Policies and Procedures for Cross Enrollment

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

Undergraduate students enrolled at Riverside Community College District may enroll at a CSU or UC campus without formal admissions and without payment of additional State University fees, in a maximum of one course per academic term at a campus of either 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:

- Completed at least one term at home campus as a matriculated student
- Earned a grade point average of 2.0 (grade of "C") for work completed
- Enrolled for a minimum of six units for the term particapating in cross enrollment
- Paid all appropriate 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 one term specified and subject to space availability, deadlines, registration procedures and priorities of host campus. Students must reapply for each term they wish to cross enroll.
2. Students will not be charged additional course enrollment fees. However, host campuses may charge a $10.00 or more administration fee each term.
3. Students will have to pay any additional fees required of other students (labs, materials, breakage, computer, transcript, etc)
4. Students are encouraged to see a counselor at their Riverside, Moreno Valley or Norco home campus as well as their host campus to ensure course meets their educational goal and transfer requirements.
5. Evidence of completion of course prerequisite may be required at time of enrollment (unofficial student transcript copy of grade reports).
6. Financial aid is available only through Riverside Community College District. Students eligible for Veterans, Rehabilitation, Social Security, and other federal, state or county benefits must secure eligibility certification through Riverside Community College District.
7. Records of credit earned through cross enrollment are maintained by the host campus. Students may request transcripts be sent to Riverside Community College District.
8. Health services on host campus are limited to treatment for emergencies.
9. Because of overlapping academic calendars, cross enrollment is possible only in certain combinations.

RCC Enrollment	Host campus (CSU or UC) Enrollment
Fall Semester	Fall Quarter or Semester
Spring Semester	Either Winter or Spring Quarter or Spring Semester
Summer Term	Summer Quarter

10. Participation in student activities or use of the student union at the host campus is subject to limitations set by the host campus.
11. 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.
12. Information concerning host campus identification card policies will be provided at registration.
13. 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.

Application for Cross Enrollment

At California State University or University of California

Complete form and submit to Admissions and Records at home campus prior to 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: _____   Host Campus: _____
(University)

Planned semester/quarter/term of cross enrollment: Term _____ Year _____

If you have previously attended the host campus, what was the last term attended?   Term _____ Year _____

Name _____   Social Security No. _____ - _____ - _____
Last   First   Middle

Birth Date _____/_____/_____   Email Address: _____

Mailing Address:

_____
Street   City   State   Zip Code

Home telephone (_____)_____   Message telephone (_____)_____
Area Code   Number   Area Code   Number

Reason for taking 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.

Date _____   Signature _____

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RIVERSIDE COMMUNITY COLLEGE DISTRICT CERTIFICATION

Riverside Community College District certifies that this student meets cross enrollment eligibility requirements.

☐ Riverside City College   ☐ Norco Campus   ☐ Moreno Valley Campus

_____
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 _____   Date _____   Signature _____

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