

## Steps in Taking Classes over the Summer at a California Community College

Taking classes at a community college over summer is a great way to get ahead before the school year starts. Here is a basic step by step process to ensure enrollment goes as smooth as possible.

- 1) **Meet with your PharmSci Academic Advisor: Taking a class at a community college** is not as simple as choosing something in a certain category of Degree Works. To ensure that the classes you plan to take transfer back to UCI, it's important to meet with an academic advisor and understand any possible grade requirements. For example classes like general chemistry and calculus require a B to receive credit at UCI.
- 2) **Picking a Community College:** Though it's important to choose a college that fits both your commuting and overall schedule, it's even more important to make sure that the college has the class you are looking for. Colleges will slowly start releasing their summer schedule of classes which will tell you when and if a certain class is being offered. Be aware however that some colleges may start their summer session while spring quarter is still in session at UCI.
- 3) **Using Assist.org:** To ensure that a class you have found is equivalent to the class at UCI, it is imperative you use assist.org to compare if the class will give you credit. By entering the college of your choice to be compared to UCI, you can see if a certain class is in fact the equivalent. You do not want to end up taking a class over summer that turns out is not a match to one you had anticipated.
- 4) **Apply:** Once you have chosen a school, you must apply using the California Community College website (<https://home.cccapply.org/>). The application requires basic information and should not take more than an hour to complete. Some colleges require additional information. Once submitted, the college will have to approve your application. This process varies widely (anything from an hour to a week) college to college. After, the college should provide you with an ID number and steps to set up an enrollment account.
- 5) **Online Orientation:** Some colleges require you to complete an online orientation to make you aware of their policies. This should not take too much time however it contains helpful information like signing up for classes and important locations on campus.
- 6) **Assessment/UCI Transcript:** Depending on the class you plan on enrolling in, there may be a prerequisite requirement attached. This may require showing proof to your

college that you have completed the equivalent prerequisite at UCI or scheduling an assessment test with the institution's testing center to gain credit.

- 7) **Meet with a Community College Counselor:** Depending on your college, a meeting with a counselor may be required in order to enroll in classes. In some cases it is optional but meeting with one may give you an earlier registration date.
- 8) **Enrolling:** By now the college should give you a time when you can enroll for classes, sometimes called enrollment appointment. This will allow you to sign up for your desired class similar to how you would at UCI
- 9) **Post-Enrollment:** Make sure to be aware of the colleges' waitlist and enrollment policies as every college has their own. This is also true when it comes to fee payment as some colleges may drop you from a class if it's not paid by a certain date. When in doubt do not be afraid to contact the college's admission/tuition office.
- 10) **Official Copies of Community College Transcript Sent to UCI's Admissions Office:** Remember UCI will have no way of knowing what class you took at the community college or the grade you received until you submitted an official transcript to the admissions office. This is especially important if this class was a prerequisite to a class you wanted to take in the fall. Also take into account that it could take some time for the transcript to reach UCI so it's important to contact the admissions office to ensure they have been received.

**Things to Note: Remember you cannot take any repeats, writing courses, or upper division courses off campus. Also be aware that classes taken at a community college do not affect your UC GPA. It would be used to calculate your overall GPA if you were applying to graduate school institutions.**

Major requirement classes that can be taken at a community college for PharmSci (given that they are equivalent) include:

- General Chemistry (Chem 1 series)
- Organic Chemistry (Chem 51 Series)
- Mathematics (Calculus/ Math 2A/2B)
- Statistics
- Biology 93-99