CSU The California State University

APPLICATION FOR INTRASYSTEM CONCURRENT ENROLLMENT

This application is to be used by California State University (CSU) students in a state-supported program who wish to enroll concurrently in a face-to-face or hybrid course at another CSU campus. Concurrent enrollment in an online course is done through the CSU Fully Online enrollment process.

PART I. TO BE COMPLETED BY STUDENT

(A) STUDENT INFORMATION

1. Home CSU _____ 2. Student ID # _____

3. Legal name _____
   Last First Middle Maiden

4. Social Security Number* _____ 5. Date of birth _____
   ** Not used as an ID number and will not be communicated to third party.*

6. Mailing address _____
   Street # City State Zip

7a. Primary phone # _____ 7b. Campus e-mail _____

8. Major field and/or credential objective _____

9. Class level at time of planned enrollment: Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ Postbaccalaureate ☐

10. Are you receiving financial aid? Yes ☐ No ☐

(B) PROPOSED ENROLLMENT

1. Host CSU _____ 2. Term of enrollment: (Fall/Spring) _____ Year _____

3. Have you previously attended the proposed host CSU? Yes ☐ No ☐ If yes, indicate term(s) year(s) _____

4. Planned course(s) at host CSU

Listing of course(s) planned at host campus: Students must work with their advisor to ensure coursework completed at host CSU meets needed requirements.

Course(s) at Host CSU (Course + Title)	**Units**	**Equivalent Course or Requirement at Home CSU** (Course + Title OR Requirement)	**Units**	**Home CSU Approval** (Advisor/Chair signature)

Number 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 _____

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PART II. HOME CSU VERIFICATION

Residence status for fee purposes: Resident ☐ Nonresident ☐

International (Visa) student at time of enrollment: Yes ☐ No ☐

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 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 _____

Enrollment Verification

Units enrolled for requested term

as of: _____ = _____
(date) (# of units)

Fee and/or Nonresident Payment Certification

Fees paid for _____ term

of _____ = $_____
(year)

_____
Signature of Home Campus Official

PART III. TO BE COMPLETED BY HOST CSU

(A) APPLICATION DECISION

1. Approval for enrollment at host campus: Granted ☐ Denied ☐ Date _____

2. Remarks _____

Signature _____ Title _____

(B) REGISTRATION CONFIRMATION

The student registered: Date _____ Number of Units _____

Signature _____ Title _____

CSU Host Campus _____

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POLICIES AND PROCEDURES FOR INTRASYSTEM CONCURRENT ENROLLMENT

Eligibility Requirements
Student participation in the Intrasystem Concurrent Enrollment program is at the discretion of the appropriate campus authority at both the home and host campuses.

Undergraduate

1. Student has completed at least one term at the home campus as a matriculated student in a state-supported program and earned at least 12 units there. Programs through Extension/Professional and Continuing Education are not eligible.
2. Student has a grade point average of 2.0 in all work completed at the home campus and is in good standing at that campus. Good standing applies to both academic and disciplinary standing.
3. Student will be/is enrolled at home campus in full-time tuition units (>6) during the period of concurrent enrollment at host campus and has paid tuition fees or has pending financial aid that covers tuition.

Graduate

1. The student has completed at least one term at the home campus as a matriculated student in an authorized program, and will be enrolled full-time concurrently in such status. Programs through Extension/Professional and Continuing Education are not eligible.
2. Student has the minimum grade point average required by their home campus and is in good standing at that campus. Good standing applies to both academic and disciplinary standing.

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. Units for course(s) authorized by the host campus combined with home campus units, may not exceed maximum total units allowed for term.
3. Concurrent enrollment is possible only in overlapping terms, e.g., semester campus to semester 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 that 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 Registrar's/Records office at their home campus at least two weeks before 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/they can submit it to host campus.
3. Host campus registrar completes Part III-A and provides a copy to student with registration instructions.
4. Student registers at host campus presenting approved copy(ies) of the application. If applicable, non-resident tuition fees, professional fees (Graduate Business), and/or material fees for the host campus units are charged by and paid to the host campus.
5. Host campus completes Part III-B and submits back to home campus so that (1) Registrar can put on placeholder course; and (2) Financial Aid can process eligible aid.
6. 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.
7. 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.

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