Cross Enrollment Application

Office of the Registrar

Instructions: Complete form and submit to the Office of the Registrar or other designated cross enrollment office at your home campus. After home campus completes certifications, obtain instructor approval at host campus and then submit to the Registrar's Office at the host campus. This form can be used in two ways:

1. When CA Community College students wish to take a class at Cal State East Bay (CSUEB is host campus).
2. When Cal State East Bay students wish to take a class at a CA Community College (CSUEB is home campus).

When Cal State East Bay is the host campus, the form must be submitted with home campus approval and CSUEB instructor approval to the Registrar's Office at reg@csueastbay.edu no later than the fifth day of the semester. *See page two for eligibility requirements and other information about the program.*

Home Campus _____ Host Campus _____

Planned Term of Cross Enrollment: ☐ Fall ☐ Spring Year: _____

Name_____
(First Name) *(Middle Initial)* *(Last Name)*

Address:_____City:_____ State:_____ Zip:_____

E-mail Address: _____ Phone No: _(____)_____

Date of Birth (dd/mm/yyyy) _____ Last four digits of SSN: _____

Gender: ☐ Male ☐ Female ☐ Non Binary Home Campus ID _____

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

Student Signature_____ Date _____

HOME CAMPUS CERTIFICATION

_____ *certifies that this student meets cross enrollment eligibility requirements.*
Home campus name/code

_____
Signature Title/Seal Date

HOST CAMPUS CERTIFICATIONS

Approval of class instructor:

Course No. & Section	Course Title	Units	Instructor Signature	Date

Check this box if you want CR/NC grading instead of a letter grade: ☐ CR/NC grading

Approval of Registrar's Office:

Printed Name _____ Signature _____ Date _____

For Registrar's Office Use Only: ☐ Approved ☐ Not Approved _____

Sent to Accounting _____ Copy faxed to Home Campus _____ Official Transcript Sent On: _____

California State University, East Bay
Cross Enrollment Guidelines

Eligibility Requirements:
Below are the two ways that this form can be used:

1. CSUEB as Host Campus - Students at all California Community Colleges may be eligible to enroll at Cal State East Bay without formal admission to the university and without payment of State University Fees. Students at the following institutions may also be eligible to participate in the program at Cal State East Bay: Mills, Holy Names, St. Mary's, JFK University, and UC Berkeley.
2. CSUEB as Home Campus – Students at Cal State East Bay may be eligible to enroll at a California Community College without admission or paying fees for the course, with approval of the community college.

For both situations above, enrollment is available in a maximum of one course per academic term on a space available basis at the discretion of the appropriate campus authorities on both campuses.

A student is qualified to do cross enrollment at CSUEB if the student has met all of the following requirements:

- Completed at least one term at the home campus as a matriculated student
- Earned a grade point average of 2.0 (grade of C) for work completed
- Must be enrolled in no fewer than 6 semester or 9 quarter units at the home campus.
- 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.

Restrictions:

- Cross enrollment is only available for Fall or Spring semesters. It is NOT available for the Summer term.
- Students who were formerly enrolled at CSUEB, but were academically disqualified, are not eligible to participate in the cross enrollment program.
- When a community college is the home campus, students cannot apply for cross enrollment for a term where they have either applied to or are admitted as a regularly matriculated student to CSUEB.
- When CSUEB is host campus, enrollment in lower division courses at CSUEB which are offered by the home campus at any time during the academic year is not permitted under this program ed under this program.

Process when CSUEB is Host Campus:

- Student completes form and obtains approval from the home campus.
- Student secures approval from the CSUEB instructor offering the course.
- Send form with home campus approval and CSUEB instructor approval to Registrar's at reg@csueastbay.edu or fax to (510) 885-3816 no later than the fifth day of instruction for the term.
- Enrollment will be processed by the Registrar's office beginning on the first day of the term if space is available in the class, otherwise the student's name will be added to the waitlist, if possible. Students will be emailed notification of all enrollment/waitlist action to the e-mail address listed on the application form. Students are responsible for all enrollment unless they formally request to drop by emailing Registrar's at reg@csueastbay.edu prior to the drop deadline.

Transcripts and Grades
When CSUEB is the host campus, Cal State East Bay will send official transcripts to home campus (community college) within two weeks after grades are processed. Students may verify grade(s) earned on the CSUEB website – https://my.csueastbay.edu.

Tuition and Fees
Students enrolled in the cross enrollment program will not be charged tuition nor will they be charged an application fee. Students are required to pay registration fees by their home campus. Students will also have to pay any additional fees required of other students (lab, materials, breakage, computer, transcript, etc.).

Regulations, Deadlines, and Procedures
When Cal State East Bay is the host campus, the deadline to submit the cross enrollment form is the **fifth day of instruction for the term**, and applications received after this date will not be considered. All participants in the cross-enrollment program are subject to registration procedures, deadlines, and enrollment policies/regulations at both schools. For more details, refer to the class schedule and college catalog for both schools. Our website is www.csueastbay.edu. NOTE: Summer Term is not available for cross-enrollment

When Cal State East Bay is the home campus, the deadline to submit the cross enrollment form is determined by the host campus.

Intercollegiate Athletics
Consult with the Director of Athletics at your home campus to determine impact on eligibility requirements as participant in the cross enrollment program.

Veterans Benefits: Contact the VA Rep at your school to ensure proper coordination of benefits.

Financial Aid: If you are a financial aid recipient, please check with the financial aid office at your home campus prior to filling out this Cross-Enrollment form and obtaining signatures. When CSUEB is the home campus, the Registrar's Office at CSUEB cannot add a placeholder course to your Cal State East Bay record for the purpose of receiving financial aid.