helpful graphic here that provides you with a key for understanding the Schedule of Classes.

Anthropology (ANTH)
As of: 10/11/2022, 03:09:00

R	Course Number	Section ID	Meeting Type	Section	Days	Time	Building & Room	Instructor	Seats Available	Limit
1	Introduction to Culture (4 Units)							Prerequisites Resources Evaluations		
	85803	LE	A00		TuTh	2:00p-3:20p	PCYNH 106	Varma, Saiba	FULL Waitlist(0)	160
		FI		12/08/2022	Th	3:00p-5:59p	TBA TBA			
2	Human Origins (4 Units)							Prerequisites Resources Evaluations		
		LE	A00		MWF	7:00p-7:50p	MOS 0114	Wilder, Linnea Lorene		
	85805	DI	A01		Tu	5:00p-5:50p	SEQUO 148	Wilder, Linnea Lorene	2	40
	85806	DI	A02		Tu	6:00p-6:50p	SEQUO 148	Wilder, Linnea Lorene	FULL Waitlist(0)	40
	85807	DI	A03		Th	8:00a-8:50a	RWAC 0115	Wilder, Linnea Lorene	5	40
	85808	DI	A04		Th	9:00a-9:50a	RWAC 0115	Wilder, Linnea Lorene	FULL Waitlist(0)	40
	85809	DI	A05		F	9:00a-9:50a	SOLIS 110	Wilder, Linnea Lorene	2	40
		FI		12/07/2022	W	7:00p-9:59p	TBA TBA			
4	Words/Worlds/Intro to AN/Lang (4 Units)							Prerequisites Resources Evaluations		
		LE	A00		TuTh	12:30p-1:50p	WLH 2111	Yeh, Rihan Wen Xin		
	85811	DI	A01		Tu	5:00p-5:50p	CENTR 220	Yeh, Rihan Wen Xin	FULL Waitlist(0)	32
	95115	DI	A04		M	11:00a-11:50a	HSS 2154	Yeh, Rihan Wen Xin	FULL Waitlist(0)	34
		FI		12/09/2022	F	11:30a-2:29p	TBA TBA			

Green = Course Code

Yellow = Code for specific class. Information used by Extension course

Orange = Discussion section number required for EASy request

Blue = Room Number (for a searchable map of campus use this [link](#))

For the list of required textbooks for your course, you can click on the book icon next on the far right of the course.

EASy Request Step-by-Step Guide

To submit an EASy request, you will need to do the following:

1. Login to EASy via the link above using your AX Account Number and Password
2. Click “Begin a New Request”
3. Confirm that your personal information is listed on the left hand side of the page.
 - a. If the “non-ucsd e-mail” or “ucsd Extension PID” fields are blank, please update them.
4. Fill in the “course details” section
 - a. Select your appropriate quarter from the drop down menu
 - b. Select “Add” from the list of request types
 - c. Select the Academic Department the class is occurring within (I.e. CSE 100 would be in the “Computer Science” department.
 - d. Select the specific course number
 - i. **Only courses eligible for concurrent enrollment, as determined by the department, will appear in this section. If you do not see the class you are interested in, please reach out to concurrent@ucsd.edu (domestic students) or ups-program@ucsd.edu (international students)**
 - e. Select the name of the professor (if multiple professors are teaching the same class)
5. Fill in the Additional Request Details section
 - a. Select the discussion section for the course
 - i. Where you can find this information is detailed below.
 - b. Select your grading option
 - i. **Please note, students taking courses through the UPS program must take their classes for a grade**
 - c. Requested Total Number of Units
 - i. For most classes, this will default to the amount posted on the schedule of classes. For classes that have variable unit amounts, you can select your options here
 - d. Complete the “justification” section as necessary
 - i. This section will allow you to write information about your academic background as it pertains to the course. It is recommended that you fill out this section with any prerequisite coursework that you may have completed, if any is recommended for the course.

Step 3: Complete the Academic Integrity Tutorial

After your EASy requests are submitted, you will automatically be assigned the UCSD Division of Extended Studies Academic Integrity Tutorial which you will need to complete in order to be formally enrolled in your courses.

The Academic Integrity Tutorial will appear in your Canvas page, which you can access at canvas.ucsd.edu by logging in with your AX account and password.

You can also access the academic integrity tutorial using the link provided under **Step 5** on our [website](#).

Step 4: Submit your vaccine information

If you have been approved for in person classes, you will be contacted before you submit payment by DES Health and Safety (deshealthandsafety@ucsd.edu) with instructions on how to upload your vaccination information into our website to comply with the UCSD Vaccine Mandate.

You do not need to worry about submitting the vaccination information until you have been contacted as we cannot receive your vaccine information via email. If you receive your payment information and have yet to be contacted by DES Health and Safety, please contact us at concurrent@ucsd.edu and we will make sure that DES Health and Safety reaches out to you.

Step 5: Participate in your course

After you've submitted your enrollment requests for your courses, you're expected to participate in the class up until your request is either approved or denied. To access your course materials, you will use your AX account to access the Canvas page for Main Campus UCSD.

Please use this URL to access Canvas: canvas.ucsd.edu

To find the booklist or the location of the classroom, please refer to the schedule of classes. You can find a link to the schedule of classes under **Step 2**.

Step 6: Receive final approval and pay for your class

Once your EASy Request has been approved by the department, Division of Extended studies staff will provide you with final approval in the EASy system. **Instructions on how to pay for your course will be sent to you through EASy when this happens.** Once you have paid

you will be considered fully enrolled in the course, and you will see the class appear in your MyExtension in the following weeks.

As outlined in Step 3, you must complete the Academic Integrity Tutorial in order to receive your payment information. If you have not completed the Academic Integrity Tutorial already or it does not appear in your Canvas page, you can use this link to access the [tutorial](#).

Once you have completed the Academic Integrity Tutorial and paid... **CONGRATULATIONS!** You have completed the Concurrent Enrollment process. All that's left is to study hard and complete your coursework. Good luck!

If you need any extra help...

If you run into any issues at any step in the Concurrent Enrollment process, please feel free to reach out to us by phone at 858-534-3400 or via email at concurrent@ucsd.edu. You can also come into our office at 9600 North Torrey Pines Road – Building C, San Diego, CA 92093. We look forward to serving you through the Concurrent Enrollment process!