POLICIES AND PROCEDURES FOR
INTER-SEGMENTAL CROSS ENROLLMENT
(I.C.E.)

Eligibility Requirements

Undergraduate Students enrolled in any of the California Community Colleges, a California State University, or a 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.

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.
◊ Enrolled for a minimum of six units for the current term at the home campus.
◊ Earned grade point average of 2.0 (grade of C) for work completed at home campus.
◊ Paid appropriate tuition and fees at home campus for current term.
◊ Completed appropriate academic preparation as determined by UCSB.
◊ Is a California resident.
◊ Earned an average grade of a C or P in all courses taken in previous terms at UCSB. If not in good academic standing, student may only register to repeat a class previously failed, i.e., attempt to improve their academic standing.
◊ Students may only repeat a course once. Future attempts will be denied.
◊ If the student was previously enrolled at UCSB, at the end of their last quarter of attendance, they must not have been dismissed or suspended for disciplinary actions, and they must have cleared all admissions and registration blocks.

Enrollment Conditions

◊ Approval is valid for only the term specified.
◊ Enrollment is limited to one course per academic term of the home campus.
◊ Approval is subject to instructor approval, space availability, deadlines, and registration procedures at UCSB.
◊ Enrollment in pre-college courses is excluded.
◊ Academic advisement is only available at the student’s home campus.
◊ Students are urged to secure approval of home campus advisor to ensure course meets home campus requirements.
◊ The department or instructor may require evidence of course prerequisites at time of enrollment (transcript or grade reports).
◊ Financial aid is available only through home campus and students eligible for veterans, rehabilitation, social security and other federal, state or county benefits must secure eligibility certification through home campus.
◊ Permanent academic records are maintained at UCSB. Students may request official transcripts be sent to their home campus at the completion of grade processing. Transcripts are not automatically sent.
◊ Parking at UCSB is available on a fee basis.
◊ Students are subject to all administrative procedures of UCSB.
◊ To stop attending, students must process an official drop/withdrawal at UCSB Office of the Registrar or an unsatisfactory grade will be recorded on their permanent record.
◊ If you need special accommodations due to a disability please contact the Disabled Students Program at 805/893-2668.
~ APPLICATION FOR CROSS ENROLLMENT AT UCSB ~

1. Complete the student certification section below.
2. Take this form to the Registrar’s Office at your HOME campus and have your eligibility certified.
3. Obtain the instructor’s signature for the course on the registration form.
4. Obtain the UCSB Registrar’s signature verifying space availability and academic eligibility and complete steps 5 and 6 within 24 hours.
5. Take the registration form to the UCSB Billing office and pay the $12/unit fee to UCSB cashier.
6. Return these forms to UCSB Office of the Registrar no later than the published UCSB “add” deadline.

YOU WILL NOT BE OFFICIALLY ENROLLED UNTIL ALL STEPS ARE COMPLETED AND THIS FORM IS RETURNED TO THE UCSB OFFICE OF THE REGISTRAR.

STUDENT CERTIFICATION:
Name______________________________ Social Security Number_________ - - -
Last   First   Middle       UCSB Perm Number (If Known)________________________
E-mail address ________________________________ Alternate E-mail address _________________________
Mailing address ________________________________ Number and street __________ Apt. # __________
City ___________________________ State __________ Zip __________
Telephone number (____) ___________ Date of Birth_ / / _ Place of Birth __________
MM/DD/YY __________ City __________ State __________ Country __________

Country of Citizenship________________________ Current Visa Status ______________

Ethnic Origin __________________________ Sex (optional) M ______ F ______
(See table below)
C – American Indian/Alaskan Native     D – Other
E – Chicano/Mexican American          A – Black/African American
R – East Indian/Pakistani             2 – Chinese/Chinese American
M – Pacific Islander                  5 – Latino/Other Spanish

Have you ever applied to or attended UCSB? □ Yes □ No ________________

Last quarter________________________

I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE AND THAT I HAVE READ THE POLICIES AND PROCEDURES FOR CROSS ENROLLMENT AND UNDERSTAND THE ELIGIBILITY REQUIREMENTS, ENROLLMENT CONDITIONS, AND PROCEDURES.
I UNDERSTAND THAT FALSIFIED INFORMATION IS GROUNDS FOR DISMISSAL.

Student’s Signature________________________ Date________________________

~ HOME CAMPUS CERTIFICATION ~

I certify that the below named student meets all the cross enrollment eligibility requirements as described below:

□ CA resident    □ Undergraduate Student
□ Has completed one term at their HOME Campus □ All current fees are paid
□ Currently enrolled in 6 units or more Term and year:
□ Has a minimum of a 2.0 GPA □ Fall ___ □ Winter ___ □ Spring ___

Authorized Signature________________________ Date________________________
Print name __________________________ Phone __________________________
Title __________________________ Department __________________________ Campus __________________________

Students reason for taking course:
□ Course not available at home institution □ Other: (please specify)

For assistance contact: UCSB, Office of the Registrar, 1105 S.A.A.S.B., Santa Barbara, California 93106-2015,
Reg-Undergrad-Visiting Programs@sa.ucsb.edu(805)893-8905, www.registrar.ucsb.edu
CROSS ENROLLMENT REGISTRATION FORM

DO NOT SUBMIT PRIOR TO THE SIXTH DAY OF INSTRUCTION
(and no later than the UCSB) published “add” deadline

Quarter: _______________

Student name: ___________________________ Perm: ___________________________

Department & Course No.: ___________________________ Enrollment Code: ___________________________

Units: ______________ Grading Options:  Letter Grade [ ]

Pass / No Pass [ ]

Have you taken this course before at UCSB? Yes [ ] No [ ]

Instructor name: ___________________________

STUDENT AGREEMENT:
I understand that I must abide by University of California rules and regulations pertaining to regularly enrolled U.C. students. I also understand that there are specific Cross Enrollment rules and regulations that I must abide by.

I request permission to enroll in the above referenced course:

Student Signature ___________________________ Date ___________________________

INSTRUCTOR AUTHORIZATION:
I authorize the Office of the Registrar to enroll the above named student in the requested course. The student has met the course prerequisites and space is available.

Instructor’s Signature ___________________________ Date ___________________________

FOR UNIVERSITY USE ONLY

REGISTRAR

BILLING OFFICE

FOR UNIVERSITY USE ONLY

REGISTRAR

BILLING OFFICE

SPACE AVAILABILITY [ ]

ACADEMIC CLEARANCE [ ]

COURSE REPEAT (ONLY ONCE) [ ]

Initials ___________________________

(class code: 0006)