



# 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 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 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.

## 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

### Host Campus Enrollment

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

Fall Quarter  
Winter Quarter  
Spring Quarter

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 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

Complete form and submit to Registrar's Office at registrar@cpp.edu 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 Cal Poly Pomona Host Campus \_\_\_\_\_

Planned semester/quarter/term of cross enrollment: \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

If you have previously attended the host campus, what was last term attended? \_\_\_\_\_

Name \_\_\_\_\_  
 Last First Middle

Mailing Address: \_\_\_\_\_ Home Campus ID# \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_ Mobile Telephone (\_\_\_\_) \_\_\_\_\_

Reason for taking course:

Course unavailable at home institution

General interest in subject

Completing transfer

Other, specify \_\_\_\_\_

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

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**HOME CAMPUS CERTIFICATION**

\_\_\_\_\_ certifies that this student meets cross enrollment eligibility requirements.

Home campus name/code

Signature Title/Seal Date

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**HOST CAMPUS CERTIFICATIONS**

**Approval of class instructor:**

Course planned at host campus	Units		Instructor Approval
	Q	S	

Processing fee received \_\_\_\_\_

Cross enrollment approved Yes NO Date \_\_\_\_\_ Signature \_\_\_\_\_