

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
APPLICATION FOR UNDERGRADUATE CROSS REGISTRATION AT UCR

Quarter/Year _____ Student ID Number _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ E-Mail _____
(Area Code) (Number)

Class Level _____ Major Field _____ Date of Birth _____

Course to be taken at UC, Riverside _____

INSTRUCTION TO STUDENTS

1. Obtain necessary home campus approvals.
2. Obtain host instructor's approval.
3. Obtain host department chair's signature.
4. Take application to host campus Registrar's Office.
5. Return copy of approved application with all required signatures to the Records Office at CSUSB.
6. If you change the course or withdraw, you must observe deadline at host institution. You are subject to its regulations and penalties for missing deadlines.
7. Notify Registrar's Office at home campus of any changes in program.

NOTE: Grade of "D" or "F" cannot be repeated and expunged. It is the student's responsibility to make sure the course will be transferable.

APPROVALS

Home Campus:	Faculty Advisor or Department Chair	Date
Home Campus:	Dean's Office	Date
Home Campus:	Records Recorder (Certifying Eligibility and Fee Payment)	Date
Host Campus:	Instructor	Date
Host Campus:	Department Advisor/Chair	Date
Host Campus:	Dean's Office*	Date
Host Campus:	Registrar	Date

*Either College of Engineering, College of Natural & Agricultural Sciences or College of Humanities and Social Sciences depending on department offering the course.

UCR & CSUSB CROSS-REGISTRATION (UNDERGRADUATE)

ELIGIBILITY REQUIREMENTS:

1. The student must be matriculated, currently enrolled and fulltime in a degree program.
2. Students must be in good academic standing.
3. Students must observe all academic deadlines and regulations of the host campus.

ENROLLMENT CONDITIONS:

1. A limited number of students may participate.
2. There is a limit of one course per student per quarter.
3. The desired course is not offered at the home campus.
4. Enrollment is subject to space availability and consent of the instructor.
5. Students must meet course prerequisites of the host campus.
6. Cross-registration students will have the use of library facilities at the host campus. The student is not eligible for other student services or facilities.

PROCEDURES:

1. The student must pay sufficient fees at the home campus to cover the number of units taken at both campuses. The student must be enrolled in a minimum of 6.1 units, excluding the course to be taken at UCR. No additional registration fees will be required at the host campus.
2. Records of grades are not maintained by the host campus. The grade and credit earned will be sent to the home campus.
3. Residence credit will not be granted for courses taken under this agreement at the University of California, Riverside but will be granted at California State University, San Bernardino.