

Concurrent Enrollment Agreement Instructions

ANTIOCH
UNIVERSITY

SANTA BARBARA

602 Anacapa Street
Santa Barbara, CA 93101
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1. Meet with your Antioch Advisor to determine what classes at other institutions will transfer to your program at AUSB. For credits to be transferable:
 - a. The institution must be regionally accredited.
 - b. Courses must be UC or CSU transferrable. The grade earned must be a C or better for undergraduate.
 - c. An official transcript must be sent to the Student Services Office at AUSB upon completion of the course(s).
2. **Complete Section II of the Concurrent Enrollment Agreement and provide the form to your Advisor for approval.** Be sure that both you and your Advisor sign the page and that you have listed the course number(s), name(s), and the total number of credits you plan to take.
3. Register for the indicated courses at the secondary institution. **Submit a copy of the registration statement and the completed Concurrent Enrollment Agreement form to the AUSB Student Services Office.**
4. **Make arrangements to pay your tuition at the secondary institution.** Some institutions will wait until you receive your financial aid refund from AUSB. If the secondary institution cannot wait for you to receive your refund, you are responsible for paying your tuition by the secondary institution's payment deadline. Please note: **AUSB will not pay your tuition or transfer funds to your secondary institution.** If you have questions about the timing or amount of your refund, contact the AUSB Student Accounts Office.
5. Once the **AUSB Student Services Office receives your completed Concurrent Enrollment Agreement and registration statement**, your financial aid will be reviewed and adjusted, if necessary, based on the total number of credits you are taking at AUSB and the secondary institution.
6. **A student must be registered for a minimum of 6.0 units at AUSB to be eligible for concurrent enrollment.**

Please note that the agreement and proof of registration must be received by the AUSB Student Services Office by the Monday of Week 3. Late agreements will not be accepted.

7. **If you drop any courses, you must notify the AUSB Student Services Office immediately.**
8. **After completion of your course(s), you may submit an unofficial grade transcript** to the AUSB Student Services Office to avoid any delays of financial aid for the following quarter.
9. When you are ready to transfer credits to AUSB, request an official transcript from the secondary institution and submit it to AUSB's Student Services Office.

**Antioch University Santa Barbara
Concurrent Enrollment Agreement**

Between

Antioch University Santa Barbara and

Name of Secondary Institution

AUSB and the institution named above are herein entering into a concurrent enrollment agreement for:

Name of Student: _____ Email Address: _____

Telephone #: _____ Antioch Student ID#: _____

For which quarter are you completing this form?

Summer Fall Winter Spring Year: _____

I will register for _____ quarter credits at AUSB and _____ quarter credits at the secondary institution.

NOTE: (1) Students must complete this form each quarter for which they wish to enroll concurrently at a secondary institution. (2) If you will be on a Leave of Absence (LOA) or on Enrollment Maintenance (EMS) during your concurrent enrollment, you must receive approval from your Advisor and the Program Chair.

Section I – Student Criteria

The student must:

- Take courses at the secondary Institution that are transferable to their degree program at AUSB.
- Be enrolled in a degree-granting program at AUSB and be making satisfactory academic progress as specified by the AUSB Satisfactory Academic Progress policy.
- Submit this completed form along with a copy of their registration from the secondary institution to the AUSB Student Services Office.
- Submit a copy of the official grade transcript from the secondary institution at the completion of the term.
- **NOT be receiving financial aid at the secondary institution.**

Section II – Provide Information on Secondary Institution Courses

Please complete the section below for all courses you plan to take at the secondary institution. Make sure to include course number, name and number of credits you will be completing at the secondary institution:

<u>Course Number</u>	<u>Course Name</u>	<u># of Credits</u>	<u>Quarter/Semester</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Credits: _____

Student Signature*: _____ **Date:** _____ **Academic Advisor Signature*:** _____ **Date:** _____

Program Chair Signature (for LOA & EMS Students)*: _____ **Date:** _____

*Please note that the electronic signature option is only valid when using an Antioch email account.