

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 to the official records of this campus, that the student is eligible as of this date to register as a continuing student, that the student qualifies for temporary transfer in accordance with Section 40808 or 41030 of Title 5, that the student has complied with pertinent health-related requirements, and that this institution approves this request for temporary enrollment for one term only.

(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? _____

Notes _____

Financial Aid Signature _____ Date _____

Title _____

Registrar Signature _____ Date _____

Title _____

PART III. TO BE COMPLETED BY HOST CSU

(A) APPLICATION DECISION

Approval for enrollment at host campus: Granted Denied Date _____

Remarks _____

Signature _____ Title _____

(B) REGISTRATION CONFIRMATION

The student registered: Date _____ Number of units _____

Signature _____ Title _____

Host CSU _____

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

1. 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.
2. 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.

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.
- The Host CSU has been notified prior and confirmed that the Host CSU participates in the Intersystem process.
- 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 **before** 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