



# MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

## APPLICATION FOR CROSS ENROLLMENT

California Community College  
California State University  
University of California

Complete the top portion of this form and submit it to Enrollment Services at MSJC prior to the host campus filing period. You must verify admission, prerequisite and filing deadlines with the host campus. Allow 48 hours for MSJC Enrollment Services to complete all certifications below. You must take this completed form and obtain instructor and departmental approval at the host campus during the designated filing period. The host campus will provide all registration instructions.

Home Campus Mt. San Jacinto College Host Campus \_\_\_\_\_

Planned semester/quarter of Cross Enrollment: Term \_\_\_\_\_ Year \_\_\_\_\_

If you have previously attended MSJC campus, what was the last term attended? \_\_\_\_\_

Name \_\_\_\_\_  
Last (Print) First Middle

Birthdate: \_\_\_/\_\_\_/\_\_\_ MSJC Campus ID: \_\_\_\_\_  
Mo. Day Yr.

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Home Telephone (\_\_\_\_) \_\_\_\_\_ Message Telephone (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Other Email: \_\_\_\_\_

I certify the information provided is accurate and that I have read and understand eligibility requirements, enrollment conditions, and procedures as stated.

Date \_\_\_\_\_ Signature \_\_\_\_\_

### MT. SAN JACINTO COLLEGE DISTRICT CERTIFICATION

**Student meets Cross Enrollment eligibility requirements.**

Name (Please print) Title Signature Date Seal

### HOST CAMPUS CERTIFICATION

Approval of class instructor: \_\_\_\_\_

Course Planned at Host Campus	Units		Instructor Approval
	Semester	Quarter	

Processing Fee Received \_\_\_\_\_ Home Campus Code \_\_\_\_\_

Ethnicity \_\_\_\_\_ Gender \_\_\_\_\_

Cross Enrollment Approved \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Reason for Taking Course \_\_\_\_\_

*Please see back of form for additional information/requirements*

# POLICIES AND PROCEDURES FOR CROSS ENROLLMENT

## ELIGIBILITY REQUIREMENTS:

Undergraduate students enrolled in 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 a campus of either of the other systems on a space available basis at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate courses is excluded.

A student is qualified to cross enroll if the student meets all of the following requirements:

- Completed at least one term at MSJC as a matriculated students
- Enrolled for a minimum of six units for the current term at MSJC
- Earned minimum grade point average of 2.0 (grade of C) for work completed
- Paid the appropriate tuition and fees at MSJC for the current term
- Completed the appropriate academic preparation as determined by host campus
- Received California resident status

## ENROLLMENT CONDITIONS:

1. Cross Enrollment approval is valid for only the one term specified and subject to space availability, deadlines, registration procedures and priorities of host campus.
2. Pay a ***minimum*** \$40 per unit administrative fee for each term, determined by host campus.
3. Additional fees (lab, materials, parking, breakage, computer, transcript, etc.), required of other students will be assessed, and must be paid.
4. Academic advisement is available only at MSJC.
5. Students are urged to meet with an MSJC Counselor to ensure course meets educational goals and/or requirements.
6. Evidence of completion of course prerequisites may be required at time of enrollment (personal transcript copy or grade reports).
7. Financial aid is available only through your home campus. Students eligible for Veterans, Rehabilitation, Social Security and other federal, state or county benefits must secure eligibility certification through home campus. Units taken at both campuses may be combined to establish financial aid.
8. Permanent academic records are maintained at the host campus. Students may request transcripts to be sent to MSJC.
9. Health services on host campus are limited to treatment for emergencies only.
10. Because of overlapping academic calendars, cross enrollment is possible only in certain combinations.

### **MSJC Enrollment**

Fall Semester  
Spring Semester

Fall Quarter  
Winter Quarter  
Spring Quarter

### **Host Campus Enrollment**

Fall Quarter or Semester  
Either Winter or Spring Quarter /or Spring Semester

Fall Quarter or Semester  
Winter Quarter or Spring Semester  
Spring Quarter or Spring Semester

11. Participation in student activities or use of the student union at the host campus is subject to any limitation set by the host campus.
12. Parking on the host campus will be available on the basis of a term fee within campus parking availability or on a daily fee basis.
13. Information concerning host campus identification card policies will be provided at registration.
14. Students are subject to all administrative procedures of the host campus. Note: Students **must** process official drop at host campus or risk having unsatisfactory grade recorded on permanent record.