

POLICIES AND PROCEDURES FOR CROSS ENROLLMENT

Eligibility Requirements

Cross Enrollment, also known as Senate Bill 1914 (California Education Code Sections 66750 through 66756) stated undergraduate students enrolled in the California State University may enroll, without formal admission and without payment of additional State University Fees, in a maximum of one course per academic term at a campus of either of the other systems on a space available basis at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate course is excluded.

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

- Completed at least one term at the home campus as a matriculated student
- Enrolled for a minimum of six (6.0) units for the current term
- Earned a grade point average of 2.0 (grade of C) for work completed
- Paid appropriate tuition and fees at home campus for the current term
- Completed appropriate academic preparation as determined by host campus
- Is a California resident.
- **Application must be submitted to the Home Campus Registrar's Office before the first day of the requested term of enrollment**

Enrollment Conditions

1. Approval for cross enrollment is **valid for only the one term** specified and subject to space availability, deadlines, registration procedures and priorities of host campus. You must reapply for each term you wish to cross enroll.
2. You will not be charged additional course enrollment fees. However, host campuses may charge a \$10 administration fee each term.
3. You will have to pay any additional fees required of other students (lab, materials, breakage, computer, transcript, etc.).
4. Academic advisement is available only at the home campus.
5. Students are urged to secure approval of a home campus advisor to ensure course meets home campus requirements.
6. Evidence of completion of course prerequisites may be required at time of enrollment (personal transcript copy or grade reports).
7. Financial aid is available only through your home campus. Students eligible for Veterans, Rehabilitation, Social Security and other federal, state or county benefits must secure eligibility certification through home campus. Units taken at both campuses may be combined to establish financial aid.
8. Records of credit earned through cross enrollment are maintained by the host campus. Students may request transcripts be sent to home campus.
9. Health services on host campus are limited to treatment for emergencies.
10. Because of overlapping academic calendars, cross enrollment is possible only in certain combinations.

Home Campus Enrollment

Fall Semester
Spring Semester

Fall Quarter
Winter Quarter
Spring Quarter

Host Campus Enrollment

Fall Quarter/Semester
Either Winter or Spring Quarter/Semester

Fall Quarter/Semester
Winter Quarter or Spring Semester
Spring Quarter or Spring Semester

11. Participation in student activities or use of the student union at the host campus is subject to limitations set by the host campus.
12. 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.
13. Information concerning host campus identification card policies will be provided at registration.
14. Students are subject to all administrative procedures of the host campus. **Note:** Student must process an official drop at the host campus or risk having an unsatisfactory grade recorded on permanent record.



Application for Cross Enrollment

to the California Community Colleges or the University of California

(Read instructions on page 1 & 2 before you complete this application)

Complete form and submit to Registrar's Office at registrar@cpp.edu or at your home campus **before the first day of the requested term of enrollment**. You must also verify admission and filing deadlines with the host campus. After home campus completes certifications, seek approval at the host campus during filing period designated by host campus. Host campus will provide registration instructions.

PART I. TO BE COMPLETED BY STUDENT

Home Campus:		Proposed Host Campus:									
Planned semester/quarter/term of cross enrollment:			Term:		Year:						
Have you previously attended the proposed host campus?				<input type="checkbox"/> Yes		<input type="checkbox"/> No					
If yes, what was the last term of attendance?			Term:		Year:						
Legal Name:											
Last		First		Middle		Maiden					
Home Campus Student ID:		Date of Birth:		/ /		MM/DD/YYYY					
Major field:											
Mailing Address:											
Street#		City		State		Zip					
Home telephone:		() -		Mobile Telephone:		() -					
E-Mail:											
Are you receiving financial aid? <input type="checkbox"/> Yes <input type="checkbox"/> No				Number of units planned at home campus:							
REASON FOR TAKING COURSE:											
<input type="checkbox"/> Course unavailable at home campus		<input type="checkbox"/> General Interest in subject									
<input type="checkbox"/> Completing transfer		<input type="checkbox"/> Other, specify: _____									
LISTING OF COURSE AT THE PLANNED CAMPUS: If a planned course is a major requirement at the home campus approval of the Department Chair at the home campus is required. For GE course, approval of the Department Advisor at the home campus is required.											
Course at Host Campus				Units		Equivalent Course at Home Campus				Units	
Course #	Course Title			Q	S	Course #	Course Title			Q	S

I confirm that I have consulted with the Financial Aid and Scholarship Office and determined how the cross enrollment may impact my financial aid status.

Student Signature: _____ Date: _____

PART II. HOME CERTIFICATION - TO BE COMPLETED BY HOME CAMPUS

DEPARTMENT CHAIR/ADVISOR CERTIFICATION:

Approved Denied, specify reason: _____

Department Chair/Advisor Signature: _____

Date: _____

REGISTRAR'S OFFICE CERTIFICATION

_____ certifies that this student meets cross enrollment eligibility requirements.
Home campus name/code

Signature: _____ Date: _____

Title: _____ Campus Seal/Stamp:

FINANCIAL AID AND SCHOLARSHIP'S CERTIFICATION

Approved Denied, specify reason: _____

Signature: _____ Date: _____

Title: _____

PART III. HOST CAMPUS CERTIFICATION - TO BE COMPLETED BY HOST CAMPUS

Name of Host Campus: _____

FINANCIAL AID OFFICE CERTIFICATION

Approval for enrollment at host campus: Approved Denied, specify reason: _____

Processing Fee Received: _____

Remarks: _____

Signature: _____ Date: _____

Title: _____

REGISTRAR'S OFFICE CERTIFICATION

The student registered: Date _____ Number of units: _____

Signature: _____ Date: _____

Title: _____ Campus Seal/Stamp: