

SSU/SRJC Application for Cross Enrollment to the California Community Colleges or Sonoma State University

Complete this form and submit to office of the registrar or other designated cross enrollment office at your home campus prior to the host campus filing period. You must verify admission and filing deadlines with the host campus. After home campus completes certifications, seek instructor approval at host campus during filing period designated by host campus. Host campus will provide registration instructions.

Home campus: _____ Host campus: _____

Planned semester / quarter / term of cross enrollment: Term _____ Year _____

If you have previously attended the host campus, what was last term attended? _____

NAME _____ last first middle Social Security No. _____ - _____ - _____

Birthdate _____ / _____ / _____ month day year Home campus I.D.: _____

Mailing Address: _____ street city state zip code

Home Telephone: (____) _____ Message Telephone: (____) _____

Reason for taking course: Course unavailable at home institution _____ General interest in subject _____
 Completing transfer _____ Other _____

I certify the information provided is accurate and that I have read and understand eligibility requirements, enrollment conditions, and procedures as stated.

Date: _____ Signature: _____

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•• HOME CAMPUS CERTIFICATION ••

_____ certifies that this student meets cross enrollment eligibility requirements.
 Home Campus Name/Code

 Signature Title/Seal Date

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•• HOST CAMPUS CERTIFICATION ••

Approval of class instructor:

CODE / SECTION NUMBER	DEPT.	COURSE NUMBER	UNITS	ADD FOR			DROP	CHANGE TO			INSTRUCTOR'S APPROVAL	DATE
				Grade	Cr/Nc	Audit		Grade	Cr/Nc	Audit		

Processing fee received _____

Cross enrollment approved _____ Date _____ Signature _____

> Please see back of form for additional information/requirements <

POLICIES AND PROCEDURES FOR CROSS ENROLLMENT

ELIGIBILITY REQUIREMENTS:

Undergraduate students enrolled in the California State University may enroll, without formal admission and without payment of additional State University fees, in a maximum of one course per academic term at a campus of either of the other systems on a space available basis at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate courses is excluded. Bachelor degree holders are ineligible to participate in the cross enrollment program.

A student is qualified to cross enroll if the student has met all of the following requirements:

- completed at least one term at the home campus as a matriculated student
- enrolled for a minimum of six units for the current term
- earned a grade point average of 2.0 (grade of C) for work completed
- paid appropriate tuition and fees at home campus for the current term
- completed appropriate academic preparation as determined by host campus
- is a California resident
- student may not possess a bachelor degree

ENROLLMENT CONDITIONS:

1. Approval for cross enrollment is **valid for only the one term** specified and subject to space availability, deadlines, registration procedures and priorities of host campus. You must reapply for each term you wish to cross enroll.
2. You will not be charged additional course enrollment fees. However, host campuses may charge a \$10 administration fee each term.
3. You will have to pay any additional fees required of other students (lab, materials, breakage, computer, transcript, etc.).
4. Academic advisement is available only at the home campus.
5. Students are urged to secure approval of a home campus advisor to ensure course meets home campus requirements.
6. Evidence of completion of course prerequisites may be required at time of enrollment (personal transcript copy or grade reports).
7. Financial aid is available only through your home campus. Students eligible for Veterans, Rehabilitation, Social Security and other federal, state or county benefits must secure eligibility certification through home campus. Units taken at both campuses may be combined to establish financial aid.
8. Records of credit earned through cross enrollment are maintained by the host campus. Students may request transcripts be sent to home campus.
9. Health services on host campus are limited to treatment for emergencies.
10. Because of overlapping academic calendars, cross enrollment is possible only in certain combinations:

Home Campus Enrollment

Fall Semester
Spring Semester

Fall Quarter
Winter Quarter
Spring Quarter

Host Campus Enrollment

Fall Quarter or Semester
Either Winter or Spring Quarter/or Spring Semester

Fall Quarter or Semester
Winter Quarter or Spring Semester
Spring Quarter or Spring Semester

11. Participation in student activities or use of the student union at the host campus is subject to limitations set by the host campus.
12. 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.
13. Information concerning host campus identification card policies will be provided at registration.
14. Students are subject to all administrative procedures of the host campus. **Note:** Students must process an official drop at the host campus or risk having an unsatisfactory grade recorded on permanent record.



CROSS ENROLLMENT PROCEDURE
Santa Rosa Junior College & Sonoma State University

Introduction

Santa Rosa Junior College has entered a cross enrollment partnership with Sonoma State University that will permit students from one college to enroll at the other college with minimal paperwork and reduced fees. However, there are specific eligibility criteria and steps the student must follow. SRJC and SSU have developed these requirements in concert with the provisions of the cross enrollment legislation, SF 1914.

While the cross enrollment program has advantages it will not benefit all students. The drawback is that registration for courses is not permitted until after the semester has started and is subject to instructor approval. Students from SSU who need an SRJC course for degree, general education or academic preparation purposes should consider regular enrollment during the priority registration schedule each semester. Although regular enrollment fees are then required (\$26 per unit) this is the only way that enrollment can be assured in the desired course.

STEPS FOR THE STUDENT

I. SSU (home campus) to SRJC (host)

Carefully review the eligibility explanation on the cross enrollment form.

1. Complete the cross enrollment form and obtain signed verification from Sonoma State Admissions Office that you are eligible.
2. Complete the SRJC admission application.
3. Enroll in the desired SRJC course during the *second week* of the semester class (for a short course enroll *after* the first class meeting).
4. Obtain SRJC instructor's signature of approval on the cross enrollment form.
5. Can register for only one class per semester.
6. Bring all documents (cross enrollment form, SRJC application for admission) to the SRJC Registration Office *in person*.
7. You are not required to pay the \$20 per unit enrollment fee. However you must pay a \$10 administrative fee *plus* any special course fee (materials, field trips, etc.).
8. Cross-enrolled students are added to the regular roster and are subject to all of the normal academic course requirements and credits.
9. Cross enrollment procedures and process must be completed *each semester. There is no continuing student status or carryover of forms from one semester to the next.*

II. SRJC (home) to SSU (host)

1. Obtain cross enrollment form and verification of eligibility from the SRJC Admissions Office.
2. Should you require additional information, you may contact Lillian Lee in the SSU Admissions office at 707-664-2779.
3. Proceed as directed at SSU.