

# Cross Registration Application

Office of the Registrar

**Part I: Student Information**

Date \_\_\_\_\_ Net ID/Student ID \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: I authorize my Net ID activation code be sent to this address

High School Graduation Year \_\_\_\_\_ Date of Birth (dd/mm/yyyy) \_\_\_\_\_ Gender:  Male  Female

Term of Application:  Fall  Spring Year: \_\_\_\_\_

Are you receiving: Veteran's Benefits?  Yes  No Social Security Benefits?  Yes  No Financial Aid?  Yes  No

If the student is receiving Financial Aid or Veteran's Benefits, the student is responsible for forwarding a copy to the Financial Aid office or the Veteran's Representative at **BOTH** campuses.

**Part II: Your Home Campus**

UNITS COMPLETED at HOME CAMPUS: (circle) Semester/Quarter Units: \_\_\_\_\_ Current GPA: \_\_\_\_\_ (Must be in good academic standing.)

Your Home Campus is: (check one)

- |  |   |  |  |                                |
|--|---|--|--|--------------------------------|
| <input type="checkbox"/> Chabot College 1004725        | <input type="checkbox"/> Holy Names College 1004059 | <input type="checkbox"/> Los Medanos 1004396 | <input type="checkbox"/> Solano 1004930      | <input type="checkbox"/> CSUEB |
| <input type="checkbox"/> College of Alameda 1004118    | <input type="checkbox"/> JFK University 1001362     | <input type="checkbox"/> Merritt 1004502     | <input type="checkbox"/> St. Mary's 1004675  |                                |
| <input type="checkbox"/> Contra Costa College 1004943  | <input type="checkbox"/> Laney College 1004406      | <input type="checkbox"/> Mills 1004485       | <input type="checkbox"/> UC Berkeley 1004833 |                                |
| <input type="checkbox"/> Diablo Valley College 1004295 | <input type="checkbox"/> Las Positas 1006507        | <input type="checkbox"/> Ohlone 1004579      | <input type="checkbox"/> Berkeley City       |                                |

**Part III: Course(s) to be taken at HOME CAMPUS**

Subject Area and Number	Course Title	Units

NOTE: TOTAL ENROLLMENT AT BOTH SCHOOLS MUST EQUAL 12 OR MORE UNITS WITH NO FEWER THAN 6 AT THE HOME CAMPUS. ANY CHANGES IN REGISTRATION AS SHOWN BELOW MUST BE APPROVED BY BOTH SCHOOLS.

**Course(s) to be taken at HOST CAMPUS**

FOR CSUEB -- Attend course and secure approval from the instructor and department, then submit the completed form to the Student Administration Building. Cross Registration Forms will NOT be accepted after the **fifth instructional day** of the term.

Course number and Section	Course Title	Units	Check box if desired grade type is CR/NC	Instructor Signature/Dept. Stamp	Date

**Part IV: Approvals**

**Home Campus**

Counselor Printed Name: \_\_\_\_\_

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

Director of Admissions and Records/Registrar: \_\_\_\_\_

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

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Host Campus**

Records Office Approval : \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**For Office Use Only:**  Approved  Not Approved \_\_\_\_\_

Sent to Accounting: \_\_\_\_\_ Copy Faxed to Home Campus: \_\_\_\_\_ Official Transcript Sent: \_\_\_\_\_

## CALIFORNIA STATE UNIVERSITY, EAST BAY CROSS REGISTRATION GUIDELINES

1. Student must have completed a minimum of 20 semester units and no more than 72 transferable units (72 unit max not applicable to four year institutions) at the home campus with a GPA of 2.0 or better.
2. Students who were formerly enrolled at CSUEB, but were academically disqualified, are not eligible to participate in the cross registration program.
3. Enrollment in no more than two undergraduate courses at CSUEB is permitted on a space available basis.
4. Total enrollment at both colleges must equal full-time status with no fewer than 6 semester or 9 quarter units at the home campus.
5. 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.
6. The student must comply with residency requirements at home campus.
7. The cross registration form must be signed and approved by the Home Campus Advisor and Director of Admissions & Records/Registrar.
8. Students should consult the CSUEB catalog regarding applicable requirements toward degree prior to attending as a "visiting" student in the Cross Registration Program.
9. **Student cannot apply for cross-registration for a term where they have either applied to or are admitted as a regularly matriculated student to CSUEB.**
10. At CSUEB, student must:
  - a. Secure approval from the instructor and department offering the course. (Exception: Students enrolled in CSUEB classes offered on the Las Positas Community College Campus only need to obtain the faculty's signature).
  - b. Take the approved cross registration form to the Student Administration Building or to the Administration Building at the Contra Costa Campus for processing (Exception: Students enrolled in CSUEB classes offered on the Las Positas Community College Campus may fax the completed form to 510-885-3816 after obtaining the faculty's signature).
  - c. Enrollment will be processed by the Registrar's office during the Late Registration period if space is available in the class, otherwise the student's name will be placed on the waitlist. Students will be e-mailed notified of all enrollment/waitlist action to the e-mail address listed on the application form. Students are responsible for all enrollment unless formally notifying the Registrar's office in writing prior to the drop deadline.
11. At the end of the term, CSUEB will send official transcripts to home campus within two weeks after grades are processed.
12. Students may verify grade(s) earned on the CSUEB website – <https://my.csueastbay.edu>

### Tuition and Fees

Students enrolled in the cross registration program will not be charged tuition nor will they be charged an application fee by CSUEB, but are required to pay registration fees for courses taken at the home campus.

### Regulations, Deadlines, and Procedures

The deadline to submit the cross registration 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-registration 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](http://www.csueastbay.edu). NOTE: Summer Session is not available for cross-registration

### Intercollegiate Athletics

Consult with the Director of Athletics at your home campus to determine impact on eligibility requirements as participant in the cross registration 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 your financial aid office prior to filling out Cross-Registration form and obtaining signatures.