



Concurrent Enrollment

What Is Concurrent Enrollment?

- Students who take a class at another university for Fall or Spring need permission to take the class.
- From the UWM catalog: “Students wishing to enroll concurrently at UWM and at another college or university may do so only with the advance approval of their UWM school/college advising office.”
- **Exceptions:** Nursing and Health Science students and/or classes taken during Summer and Winterim

How Should the Process Work?

- Student consults with advisor.
- Advisor grants or denies request
- Advisor enters transfer text:
 - If granted, use Action Code 666: “Concurrent enrollment permitted for Italian 111 [WHAT] at Oregon State [WHERE] for Fall 2021 [WHEN].”
 - If denied, use Action Code 479: “Permission for concurrent enrollment was not granted.”
- RO receives transcript, checks for permission, and enters course.

What Could Go Wrong?

- No transcript text, requiring additional back and forth between offices
- No communication between student and advisor
- Transcript contradicts text, e.g., different Spring/Summer dates, different course
- Result: Delay in posting credits or transcripts held in queue; extra time and effort

What To Do?

- Make sure transcript text is posted
- If no transcript text--proposal:
 - RO contacts advisor.
 - One week window for advisor to respond with permission/denial.
 - If there is no resolution, then . . .
 - Alternative transcript text added stating permission not granted
 - Post course w/ zero credits. Adjust credit pending advisor response



Questions or Comments

