

POLICIES AND PROCEDURES FOR CROSS ENROLLMENT

At California State University (CSU) and University of California (UC)

Undergraduate students enrolled at Pierce College may enroll at a CSU or UC campus 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 CSU or UC system on a space available basis at the discretion of the appropriate campus authorities on both campuses. Enrollments in pre-collegiate courses are excluded.

ELIGIBILITY REQUIREMENTS

A student is qualified to cross enroll if the student has met all of the following requirements:

- complete at least one term at Pierce College as a matriculated student
- enrolled for a minimum of six units for the current term (applies to summer session too)
- earned a grade point average of 2.0 for work completed
- paid appropriate tuition and fees at Pierce College 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 administrative fee for each term.
3. You will have to pay any additional fees required of other students (labs, materials, breakage, computer, transcripts, etc.)
4. Counseling is available only at Pierce College
5. Students are encouraged to see a counselor at Pierce College to ensure course meets their educational goal and transfer 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 (Pierce College). Students eligible for Veterans, Rehabilitation, Social Security and other federal, state or county benefits must secure eligibility certification through home campus. Consult with the Pierce College Financial Aid Office to see if 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 to 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 (Pierce College) Enrollment

Fall Semester
Spring Semester

Host Campus (CSU or UC) Enrollment

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

On some campuses, Cross Enrollment may be available during summer session. Cross Enrollment is NOT available at UCLA during the summer session. Check with the Admissions & Records Office of the CSU or UC campus for more information

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

Cross Enrollment Procedures:

Each CSU and UC campus establishes their own procedures for Cross Enrolled students. Below you will find the procedures for UCLA. For other campuses, contact their Admissions and Records Office for information. On some CSU and UC campuses, Cross Enrollment may be available during summer session. Cross Enrollment is **not** available at UCLA during their summer sessions. CSUN is currently NOT accepting cross enrollment students from any California Community College.

1. If cross enrolling at a CSU campus, complete the CSU Application for Cross Enrollment and bring it to the Pierce College Transfer Center to obtain verification from Sunday Salter, Transfer Center Director. You may stop by the Transfer Center anytime and leave the form for signature, or you can email her to schedule an appointment salterse@piercecollege.edu . **Remember, she cannot sign the form until you have registered at Pierce College for the term you wish to participate in Cross Enrollment.** For example, if you want to take a class at UCLA in the fall, the form cannot be signed until you have registered at Pierce College for your fall classes.
2. If cross enrolling at a UC campus, complete the Pierce College Cross Enrollment Verification Form and bring it to the Pierce College Transfer Center to obtain verification from Sunday Salter, Transfer Center Director.
3. Follow the registration procedures as determined by the CSU or UC campus you will attend. See below for UCLA procedures.

UCLA:

Cross Enrollment is coordinated through the UCLA Extension Office. Students follow the procedures for concurrent enrollment. Information can be found on their website at: www.uclaextension.org From the homepage, click on Student Resources; Academic Information; Open Doors/Concurrent Enrollment.

Students may take a course at UCLA Fall Quarter AND Winter OR Spring Quarter. Cross Enrollment is not available during UCLA's summer session.

You must bring an approved Pierce College Cross Enrollment Verification Form to UCLA in person. For more information call 310-825-9971

Los Angeles Pierce College

CROSS ENROLLMENT VERIFICATION FORM

Student Name _____
Last First Middle

Pierce College ID# (Social Security Number) _____ / _____ / _____

Address _____
Street City State Zip code

Student wants to attend _____
Campus Term (Winter/Fall/Spring)

Student signature _____ Date _____

CROSS ENROLLMENT ELIGIBILITY REQUIREMENTS

Undergraduate students enrolled in any campus of the California Community Colleges, the California State University, or the University of California may enroll without formal admission in a maximum of one (1) course per academic term at a UC or CSU campus on a space available basis at the discretion of the appropriate campus authorities on both campuses.

Enrollment in pre-collegiate courses is excluded. Cross-enrolled students will have last priority in registration at the host campus.

A student is qualified for Cross Enrollment if the student has met all of the following requirements:

- Completed at least one (1) term at the home campus (Pierce) as a matriculated student
- Enrolled for a minimum of six units for the current term at Pierce
- Earned grade point average of 2.00 (grade of C) for work completed at Pierce
- Paid appropriate tuition and fees at home campus (Pierce) for the current term
- Completed appropriate academic preparation as determined by host campus
- California resident

Home Campus (Pierce College)

Fall Semester

Spring Semester

Host Campus (UC or CSU) Enrollment

Fall Quarter or Semester

Either Winter or Spring Quarter/or Spring Semester

PIERCE STUDENTS ENROLLED ONLY IN WINTER INTERSESSION ARE NOT ELIGIBLE FOR CROSS-ENROLLMENT

FOR OFFICE USE ONLY

- Student has completed one term at Pierce College (Fall or Spring)
- Student has enrolled in 6 units for the current term (applies to summer session too)
- Student has an overall 2.0 GPA in all work completed
- Student has paid appropriate fees and tuition for this term
- Student is a California resident
- Student is qualified for Cross Enrollment

APPROVED BY:

Sunday Salter _____ Date _____

Transfer Center Director