

MERRITT COLLEGE

CONCURRENT ENROLLMENT PROGRAM (CEP)

PURPOSE

The CEP offers students an opportunity to take a course at a four-year college/university, while still attending Merritt College. Wondering if UC Berkeley, CSU East Bay, Holy Names or Mills College is for you? Do you need a course in your major that Merritt does not offer? The Concurrent Enrollment Program may be for you!

FEES

Merritt students will pay the regular \$20 per unit fee. No additional fees will be required from the enrolling campus, although there may be lab fees or special fees associated with some courses. If the student has been awarded financial aid, the CEP Coordinator will inform the Financial Aid Office. Financial aid will NOT cover books and lab fees.

REGISTRATION PROCEDURE

- Students must complete a CEP application. The Concurrent Enrollment Application is **due on the final day of instruction** (Fall and Spring only) of the semester prior to concurrent enrollment.
- Submit the application to the Concurrent Enrollment Coordinator (Tanya Ilarde) who will then email the student additional information and documents.
- Students shall be subject to the registration rules and deadlines of the enrolling campus.

GUIDELINES

1. The equivalent course(s) must not be offered at Merritt.
2. Students must enroll full-time (12 units), **including** the units taken through the CEP.
3. Students who already have a baccalaureate degree are **NOT** eligible.
4. Students who have already attended a 4-year institution **will NOT be eligible**.
5. Students will be allowed to continue in CEP provided they maintain good standing at the home campus.
6. Summer session enrollment is not part of the CEP.
7. Students must have the recommendation of the CEP Coordinator to continue the CEP.
8. Students must have successfully completed (C grade or above) English 1A **prior** to taking a CE course.

UC BERKELEY

1. Students may take one undergraduate lower division course per semester, and a maximum of 2 courses for the entire program. Note: a "W" grade counts as one time.
2. Students must have completed 24 transferable units at their home campus with a GPA of at least 2.0.
3. Students must pass their CEP course with at least a "C" grade (no C-) in order to take a second course through CEP.
4. Students must complete all course prerequisites for the courses they plan to enroll in.
5. Students who have only attended UC Summer Sessions are eligible.

CSU EAST BAY

1. Students may enroll in 2 lower division undergraduate courses per quarter.
2. Students must have completed 20 transferable units and no more than 72 transferable units at their home campus with a GPA of at least 2.0.
3. Students must meet all course prerequisites for the courses they plan to enroll in.
4. Students who were formerly enrolled at CSUEB and were academically disqualified are not eligible.

MILLS COLLEGE

1. Students may enroll in one lower division undergraduate course each semester, with a maximum of 4 total courses.
2. Students must have completed 12 transferable units at their home campus with a GPA of at least 2.0.

HOLY NAMES UNIVERSITY

1. Students may take one undergraduate lower division course per semester, for a total of 2 courses per year.
2. Students must have completed 12 transferable units at their home campus with a GPA of at least 2.0.

APPLICATION DEADLINE:

The Concurrent Enrollment Application is **due on the final day of instruction** (Fall and Spring only) of the semester prior to concurrent enrollment. Submit the application to Tanya Ilarde in R105E.

MERRITT COLLEGE CONCURRENT ENROLLMENT PROGRAM (CEP) APPLICATION

APPLICANT INFORMATION – Submit your completed application to TANYA ILARDE in R105E.

NAME: _____
Last First Middle

STUDENT ID NUMBER: _____ TEL. NO: _____

ADDRESS: _____ CITY _____ ZIP _____

EMAIL ADDRESS: _____

Have you attended a college outside of the Peralta Community College District? YES NO

If yes, which college/university? _____

ENROLLMENT INFORMATION

Please indicate the school and the semester/quarter in which you wish to enroll: (please check)

___ CSU East Bay ___ Fall ___ Winter ___ Spring What year? _____

___ Holy Names University ___ Fall ___ Spring What year? _____

___ Mills College ___ Fall ___ Spring What year? _____

___ UC Berkeley ___ Fall ___ Spring What year? _____

What class do you plan to take? (ex: Engl 1 – English Composition)

Please check the appropriate online schedule of classes at your selected campus.

Applicant's Signature

Date

OFFICE USE ONLY

Total transferable units: _____ GPA: _____ Date verified: _____ Date student notified: _____

Admitted: _____ Denied: _____ Reason for Denial: _____

Notes: _____

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