

OFFICE OF THE REGISTRAR  
University of California, San Diego  
9500 Gilman Drive # 0022  
La Jolla, CA 92093-0022  
(858) 534-3150



# Application for Cross Enrollment

Complete the student portion of this form and submit it to the Registrar or other designated cross enrollment officer at your home campus for certification. After your home campus completes the certification, obtain instructor and department approval for the course **when instruction begins for the quarter**. Submit the form with all the necessary approvals in person to the UCSD Registrar's Office. **There is a nonrefundable administration fee. After receiving your enrollment confirmation from the Registrar's Office, check your billing statement on TritonLink at <https://tritonlink.ucsd.edu> for the amount owed and method of payment.** (Please see back of form for additional requirements and conditions.)

Home campus \_\_\_\_\_ Planned quarter of cross enrollment: Qtr \_\_\_\_\_ Year \_\_\_\_\_

If you have previously attended UCSD, what was the last term you attended? \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last, First Middle

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street, City, State Zip

Home Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Message Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

Reason for taking course \_\_\_\_\_

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

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

## HOME CAMPUS CERTIFICATION

*Student meets cross enrollment eligibility requirements.*

Name (Please print)	Title	Signature	Date	Seal
---------------------	-------	-----------	------	------

## UCSD REGISTRATION INFORMATION

Sect ID.	Subject.	Crse#.	Sec.	Grade Option	Units	Instructor Approval & Department Stamp
----------	----------	--------	------	--------------	-------	--

\_\_\_\_\_

Cross Enrollment Entered \_\_\_\_\_ Date \_\_\_\_\_

# POLICIES AND PROCEDURES FOR CROSS ENROLLMENT

## Eligibility Requirements:

Undergraduate students enrolled at any campus of the California Community Colleges, the California State University, or the University of California may enroll without formal admission in a maximum of one course per academic term at a campus of either of the other systems. Enrollment is on a space available basis at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate courses is excluded.

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 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 UCSD
- met California residency requirements as determined by the home campus
- has not been academically disqualified from UCSD.

## Enrollment Conditions:

1. Approval is valid for only the one term specified and subject to space availability, deadlines, registration procedures and priorities of UCSD.
2. Upon enrollment a nonrefundable administration fee is automatically assessed.
3. Additional fees (lab, materials, breakage, computer, One-Time Document Fee, etc.), required of other students will be assessed, and must be paid.
4. Academic advising is available only at your home campus.
5. Students are urged to secure the approval of a home campus advisor to ensure that the intended course meets home campus requirements. The Quarterly Schedule of Classes may be accessed via TritonLink.
6. Evidence of satisfactory completion of course prerequisites may be required at the time of enrollment. Students are advised to bring a copy of relevant transcripts.
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 their home campus.
8. Transcripts will not be automatically sent to your home campus. Students may request transcripts from UCSD. You may check your grades at the end of the term by accessing TritonLink (<https://tritonlink.ucsd.edu>), entering your PID and PAC, and following the instructions.
9. Health services at UCSD 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

### UCSD Enrollment

Fall Quarter  
Winter and/or Spring Quarter

11. Cross-enrolled students are not entitled to student services without payment of additional fees. These services include (but are not limited to): Career Services, recreational facilities, housing, and Office of Students with Disabilities.
12. Parking at UCSD is available for a fee. Permits may be obtained at the Transportation and Parking Office.
13. Cross-enrolled students are eligible for a UCSD photo-ID card.
14. Students are subject to all administrative procedures of UCSD, including the Student Conduct Code published in the Schedule of Classes. **Note:** Students must process official course changes at UCSD or risk having an unsatisfactory grade recorded on their permanent record. Students who want to drop their course must submit a completed withdrawal form to the Registrar's Office.
15. Cross-enrolled students are entitled to use the UCSD Geisel Library. Beginning the first week of classes, the library will issue a special card upon presentation of the cross enrollment form with home campus certification for the current quarter.
16. Cross-enrolled students who want to drop their class must email [registrar@ucsd.edu](mailto:registrar@ucsd.edu) their name, PID and request to be withdrawn from Cross Enrollment. The administration fees assessed upon enrollment are non-refundable.

## Special Note for Potential Transfer Students:

California community college (CCC) students should be advised that in order to maintain your standing as a CCC student for UCSD admissions purposes, you must have 30 out of your last 40 semester units at a CCC and you must be enrolled for at least two regular terms at a CCC immediately prior to enrolling at UCSD. Please contact UCSD Transfer Student Services at (858) 534-4831 with any questions in regard to this policy.