

**OFFICE OF THE REGISTRAR
PLANNING AND ENROLLMENT MANAGEMENT**

**CROSS REGISTRATION
UC BERKELEY**

Part I: Student Information

Print Name _____ Student ID or SSN _____ Birthday Mo/Day/Yr _____

Street (Permanent Mailing Address) _____ (Area Code) Telephone Number _____

City _____ State _____ Zip Code _____ Email Address _____

High School Graduation Year _____ Semester of Application: Fall Spring

Part II: Your Home Campus:

UNITS COMPLETED at HOME CAMPUS: (check) Semester Units _____ Quarter Units _____

Current GPA: _____ (Must be in good academic standing)

Are you receiving: Veteran's Benefits? Yes No Social Security Benefits? Yes No

Are you receiving: Financial Aid? Yes No

If the student is receiving Financial Aid or Veteran's Benefits, the student is responsible for forwarding a copy of the completed Cross Registration Application to the Financial Aid Office or the Veteran's Representative at the Home campus; California State University, East Bay.

Attend courses and secure approval during the Late Registration Add/Drop Period at UC Berkeley. Cross Registration Forms WILL NOT BE ACCEPTED AFTER THE Late Registration Add/Drop Period.

Part III: Course(s) to be taken at UC Berkeley:

Course Control # Call & Sec#	Course Title	UNITS	CR/NC	INSTRUCTOR

Course(s) to be taken at Home Campus:

Subject Area & Number	Course Title	Units

NOTE: TOTAL ENROLLMENT AT BOTH SCHOOLS MUST EQUAL 12 OR MORE UNITS WITH NO FEWER THAN 6 AT THE HOME CAMPUS. ANY CHANGES IN REGISTRATION AS SHOWN ABOVE MUST BE APPROVED BY BOTH SCHOOLS.

Part IV: APPROVALS

Home Campus:

Counselor Signature: _____ Print Name: _____ Date: _____

Phone: _____ Email: _____

Director of Admissions & Records / Registrar's Signature: _____

Print _____ Fax _____ Phone _____

Records Office Signature: _____ Print _____ Phone _____

Fax _____ Email _____

Host Campus:

Registrar/Certifying Officer Signature _____ Print Name: _____

Date: _____ Phone _____ Fax _____ Email _____

Office Use (Date/Initial): Copy sent to Home Campus on _____ Official Transcript Sent on _____

UC BERKELEY
CROSS REGISTRATION GUIDELINES

1. Student must have completed a minimum of 20 semester units and no more than 72 transferable units at the home campus with a GPA of 2.0 or better.
2. Students who were formerly enrolled at CSUEB, but academically disqualified, are not eligible to participate in the cross registration program.
3. Enrollment in no more than two undergraduate courses at CSUEB is permitted on a space available basis.
4. Total enrollment at both colleges must equal full-time status with no fewer than 6 semester or 9 quarter units at the home campus.
5. Enrollment in lower division courses at CSUEB which are offered by the home campus at any time during the academic year is not permitted under this program.
6. The student must comply with residency requirements at home campus.
7. The cross registration form needs to be completed with a counselor at home campus to determine appropriateness of course(s).
8. Students should consult the CSUEB catalog regarding applicable requirements toward degree prior to attending as a "visiting" student in the Cross Registration Program.
9. Student cannot apply for cross-registration for a term where they have either applied to or are admitted as a regularly matriculated student to CSUEB.
10. At CSUEB, student must:
 - a. During the first six days of instruction attend the desired course at CSUEB.
 - b. Obtain faculty and department approval in which course is offered.
 - c. Take the approved cross registration form to Enrollment Management – Student Information Lobby, First Floor Lobby, Warren Hall or to the Administration Building at the Concord Campus for processing.
11. At the end of the term, CSUEB will send official transcripts to home campus within two weeks after grades are processed.
12. Students may verify grade(s) earned on the CSUEB website – <http://my.csueastbay.edu/>.

Tuition and Fees: Students enrolled in the cross registration program will not be charged tuition nor will they be charged an application fee by CSUEB. Students will be required to pay registration fees for courses taken at the home campus.

Regulations, Deadlines, and Procedures:

All participants in the cross-registration program are subject to registration procedures, deadlines, and enrollment policies/regulations at both schools. For more details, refer to the class schedule and college catalog for both schools. Our website is www.csueastbay.edu . NOTE: Summer Quarter is not available for cross-registration

Intercollegiate Athletics: Consult with the Director of Athletics at your home campus to determine impact on eligibility requirements as participant in the cross registration program.

Veterans Benefits: Contact the VA Rep at your school to ensure proper coordination of benefits.

Financial Aid: If you are a financial aid recipient, please check with your financial aid office prior to filling out Cross-Registration form and obtaining signatures.