



Verification for Cross Enrollment to UC Berkeley

Step 1. Complete this form and meet with a LPC counselor (1nd floor, Bldg. 1600) prior to the UC Berkeley filing period. You must verify filing deadlines with UC Berkeley. The counselor at Las Positas College will review your academic record to verify that you meet all criteria for cross enrollment (*see reverse side of this form*) and complete the home campus (Las Positas College) certification.

Step 2. Once you have obtained home campus certification, you will deliver it to the Office of the Registrar at UC Berkeley where you will be given further instructions on how to cross enroll. Students should be aware that they must petition the instructor to be added to any class they take through cross enrollment. You may only take one class at UC Berkeley per semester through cross enrollment.

HOME CAMPUS: Las Positas College		HOST CAMPUS: University of California, Berkeley	
PLANNED SEMESTER OF CROSS ENROLLMENT:		TERM:	YEAR:
HAVE YOU EVER ATTENDED UC BERKELEY? NO YES			
IF YES, PLEASE INDICATE YOUR LAST TERM AND YEAR OF YOUR ATTENDANCE.		TERM:	YEAR:
LAST NAME	FIRST NAME	MIDDLE	
STUDENT ID ('W' NUMBER)	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER (If applicable)	
MAILING ADDRESS (Street, City, State, Zip)			
CONTACT PHONE NUMBER ()		EMAIL ADDRESS	
REASONS FOR TAKING COURSE AT UC BERKELEY - Check all that apply.			
<input type="checkbox"/> Course not available at Las Positas College		Other (briefly explain below)	
<input type="checkbox"/> Course meets transfer requirements			

I certify that the information provided above is accurate and that I have read and understand eligibility requirements, enrollment conditions, and procedures as stated on the reverse side of this application.

Signature _____ Date

OFFICIAL USE ONLY

HOME CAMPUS CERTIFICATION		
<i>Las Positas College certifies that this student meets all criteria for cross enrollment eligibility.</i>		
_____ LPC official: Signature	_____ Title	_____ Date

UC BERKELEY CERTIFICATION		
<u>UC Berkeley Course</u> Department: Course Number: Section Number:	UNITS _____	Instructor's Approval (signature) _____

UC BERKELEY PROCESSING OFFICIALS	
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Processing Fee Received: _____
UC Berkeley official (Office of the Registrar) Signature: _____	Date: _____

POLICIES AND PROCEDURES FOR SB 1914* CROSS ENROLLMENT

California Community Colleges - California State University - University of California

**Sections 66755 & 66756 of SB 1914 have been amended by SB 361*

ELIGIBILITY REQUIREMENTS:

Any student 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 is excluded in the following areas: Remedial, Summer Session, Graduate (including 200/300 level Teacher Education courses), and **all Computer Science courses**.

A student is qualified to cross-enroll if the student has met all of the following requirements:

- completed at least one term at the home campus (Las Positas College) as a matriculated student
- enrolled in a minimum of six units for the current term (*This means you must be enrolled at Las Positas College in a minimum of 6 units during the same semester you wish to do cross enrollment at UC Berkeley.*)
- earned a grade point average of 2.0 (grade of C) for work completed at Las Positas College
- paid appropriate tuition and fees at the home campus (Las Positas College) for the current term
- completed appropriate academic preparation as determined by UC Berkeley (*This means, as applicable, you must meet UC Berkeley course prerequisite(s).*)
- California residency based on the guidelines set forth by the home campus (Las Positas College)

ENROLLMENT CONDITIONS: PRIOR TO ENROLLMENT, STUDENT MUST SECURE APPROVAL OF HOME CAMPUS (LAS POSITAS COLLEGE) FOR CROSS ENROLLMENT TO ENSURE COURSE MEETS HOME CAMPUS REQUIREMENTS.

1. Approval for cross enrollment is valid for only the term specified and is subject to space availability, deadlines, registration and all administrative procedures and priorities of the host campus (UC Berkeley). You must reapply for each term you wish to cross enroll.
2. Academic advisement is available only at the home campus (Las Positas College). Students are urged to secure approval of a home campus counselor to ensure course meets home campus requirements.
3. Evidence of completion of course prerequisite may be required at time of enrollment (personal transcript copy or grade reports).
4. Records of credits earned through cross-enrollment will be sent to Las Positas College approximately six weeks after the term has ended. Students must request an official transcript from UC Berkeley if needed to be sent to other institutions.
5. Health services on host campus are limited to treatment for emergencies only.
6. Participation in student activities or use of the student union at UC Berkeley is subject to limitations set by UC Berkeley.
7. Information concerning UC Berkeley identification card policies will be provided at registration.
8. Dropping of classes – if a student is unable to continue enrollment in a class, either before or after instruction begins, it is the student's responsibility to follow and complete official procedures at UC Berkeley to avoid unsatisfactory grades on permanent record.

FEES/FINANCIAL AID:

9. UC Berkeley will charge \$46 / unit for enrollment. UC Berkeley may also charge a minimal administration fee each term.
10. You will be required to pay any course fees as required of other students (lab, materials, breakage, computer usage, transcripts, etc.).
11. Financial aid is available only through home campus (Las Positas College). Units taken at both campuses may not be combined to establish financial aid. Students eligible for Veterans, Rehabilitation, Social Security and other federal, state or county benefits must secure eligibility certification through Las Positas College.
12. Parking on the UC Berkeley campus will be available on a fee basis. For detailed information on all parking and transportation options, visit the UC Berkeley website.

For more information please visit or contact Las Positas College Counseling, 1st Floor Building 1600, 925-424-1400.