# The California State University
## Application for Intrasystem Concurrent or Visitor Enrollment
(See instructions on back)

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

## PART I.    TO BE COMPLETED BY STUDENT

**(A)** 1.  Home campus_____  2.  Proposed host campus_____

3.  Semester/Quarter of enrollment: Home _____  Host_____

4.  Home campus file #_____

5.  Have you previously attended the proposed host campus? Yes (    )   No (    )

If yes, what was the last term of attendance? (term/year)_____

6.  Legal  name_____
       Last                          First                    Middle                        Maiden

7.  Social Security #_____  8.  Date of birth_____
                                                                                    Month      Day      Year

9.  Mailing address_____
             Street #                           City                      State                      Zip

10a. 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_____  and/or credential objective_____

13.  Are you receiving financial aid?          Yes    (    )        No    (    )

**(B)**      Listing of course(s) planned at host campus: (If a planned course(s) is a major requirement at the home campus, approval of the Department Chair at the home campus is required.) Use additional sheet if necessary.

| Courses at Host Campus (Use additional sheet if necessary) | Units Q | S | Equivalent Courses at Home Campus | Units Q | S | Dept. Chairman Approval |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

No. of units planned at home campus_____

I certify that the information I have entered above is true and that I have read and understand the eligibility requirements, enrollment conditions and procedures as stated.  **Student's Signature**_____Date_____

## PART II.    TO BE COMPLETED BY HOME CAMPUS

Residence status for fee purpose       Resident_____    Nonresident_____          Fee Payment Certification
County of residence_____with code of_____
International (Visa) student at time of enrollment:        No_____    Yes_____
Maximum total units approved_____

REGISTRAR'S CERTIFICATION:  I certify that this student's residence and academic status are correct
according to the official records of this campus, that the student is eligible as of this date to register as
a continuing student, that the student qualifies for temporary transfer in accordance with Section 40808          Campus Seal or Stamp
or 41030 of Title 5, that the student has complied with pertinent health-related requirements, and that this
institution approves this request for temporary enrollment for one term only.
**Signature**_____Date_____
Title_____Home Campus_____

## PART III.    TO BE COMPLETED BY HOST CAMPUS

A.  Approval for enrollment at host campus:  Granted_____Denied_____Date_____          Fee Payment/Nonresident Tuition Certification
     Remarks_____

## The California State University
## Policies and Procedures for Intrasystem Concurrent or Visitor 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.

#### *Graduate*
1. The student has completed at least one term at the home campus as a matriculated student or 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.
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. Health services on host campus will be limited to treatment for emergencies.
7. 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.
8. 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.
9. Information concerning host campus identification card policies will be provided at registration.

### *Procedures*
1. Student completes application and submits all five copies to the Office of Admission & Records at home campus at least four weeks in advance of the first day of classes at both campuses.
2. Home campus registrar completes Part II and forwards copies to host campus registrar if approved, or returns to student, if disapproved.
3. Host campus registrar completes Part III-A and mails a copy to student with registration instructions.
4. <u>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</u>. 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. Home campus retains a copy and delivers copies to student.
5. Student registers at host campus presenting certified copies of the application. Host campus non-resident tuition fees and any user fees are paid and entry is made on the copies.
6. Host campus completes Part III-B on all copies, gives one copy to student, sends one copy to home campus and retains one copy.
7. Program changes will be accomplished by following standard procedures on both campuses. Official notification will be