



LAS POSITAS COLLEGE

CROSS REGISTRATION PROCEDURES TO CSU EAST BAY

1. **Student must have completed a minimum of 20 semester units and no more than 72 transferable units (72 unit max applicable to four year institutions) at the home campus with a GPA of 2.0 or better.**
2. Pick up a CSU East Bay Cross Registration form in Building 700, either in Counseling or Admissions and Records. Read the qualifications.
3. Go on-line and look in the CSU East Bay class Schedule to pick out what classes you would like to enroll in for the quarter schedule, fall, winter, and spring. Upper division classes are also allowed.
4. See an LPC Counselor on drop-in to discuss appropriate classes/prerequisites. Complete the CSUEB Cross Registration form with the classes listed and have the LPC Counselor sign and attach unofficial transcripts.
5. Take the completed form to Admissions and Records to get the signature of the Dean of Admissions.
6. If you are a financial aid student, check with the LPC Financial Aid office to see if this program impacts your aid (Building 1320).
7. Proceed to CSUEB on the first day of class and "sit in" to see if there is room in the class and obtain the instructor's signature on the Cross Registration form.
8. When you have all the signatures, bring the form to the CSUEB admission office for the final signature by the staff in that office.
9. Bring a copy back to the Admission Office after the second week of classes.
10. Complete your classes at both LPC and CSUEB according to regulations and deadlines.
11. CSUEB transcripts will be sent to LPC two weeks after grades are posted and put on the LPC transcripts.

**PLEASE ALSO READ AND FOLLOW THE CSU EAST BAY CROSS
REGISTRATION GUIDELINES (ATTACHED)**

CROSS REGISTRATION APPLICATION

Office of the Registrar, CSU East Bay

Part I: Student Information

Date _____

Net ID/Student ID _____

First Name: _____ Last Name _____

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

Email: _____ Phone: _____

E-mail Address: I authorize my Net ID activation code be sent to this address

High School Graduation Year _____ Date of Birth (dd/mm/yyyy) _____ Gender: Male Female

Term of Application: Fall Winter Spring Year: _____

Part II: Your Home Campus

UNITS COMPLETED at HOME CAMPUS: (circle) Semester/Quarter Units: _____ Current GPA: _____ (Must be in good academic standing.)

Your Home Campus is: (check one)

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Chabot College 1004725 | <input type="checkbox"/> Holy Names College 1004059 | <input type="checkbox"/> Los Medanos 1004396 | <input type="checkbox"/> Solano 1004930 | <input type="checkbox"/> Berkeley City |
| <input type="checkbox"/> College of Alameda 1004118 | <input type="checkbox"/> JFK University 1001362 | <input type="checkbox"/> Merritt 1004502 | <input type="checkbox"/> St. Mary's 1004675 | <input type="checkbox"/> CSUEB |
| <input type="checkbox"/> Contra Costa College 1004943 | <input type="checkbox"/> Laney College 1004406 | <input type="checkbox"/> Mills 1004485 | <input type="checkbox"/> UC Berkeley 1004833 | |
| <input type="checkbox"/> Diablo Valley College 1004295 | <input type="checkbox"/> Las Positas 1006507 | <input type="checkbox"/> Ohlone 1004579 | <input type="checkbox"/> National Hispanic 1004593 | |

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

Part III: Course(s) to be taken at HOME CAMPUS

Subject Area and 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 BELOW MUST BE APPROVED BY BOTH SCHOOLS.

Course(s) to be taken at HOST CAMPUS

FOR CSUEB -- Attend course and secure approval from the instructor and department, then submit the completed form to the Student Information Lobby in Warren Hall. Cross Registration Forms will NOT be accepted after fifth instructional day of the term.

Course number and Section	Course Title	Units	Check box if desired grade type is CR/NC	Instructor Signature/Dept. Stamp	Date

Part IV: APPROVALS

HOME CAMPUS

Counselor Printed Name _____

Signature _____ Date _____

Director of Admissions and Records/Registrar's Printed Name _____

Signature _____ Date _____

E-Mail _____ Phone _____ Fax _____

HOST CAMPUS

Records Office Approval: _____ Date: _____

Print Name: _____ Phone: _____ E-mail: _____

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

If the student is receiving Financial Aid or Veteran's Benefits, the student is responsible for forwarding a copy to the Financial Aid office or the Veteran's Representative at BOTH campuses.

CALIFORNIA STATE UNIVERSITY, EAST BAY CROSS REGISTRATION GUIDELINES

1. Student must have completed a minimum of 20 semester units and no more than 72 transferable units (72 unit max not applicable to four year institutions) at the home campus with a GPA of 2.0 or better.
2. Students who were formerly enrolled at CSUEB, but were 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 must be signed and approved by the Home Campus Advisor and Director of Admissions & Records/Registrar.
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. Secure approval from the instructor and department offering the course. (Exception: Students enrolled in CSUEB classes offered on the Las Positas Community College Campus only need to obtain the faculty's signature).
 - b. Take the approved cross registration form to the Student Information Lobby, First Floor Lobby, Warren Hall or to the Administration Building at the Contra Costa Campus for processing (Exception: Students enrolled in CSUEB classes offered on the Las Positas Community College Campus may fax the completed form to 510-885-3816 after obtaining the faculty's signature).
 - c. Enrollment will be processed by the Registrar's office during the Late Registration period if space is available in the class, otherwise the student's name will be placed on the waitlist. Students will be e-mailed 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.
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 – <https://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, but are required to pay registration fees for courses taken at the home campus.

Regulations, Deadlines, and Procedures

The deadline to submit the cross registration 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-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.