

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 completed units 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 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 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 (no 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 county 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 free 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 five copies to the Office of Admissions & 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, disapproved.
3. Host campus registrar completes Part III-A and mails a copy to student with registration instructions.
4. Student pays CSU registration fees on home campus based upon the number of units for which she/he is or plans to be registered including units on the home as well as host campus (two units at home and three units at host equals part time fees, and six units at home and 3 units at host equals full time fees). Student is certified on all copies of the application. Home campus non-resident tuition fees, as appropriate, are paid at the time and entry made with 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 user fees are paid and entry is made on the copies.
6. Host campus completes Part III-B on all copies, gives one 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