



**STEP 3 OF ENROLLMENT PROCESS**

**STUDENT SECTION**

Please find the following information from the UCSC Course Catalog for the term in which you are enrolling.

Class# (ex. 12345)	Course ID# (ex. ABC 1-01)	#Units (ex. 5)	Course Title (List full and exact title)
Department	Instructor Full Name Printed		Instructor E-mail

I'm enrolling in this course (check one):  for a letter grade (A, B, C, D<sup>+</sup>, or F<sup>+</sup>)  on a Pass/No Pass<sup>†</sup> (P/NP) basis

<sup>†</sup>Grades of D, F, NP and W (withdrawal) remain on the UCSC Extension Transcript.

(Note: Grade request may not be changed after enrollment. if you do not make a grade choice on this form, you will be assigned the letter grade option.

Incomplete's must be completed by the end of the following quarter or the "I" converts to "F" or "NP" depending on the grading option selected.)

**COMPLETING COURSE WORK TO GRADUATE AT UCSC?**

Please check the following box.

These credits are being completed as part of my undergraduate course work at UCSC; please send a transcript to UCSC Office of the Registrar upon completion of this course or courses. My signature above acknowledges this arrangement. This arrangement is not open to any other enrollees only to UCSC students.

**AGREEMENT** – Please sign below to verify the completed student section information and your understanding of the course information indicated above.

Student Signature	Date
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**INSTRUCTOR SECTION**

Please check the following boxes.

Please note that before accepting concurrent participants it is your responsibility to assess the capacity of your class to ensure that space is available for regularly enrolled students. Matriculated students have priority over concurrent enrollees.

Your signature indicates that you have determined that the student named above may enroll in the course indicated and for the grading system checked above. This student's attendance, registration, and grading must be recorded separately as they will not appear on your regular course roster.

You understand that this students grading will be recorded with UCSC Extension ([opencampus@ucsc.edu](mailto:opencampus@ucsc.edu)) who will be requesting it from you directly via email.

**Will the course require Canvas or UC Online Access?**  Canvas  UC Online  No online access required

Instructor Signature	Date
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If this course is graduate level (200 or above), the Dean of Graduate Studies and Research Signature must also be obtained:

Dean of Graduate Studies and Research Signature	Date
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If this course is your last course(s) to graduate AND is part of your major, you must obtain the signature of your Department Assistant:

Department Assistant Signature	Date
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