# The California State University Application for Intrasystem Concurrent Enrollment

(See instructions on next page)

This application is to be used by California State University students who wish to enroll concurrently at another CSU campus.

PAR'	I I. TO BE COMPLETED BY STUDENT					
<b>(A)</b> 1	. Home campus	2.	Proposed host campus_			
3	3. Semester/Quarter of enrollment: Home Campus		Host Campus			
2	4. Home campus student ID #					
5	6. Have you previously attended the proposed host If yes, what was the last term of attendance? (term	campus? Yes 🗖 m/year)	No 🗖			
6	5. Legal nameLast					
			Middle		Maiden	
7	7. Social Security Number*		8. Date of birth		Month Day Year	
Ç	O. Mailing address			Monui	Day Tear	
	O. Mailing address Street #	(	City	State	Zip	
10	a. Home telephone # ( )	10b	Message telephone # (	)		
	10c. FAX # ( )	10d.	E-Mail			
11	. Class level at time of planned enrollment:					
	☐ Freshman ☐ Sophomore	☐ Junior	☐ Senior ☐ (	Graduate	☐ Postbaccalaureate	
12	. Major field	aı	nd/or credential objective			
13	3. Are you receiving financial aid? Yes 🗖 📑	No 🗖				
<b>B</b> ) Li	sting of course(s) planned at host campus: Care should	ld be taken to assure t	hat coursework completed	d at host campus c	an be used to meet home	
	impus requirements.					
	Courses at Host Campus Units				Dept. Chairman	
	(Use additional sheet if necessary) Q S	Equivalent C	ourses at Home Campus	Q S	Approval	
	fy that the information I have entered above is true adures as stated.	and that I have read a	nd understand the eligibil	lity requirements,	enrollment conditions and	
Stude	ent's Signature		Date			
PART	TII. TO BE COMPLETED BY HOME CAM	PUS				
			J	Ess and/	on Normanidant Bornson	
Residence status for fee purposes: Resident		Nonresi	Nonresident		Fee and/or Nonresident Payment Certification	
County of residence		Yes □				
Maximum total units approved					d forterm	
BECI	STRAR'S CERTIFICATION: I certify that this stude	nt's residence and Ac	adamic status are correct	of (yea	= \$	
	ding to the official records of this campus, that the stu			(yea	u )	
contir	nuing student, that the student qualifies for temporary	transfer in accordance	e with Section 40808 or			
	of Title 5, that the student has complied with pertine		irements, and that this	Signature	of Home Campus Official	
	ntion approves this request for temporary enrollment in	-				
Signa	ture	Date		<u></u>		
Title_		Home Car	npus			
PART	III. TO BE COMPLETED BY HOST CAM	PUS				
A. A	Approval for enrollment at host campus: Granted $\Box$	Denied [	Date		nent/Nonresident Certification	
I	Remarks			i uiuoli V		
	ignature Title			Fees Pai	d forterm	
					$\underline{\qquad}(\text{if any}) = \$\underline{\qquad}$	
В. Т	The student registered: Date	Number of	f Units			
5	Signature	_Title				
(	CSU Host Campus					
•						

 $<sup>^{</sup>f{*}}$  Not used as an ID number and will not be communicated to third party.

## The California State University Policies and Procedures for Intrasystem Concurrent Enrollment

## **Eligibility Requirements**

### Undergraduate

- 1. Student has completed at least one term at the home campus as a matriculated student and earned at least 12 units there.
- 2. Student has attained a grade point average of 2.0 in all work completed at the home campus and is in good standing at that campus.
- 3. Student will be is enrolled at home campus during the period of concurrent enrollment at host campus.

#### Graduate

- 1. The student has completed at least one term at the home campus as a matriculated student and will be enrolled concurrently in such status.
- 2. The student has been admitted to or is enrolled in an authorized graduate program at the home campus.
- 3. The student was in good standing at the last college attended.

#### **Enrollment Conditions**

- 1. Approval of concurrent enrollment is valid only for the term specified and is subject to space availability and registration priority policies at host campus.
- 2. Academic advisement is available only at the home campus.
- 3. Concurrent enrollment is possible only in overlapping terms, e.g. semester campus to sem. campus, quarter to quarter.
- 4. Evidence of completion of course prerequisites may be required at the host campus (i.e., personal transcripts or grade reports).
- 5. Financial aid is available only through the home campus and students eligible for veterans, rehabilitation, social security and other federal, state or county benefits must secure eligibility certification through the home campus.
- 6. Participation in student activities at the host campus is subject to any limitations, which may exist at that campus. Similarly, student union facilities will be available according to policies at each campus.
- 7. 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
- 8. Information concerning host campus identification card policies will be available at the time of registration.

#### **Procedures**

- 1. Student completes application and submits to the Office of Admission & Records at home campus well in advance of the first day of classes at both campuses. Contact host campus for deadlines, if any.
- 2. Home campus registrar designee completes Part II and forwards to host campus registrar designee if approved, or returns to student, if disapproved. The approved application may be given to student so that he/she can submit it to host campus.
- 3. Host campus registrar completes Part III-A and provides a copy to student with registration instructions.
- 4. Concurrently enrolled student pays CSU registration fees on home campus based upon the total number of units for which she/he is or plans to be registered including units on the home as well as host campus(es), e.g. three units at home and three units at host equals part time fees, and six units at home and 3 units at host equals full time fees. Payment is certified on all copies of the application. Home campus non-resident tuition fees, as appropriate, are paid at the same time and entry made with the fee certification.
- 5. Student registers at host campus presenting approved copy(ies) of the application. Host campus non-resident tuition fees and any user fees are paid and entry is made on the application for concurrent and/or visitor status.
- 6. Host campus completes Part III-B.
- 7. Program changes will be accomplished by following standard procedures on both campuses. Official notification will be provided by the host campus to the home campus. If a student withdraws from the home campus and requests refund for the refundable portion of the State University fee, the host campus must be notified.
- 8. Permanent academic records will be maintained at the campus where courses are completed. A record of credit earned at a host campus will be available to the student and to the home campus upon request by the student or registrar of the home campus.