

Step 2: Completing the Concurrent Enrollment Form

- Fill out the top half of the form
- (*High School Student Information* and *High School Authorization* sections)

- Get all the signatures


- Fill out the course information (found on BCC website, class schedule online search/catalog), example below:

CE Form:

AUTHORIZED CLASS SCHEDULE								
CLASS CODE	DEPT. & COURSE #	COURSE TITLE	HOURS	DAYS	ROOM	INSTRUCTOR	UNITS	H.S. COUNSELOR APPROVAL

****Students enrolled in more than 11.0 units are required to pay enrollment and all other mandatory fees.**

BCC schedule looks like this online:

COUN 57 - CAREER AND LIFE PLANNING						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
42041	B1-LEC Regular	Mo 6:00PM - 7:15PM TBA	BCC 034, GROUND FLR B-HYBRID	Allene Young Allene Young	08/22/2016 - 12/16/2016 08/22/2016 - 12/16/2016	

- Submit to D-173 (Registrar's office) to get form stamped
 - Takes about a day

- Pick up stamped form

- Submit to Admissions and Records at Berkeley City College (2050 Center St., 1st floor)

- Ask for a copy of your schedule when you submit your form to BCC!