

Instructions: Complete the form and submit it to the Office of the Registrar or other designated cross-enrollment office at your home campus. After the home campus completes certifications, obtain instructor approval at the host campus and then submit to the Registrar's Office at the host campus. When San José State is the host campus, the form must be submitted with home campus approval and SJSU instructor approval to the Registrar's Office at registrar@sjsu.edu no later than the fifth day of the semester.

Name _____
(First Name) (Middle Initial) (Last Name)

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Phone No: _(_____) _____

Date of Birth (mm/dd/yyyy) _____ Gender: ☐ Male ☐ Female ☐ Non-Binary

Home Campus _____ Home Campus ID _____

Planned SJSU Semester of Cross Enrollment: ☐ Fall ☐ Spring Year: _____

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

Student Signature _____ Date _____

HOME CAMPUS CERTIFICATION

☐ I certify that the above-named student meets all cross-enrollment eligibility criteria as outlined on page 2 of this document.

Signature _____ Title/Seal _____ Date _____

HOST INSTRUCTOR/DEPARTMENT CERTIFICATION

☐ The above-named student has been approved for cross-enrollment in the requested course **if space is available**.

HOST Course Title	5-digit Class #	Section	Units

Check this box to request CR/NC grading instead of a letter grade: ☐ CR/NC grading

Instructor Name _____ Title _____ Department _____

Instructor Signature _____ Date _____

Cross Enrollment Program Guidelines

ELIGIBILITY REQUIREMENTS:

Students at all California Community Colleges and the University of California may be eligible to enroll at San Jose State without formal admission to the university and without payment of State University Fees. Enrollment is available in a maximum of one course per academic term on a space-available basis at the discretion of the appropriate campus authorities on both campuses. A student is qualified to do cross-enrollment at SJSU if the student has met all of the following requirements:

- Completed at least one term at the home campus of any California Community College as a matriculated student
- Earned a grade point average of 2.0 (grade of C) for work completed
- Must be enrolled in no fewer than 6 semester or 9 quarter units at the home campus.
- Paid appropriate tuition and fees at home campus for the current term
- Completed appropriate academic preparation as determined by the host campus
- Is a California resident.

Restrictions:

- Cross-enrollment is only available for Fall or Spring semesters. Cross-enrollment is NOT available for the Summer term.
- Students who were formerly enrolled at SJSU but were academically disqualified are not eligible to participate in the cross-enrollment program.
- Students cannot apply for cross-enrollment for a term during which they have either applied to or been admitted as regularly matriculated students to SJSU.
- Enrollment in lower division courses at SJSU which are offered by the home campus at any time during the academic year is not permitted under this program.

Process when SJSU is Host Campus:

- Student completes form and obtains approval from the home campus.
- Student secures approval from the SJSU instructor offering the course.
- Send form with home campus approval and SJSU instructor approval to the Office of the Registrar at registrar@sjsu.edu no later than the fifth day of instruction for the term.
- Enrollment will be processed by the Registrar's office beginning on the sixth day of the term if space is available in the class, otherwise the student's name will be placed on the waitlist. Students will be emailed notified of all enrollment/waitlist action to the e-mail address listed on the application form. Students are responsible for all enrollment unless formally notifying the Registrar's office in writing prior to the drop deadline.

Transcripts and Grades

It is the responsibility of the student to order official transcripts from the host campus to be sent to the home campus in order to receive credit.

Tuition and Fees

Students enrolled in the cross-enrollment program will not be charged tuition or an application fee by SJSU, but they are required to pay registration fees for courses taken at their home campus. You will also have to pay any additional fees required of other students (lab, materials, breakage, computer, transcript, etc.).

Regulations, Deadlines, and Procedures

The deadline to submit the cross-enrollment form is the **fifth day of instruction for the term**, and applications received after this date will not be considered. All participants in the cross-enrollment 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.sjsu.edu. **NOTE:** Summer Term is not available for cross-enrollment

Intercollegiate Athletics

Consult with the Director of Athletics at your home campus to determine the impact on eligibility requirements as a participant in the cross-enrollment 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 before filling out the Cross-Enrollment form and obtaining signatures.