



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Cross-Enrollment Application THE REGISTRAR'S OFFICE

FOR OFFICE USE ONLY

PLACE DATE STAMP HERE

INSTRUCTIONS: Complete and submit to the Office of the Registrar 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 the home campus completes certifications, seek instructor approval at the host campus during the filing period designated by the host campus. The host campus will provide registration instructions.

Home Campus \_\_\_\_\_ Host Campus \_\_\_\_\_

Planned semester of cross-enrollment (circle one): Spring / Fall Year \_\_\_\_\_

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

Name: \_\_\_\_\_ Last First MI

Birth Date \_\_\_\_\_ Home Campus ID# \_\_\_\_\_ Month / Day / Year

Mailing Address \_\_\_\_\_ Street City State Zip

Home Telephone \_\_\_\_\_ Message Telephone \_\_\_\_\_

Reason for taking the 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.

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

Home Campus Certification

I certify that \_\_\_\_\_ meets cross-enrollment eligibility requirements. Student name

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

CSUDH Use Only

The University Advisement Center certifies that the student has met the pre-requisites to take the course listed below.

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

Approval of Course Instructor:

Table with 5 columns: Course Ref. No., Subject/Course Section, Description, Units, Instructor's Signature

Processing Fee received \_\_\_\_\_ Registration Processed by \_\_\_\_\_ Date \_\_\_\_\_

# 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) or better for work completed
- Paid appropriate tuition and fees at the home campus for the current term
- Is a California resident

## ENROLLMENT CONDITIONS:

1. Approval for cross-enrollment is valid only for the one term specified and subject to space availability, deadlines, registration procedures, and priorities of the host campus. You must reapply for each term you wish to cross-enroll.
2. You will not be charged additional course enrollment fees. However, the host campus 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 the course meets home campus requirements.
6. Evidence of completion of course pre-requisites may be required at the time of enrollment (transcript copy or grade reports).
7. Financial aid is available only through the home campus. Students eligible for Veterans, Rehabilitation, Social Security, and other federal, state, or county benefits must secure eligibility certification through their home campus. Units taken at both campuses may be combined to establish financial aid.
8. The host campus maintains records of credit earned through cross-enrollment. Students may request transcripts be sent to their home campus.
9. Health services on the 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 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:** Students must process an official drop at the host campus or risk having an unsatisfactory grade recorded on their permanent record.