



**Concurrent Enrollment Request**  
**University of Illinois—Parkland College**  
 College of Communications Student Services Center  
 810 South Wright Street, 18 Gregory Hall  
 Urbana, IL 61801 (MC 477)  
 Phone: (217) 244-4329  
 Email: ccomm@uiuc.edu

**Student Name:** \_\_\_\_\_  
**Local Address:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Student UIN:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

Students are allowed to attend either the University of Illinois while a student at Parkland College or Parkland College while a student at the University of Illinois, provided that stipulations of such concurrent enrollment are certified by the appropriate institutional official.

I certify that \_\_\_\_\_ (UI NetID \_\_\_\_\_) is currently registered for the \_\_\_\_\_ semester, 20\_\_ or pre-registered for the upcoming \_\_\_\_\_ semester, 20\_\_, has completed the published prerequisites, and is eligible to seek enrollment in the course(s) listed below, provided that space is available and admission requirements have been met.

Semester for which you are applying: \_\_\_\_\_, 20\_\_\_\_\_

<b>Student Signature</b> _____	<b>Date</b> ____/____/____
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<b>Principle Institution</b> <u>University of Illinois</u>	<b>College</b> <u>College of Communications</u>
<b>Name (print)</b> _____	<b>Signature</b> _____
<b>Title</b> _____	<b>Date</b> ____/____/____

<b>Cooperating Institution</b> _____	<b>College</b> _____
<b>Name (print)</b> _____	<b>Signature</b> _____
<b>Title</b> _____	<b>Date</b> ____/____/____

**Courses in which Enrollment is Sought**

1. \_\_\_\_\_ Semester Hours: \_\_\_\_\_  
 Prerequisites: \_\_\_\_\_  
 How do you intend to use this course toward your degree? \_\_\_\_\_

2. \_\_\_\_\_ Semester Hours: \_\_\_\_\_  
 Prerequisites: \_\_\_\_\_  
 How do you intend to use this course toward your degree? \_\_\_\_\_

Requests for **Spring** are not to be released until **December 1**  
 Requests for **Summer** are not to be released until **May 1**  
 Requests for **Fall** are not to be released until **May 1**

**Note:** During the semester for which concurrent enrollment is sought, the student must register for at least as many (and normally more) hours at the principal institution as at the cooperating institution and meet the admission requirements of the cooperating college. Students will be required to pay the tuition and fees regularly assessed at each institution in accordance with the number of semester hour taken. *The application fee for the University will be waived, however.*

## PROCEDURES

### IF PARKLAND COLLEGE (PC) IS YOUR PRINCIPAL INSTITUTION

- 1) Consult your counselor to discuss the procedures and advisability of concurrent enrollment.
- 2) Obtain a Concurrent Enrollment Request from your counselor.
- 3) Request that the counseling director at PC, room A259, sign the Request.
- 4) If you have previously completed coursework at the University of Illinois at Urbana-Champaign, present this signed request to the Office of Admissions and Records at 901 W. Illinois, Urbana, IL 61801, for a copy of your University of Illinois transcript. **If you have not previously attended the University of Illinois, disregard this step.**
- 5) Request the signature of an assistant or associate dean of the college(s) at the U of I that offers the course(s) in which you wish to enroll.
- 6) If this request is approved, present the form to the Office of Admissions and Records at 901 W. Illinois, Urbana, IL 61801, for an application for non-degree admission.
- 7) Your registration is limited to after the third day of classes. The late application fee is waived if you register on the fourth or fifth day of classes.
- 8) This procedure must be completed each semester for which a student wishes to be concurrently enrolled, except for students who were enrolled the previous semester—step #6.

### IF THE UNIVERSITY OF ILLINOIS IS YOUR PRINCIPAL INSTITUTION

- 1) Consult your academic advisor to discuss the advisability of concurrent enrollment.
- 2) Obtain a Concurrent Enrollment Request from your college advising office. Fill out the form.
- 3) Leave the completed form with your college advising office to verify intended course use and for required signature.
- 4) Obtain an application for admission to Parkland College (PC) from its Office of Admissions and Records, room A167.
- 5) Submit the completed application and this completed Request to PC's Office of Admissions prior to or during registration at PC.
- 6) Go through registration at PC. Enrollment in each course will be on a space-available basis.
- 7) This procedure must be completed each semester a student wishes to enroll at PC. The application process cited in step #4 may be omitted by students who were concurrently enrolled during the previous semester.