

# CONCURRENT ENROLLMENT FOR EQUIVALENT TRANSFER COURSE(S)

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO      OFFICE OF RECORDS, REGISTRATION & EVALUATIONS

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ Expected term/year of graduation \_\_\_\_\_

State/Zip \_\_\_\_\_ Major \_\_\_\_\_

<b>TRANSFER INFORMATION:</b> (Name of institution you will be attending for this request. List only one institution per request.)			
Name of Institution _____		City & State _____	Term & Year _____
<b>TRANSFER COURSE</b> <i>(Example: Hist 100)</i>	<b>COURSE TITLE</b> <i>(US History)</i>	<b>UNITS</b> <i>(3 Sem)</i>	<b>INTENT OF COURSE</b> <i>(To meet Hist 200 &amp; US Hist. Requirement)</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**IMPORTANT! PLEASE READ CAREFULLY:**

- This verification remains valid for one academic year (Fall – Summer) as long as the student remains in continuous enrollment and pursues the same major and degree objective.
- Transfer credit that has not been approved via the Concurrent Enrollment Contract may not apply towards your baccalaureate degree.
- Repeated courses will not be given duplicate credit. It is the responsibility of the student to contact an Evaluator when repeating a course.
- A maximum of 19.5 quarter units may be taken during a term (17 qtr units for the Summer term).** An approved overload permit must be attached if transfer course(s) will exceed the maximum units allowed per term (see CSUSB Bulletin for procedures).
- Please request an official transcript to be sent to CSU San Bernardino, office of records, registration & evaluations once grades are recorded.
- International Students are not eligible for concurrent enrollment at other institutions.

I have read and understand the above information. \_\_\_\_\_

Student's Signature

E-mail address

**Please allow a minimum of three to four weeks for processing and mailing PRIOR to registering at another institution.**

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**\*\*\*FOR OFFICE USE ONLY\*\*\***

TRANSFER COURSE	APPROVED OR DENIED	REASON FOR DECISION	EVAL / DATE
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**PLEASE REVIEW CAREFULLY. This request is contingent upon the following information:**

- \_\_\_\_\_ GE Math, English Composition and the Upper Division Writing requirements must be passed with a grade of "C" or better in order to receive credit.
- \_\_\_\_\_ A **maximum** of 105 quarter (or 70 semester) units from the community colleges can be **applied toward your degree**. If you have completed the maximum allowed, note that a minimum of \_\_\_\_\_ quarter units must be completed at CSUSB or other four-year institutions. (A minimum of 45 quarters units in residency must be completed at CSUSB for graduation. Refer to the CSUSB Bulletin.)
- \_\_\_\_\_ Courses taken at CSU San Bernardino and repeated at another institution cannot be discounted.
- \_\_\_\_\_ These transfer units will exceed the maximum quarter units allowed per term. You may petition to overload these units with the College Dean of your major. If petition is approved, please submit a new Concurrent Enrollment request with the approved Course Overload Permit attached.
- \_\_\_\_\_ Internet courses may require home campus supervision at the discretion of the CSUSB Records Evaluator.
- \_\_\_\_\_ Other: \_\_\_\_\_