

**STUDENT INFO**

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

Home campus student ID number \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Yr.

Home Campus \_\_\_\_\_ Host Campus \_\_\_\_\_

Planned Semester/Term of cross enrollment: \_\_\_\_\_

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

Email \_\_\_\_\_ Home Telephone (\_\_\_\_) \_\_\_\_\_

Will enrolling in this course change your enrollment status to full time? Yes No

\*Will enrolling in this course affect your financial aid status? Yes No

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

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

**HOME CAMPUS CERTIFICATION**

\_\_\_\_\_ certifies that this student meets cross enrollment eligibility requirements.  
Home Campus

\_\_\_\_\_  
Title Signature/Seal Date

**HOST CAMPUS CERTIFICATION**

Semester:	Section Number:	Course Title:	Instructor Name:	Instructor Signature:	Date:

**OFFICE USE ONLY:**

Processing fee recieved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policies and Procedures for Cross Enrollment Program**

Santa Rosa Junior College has entered into a partnership with Sonoma State University that permits students from one college to take classes at the other college with minimal paperwork and reduced fees. While the Cross Enrollment Program has its advantages, it will not benefit all students. The drawback is that registration for courses is not permitted until after the semester has started and is subject to instructor approval. Students from SSU who need an SRJC course for degree, general education or academic preparation purposes should consider regular enrollment. Although regular enrollment fees are then required, this is the only way that enrollment can be assured in the desired course.

### **Eligibility Requirements:**

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

- Is a California resident and cannot possess a bachelor's degree
- Complete at least one term at the home campus as a matriculated student
- Enroll for a minimum of six units at the home campus for the current term
- Earned a grade point average of 2.0 (grade of C) for completed work
- Paid appropriate tuition and fees at home campus for the current term

### **Enrollment Conditions:**

1. Eligible to take one class with the Cross Enrollment Program per semester (Fall & Spring Only). There is no continuing student status or carryover of forms from one semester to the next.
2. You will have to pay any additional fees required of the other students (lab, materials, breakage, computer, transcript, etc.)
3. Academic advisement is available only at the home campus.
4. Evidence of completion of course prerequisites may be required at time of enrollment (official transcript required).
5. Financial aid is available only through your home campus.
6. Health services on host campus are limited to treatment for emergencies.
7. Information concerning host campus identification card policies will be provided at registration.
8. Students are subject to all administrative procedures of the host campus.

**Note:** Students must process an official drop at the host campus or risk having an unsatisfactory grade record on permanent record.

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### **Cross Enrollment Procedures for SRJC students:**

SRJC (home campus) to SSU (host campus)

1. Meet with a SRJC Counselor to determine appropriate SSU coursework in which to enroll.
2. Complete and submit the Cross Enrollment form to SRJC Admissions & Records office. The Cross Enrollment form will be mailed back to you.
3. Consult the SSU Schedule of Classes for SSU section information and enter it on the Cross Enrollment Form.
4. Attend the desired class and ask the instructor if they will allow you to attend as a SSU/SRJC Cross Enrollment student. If so, obtain the SSU Instructor's signature of approval on the Cross Enrollment Form.
5. Take the signed form to Kerbrina Boyd, in the SSU Admissions & Records Office (707) 664-3024, kerbrina.boyd@sonoma.edu, to complete the Cross Enrollment process. You will not be charged the SSU per unit for the course, but will pay a \$10 administrative fee and a \$16 program fee for a total of \$26.

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### **Cross Enrollment Procedures for SSU students: SSU (home campus) to SRJC (host campus)**

1. Do not register yourself for the SRJC class that you wish to take. If you register yourself for this class, you forfeit the ability to use the Cross Enrollment Program.
2. Complete the SRJC online application for the appropriate semester at [www.santarosa.edu/apply](http://www.santarosa.edu/apply)
3. Complete the Cross Enrollment Form and obtain signed verification from Sonoma State Admissions & Records Office verifying that you are eligible to participate.
4. Attend the desired class and ask the instructor if they will allow you to attend as an SSU/SRJC Cross Enrollment student. If so, obtain the SRJC Instructor's signature of approval on the Cross Enrollment Form.
5. Bring the completed Cross Enrollment Form to the SRJC Admissions & Records Office in person after the semester starts and before first census and an Admissions Officer will enroll you in your desired class.
6. You are not required to pay the \$46 per unit enrollment fee; however you must pay a \$10 administrative fee, \$1 Student Representation fee, \$1 per unit Student Center fee, \$1 per unit Student Transportation fee, plus any special course fees (materials, field trips, etc.)