



UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

UC Simultaneous Enrollment
for Undergraduate Students

5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

Undergraduate students may enroll, without formal admission and without payment of additional University fees, in courses at another UC campus on a space available basis at the discretion of the appropriate campus authorities on both campuses. The form must be submitted at least three weeks prior to the start of the term (semester or quarter). Separate applications are required for each term. Students should register and pay fees at UC Merced, your home campus, in accordance with the regular registration schedule. Complete information, obtain your advisor and Dean signature, and return this form to the Students First Center. If for any reason you do not enroll in or need to drop the course at the host campus, please notify the Office of the Registrar on both your home and host campus immediately.

Personal Information

UCM ID Number

Last Name _____ First Name _____ M.I. _____

Address _____ State _____ City _____ Zip _____

E-mail _____ Phone Number _____

SSN _____ Birthdate: _____

Home Campus: _____ Home School: _____

Major _____

Host Campus: _____ Department: _____

Have you ever applied for admission on the host campus? _____ If yes, was admission approved? _____

Have you previously attended the host campus? _____ If yes, last term of attendance: _____

Please state your specific reasons for participation in the Simultaneous Enrollment Program:

Program Information:

☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

HOME CAMPUS				HOST CAMPUS			
Subject	Course#	Units	Course Title	Subject	Course#	Units	Course Title

Student Signature _____ Date _____

Approved Signatures

UC Merced, Major Advisor _____ Date _____

UC Merced, Dean _____ Date _____

Host Campus, Registrar _____ Date _____

Host Campus, Department _____ Date _____

Office Use Only

Processed by: _____ Date: _____

Updated on: 7/15/2013

Policies and Procedures for Simultaneous Enrollment

Eligibility Requirements

A student is qualified for Simultaneous Enrollment if the student has met all of the following requirements:

- has completed a minimum of 12 units as a matriculated student at the home campus
- is enrolled for a minimum of 12 units as a matriculated student at the home campus
- is in good standing
- has the appropriate academic preparation as determined by the host campus

Enrollment Conditions

1. Approval is valid for only the term specified and is subject to space availability, deadlines, registration procedures and priorities at the host campus.
2. Additional fees (lab, materials, breakage, computer, transcript, etc.) required of other students will be assessed and must be paid by host campus deadline dates.
3. Academic advising is available only at the home campus.
4. Evidence of satisfactory completion of course prerequisites may be required at the time of enrollment. Students are advised to provide a copy of their relevant transcripts.
5. Financial aid is available only through the home campus. Students eligible for Veterans, Rehabilitation, Social Security and other Federal, State or County benefits must secure eligibility certification through the home campus.
6. At the end of each term a transcript will be sent automatically to the home campus for each participant. Additional transcripts may be requested from the host campus as needed according to host campus procedures.
7. Health services at the host campus are limited to treatment for emergencies.
8. Simultaneously enrolled students are not entitled to student services without payment of additional fees. These services include, but are not limited to, career services, recreational facilities and housing.
9. Parking at the host campus is available through Parking Services for a fee.
10. Simultaneously enrolled students may be eligible for a student identification card at the host campus.
11. Students are subject to all administrative procedures of the host campus, including the Student Conduct Code. Note: Students must process official course changes at the host campus or risk having a failing grade recorded on their permanent record. Students who wish to drop their last course at the host campus must submit a completed withdrawal form to the host campus Registrar's Office.
12. Simultaneously enrolled students are entitled to use the host library.
13. Students are urged to secure approval of the home campus academic advisor prior to simultaneous enrollment to ensure course(s) meets home campus requirements.
14. UCM students who are in part-time status are not eligible for simultaneous enrollment.