

POLICIES AND PROCEDURES FOR CROSS ENROLLMENT

ELIGIBILITY REQUIREMENTS

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 courses 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 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, and
- is a California resident.

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, material, 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 or Semester
Either Winter or Spring Quarter/or Spring Semester

Fall Quarter or 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 based on 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:** Students 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 State University or the University of California

Complete this form and submit it to the Office of Admissions & Records or other designated cross enrollment office at your home campus prior to the host campus-filing period. **You must verify admission and filing deadlines with the host campus.** After home campus completes certifications, seek instructor approval at host campus during filing period designated by host campus. Host campus will provide registration instructions.

Home Campus: College of San Mateo Host Campus: _____

Planned semester/quarter/term of cross enrollment: _____ Term: _____ Year: _____

If you have previously attended the host campus, what was last term/year attended? _____

Name: _____
Last First MI

Social Security Number: _____ - _____ - _____ Birthdate: _____ / _____ / _____
Month Day Year

Mailing Address: _____
Street Apt. # (If applicable)
_____ City State Zip Code

Home Telephone: (_____) _____ Message Telephone: (_____) _____

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.

Date: _____ Signature: _____

HOME CAMPUS CERTIFICATION

College of San Mateo/004070 certifies that this student meets cross enrollment eligibility requirements.

Signature _____ Title/Seal _____ Date _____

HOST CAMPUS CERTIFICATIONS

Approval of Class Instructor

Class Planned at Host Campus	Quarter	Semester	Instructor Approval

Processing fee received: _____

Cross enrollment approved

Signature: _____ Date: _____