



## 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 country 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. Student pays full registration fees on home campus. 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 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.
8. Permanent academic records will be maintained at the campus where courses are completed. A record of credit earned at a host campus will be sent to the student and to the home campus.