## APPLICATION FOR INTRASYSTEM VISITOR ENROLLMENT

This application is to be used by California State University students in state-supported program who wish to enroll as a visitor at another CSU campus for a specified term. Students who wish to enroll concurrently at their home and host campus should use the AICE form.

(A)	STUDENT INFORMATION							
	1. Home CSU	2. Student ID#	2. Student ID#					
	3. Legal name			Middle Madden				
	Last		First Middle		Maiden			
	4. Social Security #* 5. Date of birth 5. Not used as an ID number and will not be communicated to third party.							
	6. Mailing address							
	Street #		City		ate Zip			
	7a. Primary telephone #		7b. Campus e-mail					
	8. Major field and/or credential objective							
	9. Class level at time of planned enrollment: Freshman 🗆 Sophomore 🗀 Junior 🖨 Senior 🖨 Graduate 🗖 Postbaccalaureate 🗖							
	10. Are you currently receiving financial aid, tuition benefits, or fee waivers at your home CSU? Yes ☐ No ☐							
	11. Do you plan to receive financial aid, tuition benefits, or fee waivers during your Visitor Enrollment term? Yes 🗆 No 🗖							
(B)	PROPOSED ENROLLMENT							
	1. Host CSU		2. Term of enrollment: (Fall/Spring )		Year			
	3. Have you previously attended the proposed host CSU? Yes ☐ No☐ If yes, indicate term(s) year(s)							
	4. Planned course(s) at host CSU							
List		us: Students i	must work with their advisor to ensure cours	ework com	oleted at host CSU meets			
	eded requirements.							
	Course(s) at Host CSU (Course + Title)	Units	Equivalent Course or Requirement at Home CSU	Units	Home CSU Approval (Advisor/Chair signature)			
	, ,		(Course + Title OR Requirement)		,			
_								
	•	d above is tru	e and that I have read and understand the e	igibility requ	uirements, enrollment			
con	ditions and procedures as stated.							
Stu	dent's Signature		Da	ate				
					90 10 10 10 10 10 10 10 10 10 10 10 10 10			
	ertify that I have reviewed the student's blied toward the student's degree requi		emic program plan, and that the courses list	eu above w	iii be accepted and			
	3 41							
Adv	/isor's Signature		Da	ite				

# PART II. TO BE COMPLETED BY HOME CSU

(A)	REGISTRAR'S CERTIFICATION					
	Residence status for fee purposes: Resident ☐ Nonresident ☐					
	International (Visa) student at time of enrollment: Yes ☐ No ☐					
	Maximum total units approved					
	I certify that this student's residence and academic status are correct according student is eligible as of this date to register as a continuing student, that the student Section 40808 or 41030 of Title 5, that the student has complied with pertinstitution approves this request for temporary enrollment for one term only.	udent qualifies for temporary transfer in accordance				
(B)	FINANCIAL AID CERTIFICATION					
	Student has applied for financial aid during the Visitor Term: Yes ☐ No ☐					
	If Yes, include a copy of the Financial Aid Term Summary.					
	What enrollment status is the financial aid on the Term Summary based on? FT  TT  HT					
	What date is the student's financial aid scheduled to be released?					
Note	es					
Fina	ancial Aid Signature	Date				
Title						
Reg	istrar Signature	Date				
Title						
PAF	RT III. TO BE COMPLETED BY HOST CSU					
(A)	APPLICATION DECISION					
	Approval for enrollment at host campus: Granted ☐ Denied ☐ Date					
	Remarks					
	Signature 1	Title				
(B)	REGISTRATION CONFIRMATION					
	The student registered: Date Number	per of units				
	Signature 1	Title				
	Heat COLL					

### POLICIES AND PROCEDURES FOR INTRASYSTEM VISITOR ENROLLMENT

#### **Eligibility Requirements**

Student participation in the Intrasystem Visitor enrollment program is at the discretion of the appropriate campus authority at both the home and host campuses.

#### Undergraduate

- 1. Student has completed at least one term at the home campus as a matriculated student in a state-supported program and earned at least 12 units there. Programs through Extension/Professional and Continuing Education are not eligible.
- 2. Student has a grade point average of 2.0 in all work completed at the home campus and is in good standing at that campus. Good standing applies to both academic and disciplinary standing.

#### Graduate

- Student has completed at least one term at the home campus as a matriculated student in an authorized graduate program and earned at least 12 units there. Programs through Extension/Professional and Continuing Education are not eligible.
- Student has the minimum grade point average required by their home campus and is in good standing at that campus. Good standing applies to both academic and disciplinary standing.

#### **Enrollment Conditions**

- 1. Approval of Visitor enrollment is valid only for the term specified and is subject to space availability and registration priority policies at host campus.
- 2. Academic advisement is available only at the home campus.
- 3. Evidence of completion of course prerequisites may be required at the host campus (i.e., personal transcripts or grade reports).
- 4. Financial aid is available only through the home campus and students eligible for veterans, rehabilitation, social security and other federal, state or county benefits must secure eligibility certification through the home campus.
- 5. Participation in student activities at the host campus is subject to any limitations that may exist at that campus. Similarly, student union facilities will be available according to policies at each campus.
- 6. 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.
- 7. Information concerning host campus identification card policies will be available at the time of registration.

#### **Procedures**

- 1. Student completes application and submits to the Registrar's/Records office at home campus at least two weeks before first day of classes at both campuses. Contact host campus for deadlines, if any.
- 2. Home campus registrar designee completes Part II in consultation with Financial Aid Office, and forwards to host campus registrar designee if approved, or returns to student, if disapproved. The approved application may be given to student so that they can submit it to host campus.
- 3. Host campus registrar completes Part III-A and provides a copy to student with registration instructions.
- 4. Student registers at host campus presenting approved copy(ies) of the application. Tuition and fees are assessed and charged.
- 5. Host campus completes Part III-B and submits back to home campus so that (1) Registrar can put on placeholder course; and (2) Financial aid, if eligible, can be processed including any adjustments to the student's Cost of Attendance budget.
- 6. The home campus is responsible for all enrollment reporting and processing of aid. Official notification will be provided by the host campus to the home campus if there are any changes to the student's enrollment.
  - A partial reduction of courses/units may impact the student's enrollment status and aid eligibility.
  - A full withdrawal may result in the home campus having to perform a Return to Title IV Aid calculation (or Return to CSAC for State Aid).
- 7. Permanent academic records will be maintained at the campus where courses are completed. A record of credit earned at a host campus will be available to the student and to the home campus upon request by the student or registrar of the home campus.

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# **VISITOR Enrollment checklist**

(CSU to CS, not enrolled at home campus)

## CONFIRM THE FOLLOWING REQUIREMENTS HAVE BEEN MET BY THE STUDENT

**ALL BOXES MUST BE CHECKED TO BE ELIGIBLE** 

Attending a CSU.				
$\Box$ The Host CSU has been notified prior and confirmed that the Host CSU participates in the				
Intersystem process.				
$\square$ No course enrollment for the term was requested at the home campus.				
☐ The student understands they are requesting to enroll in all their courses at the Host Campus for the requested term.				
Student has been advised to provide proof of enrollment at the host campus to the Registrar's Office <b>before</b> the end of the Add/Drop period.				
Undergraduate Student				
The student has met with the Bronco Advising Center (BAC) to ensure the course(s) they request meet the degree requirements.				
Earned at least 12 units at Cal Poly Pomona (CPP).				
Has a GPA of 2.0 in all work completed at CPP.				
☐ Is in good academic standing.				
Graduate Student				
Student has met with their graduate coordinator to ensure course(s) meet degree requirements.				
Confirmed this applies to approved programs ONLY, College of Professional and Global Education (CPGE) programs are not eligible.				
Completed at least one semester at CPP.				
GPA is at least 3.0 in all work completed at CPP.				
☐ In good academic standing.				
Registrar's Office Only				
Application signed off by the BAC				
☐ FA Eligibility verified by the Financial Aid and Scholarship Office				
Application approved by the Registrar				
Proof of Registration provided by the student				
Course placeholder (CPU3001-CSU Visitor Enrollment) registered in PS, ensure variable units are accurate				
Study Agreement – VISITOR-OG added in PS				
Application archived in OnBase				