



# CROSS REGISTRATION APPLICATION

CSUEB NetID: \_\_\_\_\_

## Part I: Student Information

Print Name \_\_\_\_\_ Student ID Number or SSN \_\_\_\_\_ Birthdate Mo/Day/Yr \_\_\_\_\_

Street (Permanent Mailing Address) \_\_\_\_\_ (Area Code) Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address – I authorize that my activation code be sent to this email. \_\_\_\_\_

High School Graduation Year \_\_\_\_\_ Quarter of Application:  Fall  Winter  Spring  Summer Yr: \_\_\_\_\_

## 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)

- Chabot College 1004725       Holy Names College 1004059       Los Medanos 1004396       Solano 1004930
- College of Alameda 1004118       JFK University 1001362       Merritt 1004502       St. Mary's 1004675
- Contra Costa College 1004943       Laney College 1004406       Mills 1004485       UC Berkeley 1004833
- Diablo Valley College 1004295       Las Positas 1006507       Ohlone 1004579       National Hispanic 1004593

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.

### 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 during the Late Registration Add/Drop Period at CSU East Bay. Cross Registration Forms ARE NOT accepted after the Late Registration Add/Drop Period.

Course #— Call # Sec	Course Title	Units	CR/NC	Instructor Signature/Dept. Stamp	Date

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

## Part IV: APPROVALS

### HOME CAMPUS

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

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Director of Admissions & Records/Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### HOST CAMPUS

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

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

Office Use (Date/Initial): Sent to Accounting: \_\_\_\_\_ Copy faxed to Home Campus: \_\_\_\_\_ Official Complimentary Transcript Sent on: \_\_\_\_\_

## 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 at the home campus with a GPA of 2.0 or better.
2. Students who were formerly enrolled at CSUEB, but 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. During the first six days of instruction attend the desired course at CSUEB.
  - b. Obtain faculty and department approval in which course is offered (Exception: Students enrolled in CSUEB classes offered on the Las Positas Community College Campus do not need to obtain faculty or department approval).
  - c. Take the approved cross registration form to Enrollment Services – Student Information Lobby, First Floor Lobby, Warren Hall 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 must submit the completed form to Las Positas Community Admissions and Records Department).
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://myinfo.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. Students will be required to pay registration fees for courses taken at the home campus.

#### Regulations, Deadlines, and Procedures:

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 Quarter 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.