

Instructions:

For use when Cal State LA is the host campus. The form must be submitted with home campus approval and Cal State LA instructor/department approval to the Record's Office at records@calstatela.edu no later than the fifth day of the semester.

Home Campus: _____ Home ID: _____

Planned Cal State LA Semester of Cross Enrollment: Term: _____ Year: _____

If you have previously attended Cal State LA, please provide Cal State LA Campus ID: _____

Name: _____

Date of Birth: (MM/DD/YYYY) _____ Gender: ☐ Female ☐ Male ☐ Non-Binary

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone No: _____

I certify that the information provided is accurate and that I have read and understood the eligibility requirements, enrollment conditions, and procedures as stated.

Student's signature: _____ Date: _____

HOME CAMPUS CERTIFICATION

☐ I certify that the above-named student meets all cross-enrollment eligibility criteria as outlined on page 2 of this document.

Signature

Title/Seal

Date

CAL STATE LA INSTRUCTOR/DEPARTMENT CERTIFICATION – The instructor/department is responsible for determining eligibility and that any needed prerequisites have been satisfied.

☐ The above-named student has been approved for cross enrollment in the requested course if space is available.

Cal State LA Course Title	4-digit Class #	Section	Units

Check this box to request CR/NC grading instead of a letter grade: ☐ CR/NC grading

Instructor Name

Title

Department

Instructor Signature

Date

ELIGIBILITY REQUIREMENTS:

Students at all California Community Colleges and the University of California may be eligible to enroll at CAL STATE LA without formal admission to the university and without payment of State University Fees. Enrollment is available in a maximum of one course per academic term on a space-available basis at the discretion of the appropriate campus authorities on both campuses. A student is qualified to do cross-enrollment at Cal State LA if the student has met all the following requirements:

- Completed at least one term at the home campus of any California Community College as a matriculated student
- Earned a grade point average of 2.0 (grade of C) for work completed
- Must be enrolled in no fewer than 6 semester or 9 quarter units at the home campus.
- Paid appropriate tuition and fees at home campus for the current term
- Completed appropriate academic preparation as determined by the host campus
- Is a California resident.

Restrictions:

- Cross enrollment is only available for Fall or Spring semesters. Cross enrollment is NOT available for the Summer term.
- Students who were formerly enrolled at Cal State LA but were academically disqualified are not eligible to participate in the cross-enrollment program.
- Students cannot apply for cross enrollment for a term during which they have either applied to or been admitted as regularly matriculated students to Cal State LA.

Process when Cal State LA is Host Campus:

- Student completes form and obtains approval from the home campus.
- Student secures approval from the Cal State LA instructor or department offering the course.
- Send form with home campus approval and Cal State LA instructor approval to the Record's Office at records@calstatela.edu no later than the fifth day of instruction for the term.
- Enrollment will be processed by the Record's office by the sixth day of the term if space is available in the class.
- Students will be notified of all enrollment action to the e-mail address listed on the application form.

Transcripts and Grades:

It is the responsibility of the student to order official transcripts from the host campus to be sent to the home campus to receive course credit.

Tuition and Fees:

Students enrolled in the cross-enrollment program will not be charged tuition or an application fee by Cal State LA, but they are required to pay registration fees for courses taken at their home campus.

You will also have to pay any additional fees required of other students (lab, materials, breakage, computer, transcript, etc.).

Regulations, Deadlines, and Procedures:

The deadline to submit the cross-enrollment form is the fifth day of instruction for the term, and applications received after this date will not be considered. All participants in the cross-enrollment program are subject to registration procedures, deadlines, and enrollment policies/regulations at both schools. For more details, refer to the class schedule and college catalog for both schools. **Note:** Summer Term is not available for cross-enrollment.

Intercollegiate Athletics:

Consult with the Director of Athletics at your home campus to determine the impact on eligibility requirements as a participant in the cross-enrollment program.

Veterans Benefits:

Contact the VA Rep at your school to ensure proper coordination of benefits.

Financial Aid:

If you are a financial aid recipient, please check with your financial aid office before filling out the Cross-Enrollment form and obtaining signatures.

Enrollment Conditions:

1. Approval for cross enrollment is valid for only 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.
3. You will have to pay any additional fees required of other students (lab, materials, breakage, etc.)
4. Academic advisement is available only at your home campus.
5. Students are urged to secure approval from 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).
7. Financial aid is available only through your home campus.
8. Records of credit earned through cross enrollment are maintained by host campus. Students may request transcripts be sent to home campus.
9. Health Services on host campus are limited to treatment for emergencies.
10. Participation in student activities or use of the student union at the host campus is subject to limitations set by the host campus.
11. Parking on the host campus will be available based on a term fee within campus parking availability or on a daily fee basis.
12. 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 their permanent record.