



# Application for Cross Enrollment

From the California Community College or the University of California

Complete this form and submit to the office of the registrar or other designated cross enrollment office at your home campus prior to the host campus filing period. You must verify registration and filing deadlines with the host campus. Host campus will provide registration instructions.

Home campus \_\_\_\_\_ Host Campus \_\_\_\_\_

Planned semester of cross enrollment: Term \_\_\_\_\_ Year \_\_\_\_\_

If you have previously attended the host campus, what was the last term attended? Term \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Home campus ID \_\_\_\_\_  
MM DD YYYY CSUS ID Number \_\_\_\_\_

Mailing address:

\_\_\_\_\_  
Street City State Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Reason for taking course:

- Course unavailable at home institution
- General interest in subject
- Completing transfer
- Other \_\_\_\_\_

I certify the information provided is accurate and that I have read and understand eligibility requirements, enrollment conditions, and procedures as stated on back of this form.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**HOME CAMPUS CERTIFICATION**

\_\_\_\_\_ certifies that this student meets cross enrollment eligibility requirements.  
Home campus name (see back side of this form for eligibility requirements)

\_\_\_\_\_  
Signature Title/Seal Date

HOST CAMPUS CERTIFICATION			
Course planned at Host Campus			
Schedule/Class # (5 digits)	Subject/Course Name	Section	# of Units

**OFFICE USE ONLY**

Processing Fee Received \$ \_\_\_\_\_ Date Fee Received \_\_\_\_\_ Rev. 8/2021

Cross Enrollment Approved  Cross Enrollment Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

Undergraduate students enrolled in any of the California public higher education system's (CSU, UC, or California Community Colleges) may enroll, without formal admission and without payment of additional State fees, in a maximum of one course per academic term at a campus of either one of the other systems on a space available basis at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate courses is excluded. This program is not for post baccalaureate or graduate students. The Cross Enrollment Program is only available during the regular sessions of the academic year and specifically excludes Summer and Winter sessions.

A student is qualified to cross enroll if he or she has met all of the following requirements:

- Students must have completed at least one semester at the home campus as a matriculated student
- Enrolled for a minimum of (6) six units for the current term at their home campus
- Earned a grade point average of 2.0 (grade of C) for work completed and be in good standing at their home campus
- Paid appropriate tuition and fees at home campus for the current term
- Completed appropriate academic preparation as determined by host campus
- Students must be a California resident

### **ENROLLMENT CONDITIONS:**

1. Approval for cross enrollment is valid for only the term specified and subject to space availability, deadlines, registration, and all administrative procedures and priorities of host campus. You must reapply for each term you wish to cross enroll.
2. Academic advisement is available only at the home campus. Students are urged to secure approval of a home campus advisor to ensure course meets home campus requirements.
3. Evidence of completion of course prerequisites may be required at time of enrollment (personal transcript copy).
4. Records of credits earned through cross enrollment are maintained by the host campus. Students may request transcripts be sent to home campus.
5. Health services on host campus are limited to treatment for emergencies only.
6. Because of overlapping academic calendars, cross enrollment is only possible when both home and host campuses are on a semester based system.
7. Participation in student activities or use of the student union at the host campus is subject to limitations set by the host campus.
8. Information concerning host campus identification card policies will be provided at registration.

Dropping of classes—if a student is unable to continue enrollment in a class, either before or after instruction begins, it's the student's responsibility to follow and complete official procedures to avoid unsatisfactory grades on permanent record.

### **PROCEDURES:**

1. Complete the Application for Cross Enrollment form and obtain the signature/seal of the appropriate person/office at your home campus
2. Students are urged to secure approval of a home campus advisor to ensure course meets home campus requirements
3. Submit your completed Application for Cross Enrollment to Enrollment Services via email to [rbenitez4@csustan.edu](mailto:rbenitez4@csustan.edu). You will be contacted via email regarding the status of your Cross Enrollment form.

### **PLEASE NOTE:**

Dropping of classes—if a student is unable to continue enrollment in a class, either before or after instructions begins, it is the student's responsibility to follow and complete official university drop of later withdrawal procedures as outlined on the Enrollment Services website at <https://www.csustan.edu/sites/default/files/2022-01/course-university-withdrawal-form-1-26-2022.pdf>

### **ADDITIONAL FEE INFO:**

You will be required to pay any course fees as required of other students (lab, materials, breakage, computer usage, transcript, etc.). Financial aid is available only through home campus (units taken at both campuses may be combined to establish financial aid). Students eligible for Veterans, Rehabilitation, Social Security, and other federal, state or county benefits must secure eligibility certification through home campus. Parking on the host campus will be available on the basis of a term fee within campus parking availability or on a daily fee basis. For detailed information on all parking and transportation options for CSUS, visit the website at <https://www.csustan.edu/upd/parking-gateway>