UCSB

University of California
Santa Barbara

INTERSEGMENTAL CROSS ENROLLMENT (ICE) PROGRAM

Instructions

1. Complete the student certification section below. Take this form to the Admissions or Registration Office at your **HOME** campus and have your eligibility certified. Afterward, take this form to the UCSB course instructor to obtain his/her signature under Visiting Campus Certification. Students should provide an unofficial transcript to the instructor to support the completion of pre-requisite requirements.
2. After the **6th day of instruction** and before the add deadline, take this form to UCSB's Office of the Registrar for verification of academic eligibility.
3. Pay the non-refundable administrative fee at UCSB's Billing Office. The non-refundable fee is a per-unit charged at the current California Community College unit rate and is subject to change*.
4. Return the completed form to the Office of the Registrar. You will not be officially enrolled until all steps are completed and this form is returned to the Office of the Registrar. *Applications are not accepted beyond UCSB's published ADD deadline.*

STEP 1: STUDENT CERTIFICATION

Name (Last, First, Middle)		**Date of Birth** (MM/DD/YYYY)	

Please provide *either* your social security number or Perm number. If this is your first time enrolling at UCSB, provide your social security number. **For all subsequent enrollments, please provide _only_ your Perm number.**

*Social Security # (only if first time enrolling at UCSB)		**Perm #**	
E-mail		**Phone**	

Have you ever attended or applied to UCSB?	☐ Yes	☐ No
Are you a US Citizen/ Permanent Resident?	☐ Yes	☐ No, Visa Type _____
Have you taken this course before at UCSB?	☐ Yes	☐ No

CLASS INFORMATION:

_____	_____	_____	_____	_____	_____	_____	_____
QYY	Subject	Course #	Enrollment Code	Grade Option	Units	Instr. #	Instructor Name

This information is required per the Taxpayer Relief Act. Please see **http://www.1098-t.com for further information.*

I certify that the information I have provided is accurate. I understand I must abide by UC rules and regulations pertaining to I.C.E and those pertaining to regularly enrolled UC students. I understand that falsified information or failing to maintain 6 units at my home campus will result in dismissal from the I.C.E program. I give UCSB permission to contact my home campus for verification of my eligibility.

Student Signature_____ **Date**_____

STEP 2: HOME CAMPUS CERTIFICATION

Student meets following criteria for HOME Campus:	☐ Undergraduate ☐ CA resident ☐ Completed at least one term ☐ Current registration is 6+ units ☐ 2.0 min. cumulative GPA ☐All current fees are paid
Reason for taking course	☐ Course not available at home institution ☐ Other (specify)_____
College & Dept. Name	
College Rep. Name	
College Rep. Signature	

STEP 3: VISITING CAMPUS CERTIFICATION

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 pre-requisites and space is available.

Instructor's Signature: _____ **Date** _____

BARC USE ONLY (CC: 0006)	*OFFICE OF THE REGISTRAR USE ONLY* ☐ Space available ☐ Academic clearance ☐No blocks ☐ Course Repeat (1x only) ☐ **Home campus course schedule attached** **Initials** _____

ICE ENROLLMENT PROCEDURES

READ CAREFULLY

- The host institution whose course is being taken under the Intersegmental Cross Enrollment Program will collect a non-refundable administrative fee prior to enrolling in the course.
- Permanent academic records are maintained at the host institution. Students may request official transcripts be sent to their home campus at the completion of grade processing. Transcripts are not automatically sent.

Eligibility Requirements:

Undergraduate students enrolled at any campus of the California Community Colleges, the California State University, or the University of California may enroll without formal admission in a maximum of one course per academic term at either of the other Systems. Enrollment is on a space available basis at the discretion of the appropriate campus authorities.

- A student is eligible to participate in the Intersegmental Cross Enrollment Program if he/she meets all of the following requirements:
  a. Completed at least one term as a matriculated student and has completed 12 units of degree applicable work at the home institution.
  b. Enrolled in a minimum of 6 units at the home institution during same term of program participation.
  c. Earned a cumulative GPA of 2.0 (grade of C) for all work completed at the home institution.
  d. Paid appropriate tuition and fees at the home institution for the term of participation.
  e. Has not been academically disqualified from either institution.
  f. For Non-UCSB students:
     i. Earned an average grade of a C or P in **all** courses taken in previous terms at UCSB.
     ii. If not in good academic standing at UCSB, students may request to repeat a previously failed class in order to improve their academic standing.
     iii. Students may request to repeat a course **once**. Future attempts will be denied.

Enrollment Conditions:

- The enrollment conditions necessary to participate in the program are as follows:
  - Approval is valid only for the term specified and subject to space availability, deadlines, registration procedures, and priorities of each respective institution.
  - Enrollment is limited to one course per term of participation, with exception to courses with labs.
  - Enrollment in pre-college courses are excluded.
  - The non-refundable administrative fee is a per-unit charge based on the current California Community College unit rate and is payable to the host institution upon program enrollment. The rate is subject to change.
  - Additional fees (lab, materials, breakage, printing, etc.) and book costs are the responsibility of the program participants.
  - Academic advising is only available at the participants' home institution.
  - Program participants are urged to secure approval from home institution advising in regards to course applicability to degree requirements.
  - Program participants must provide evidence that all course prerequisites have been met (transcripts or grade reports).
  - Financial aid is available only through the participant's home institution.
  - Health services at the host institution are limited to treatment for emergencies.
  - Participants are not eligible for student services (i.e. career services, recreation center, housing, sporting events, etc.) at the host institution.
  - Parking is available for a fee. Program participants' should inquire with the host institution's Parking Services.
  - Program participants' will need to purchase an ACCESS card for library and printing services.
  - Approved students will receive email instructions for setting up a UCSBnetID and UCSB Umail account. Both are needed to access GauchoSpace, a course material
  - Students who wish to stop attending must process a withdrawal at the host institution's Office of the Registrar. Otherwise, an unsatisfactory grade will be records to the student's academic record.
  - Participants are subject to all administrative procedures of the host institution while enrolled in the Program. This includes the Student Conduct Code and the enrollment requirements for course drops and other changes.
  - Students with special accommodation needs due to a disability may contact UCSB's Disabled Students Program at 805-893-2668.