UCSB

University of California
Santa Barbara

INTERSEGMENTAL CROSS ENROLLMENT (I.C.E.) AT UCSB

Instructions

1. Complete the student certification section below. Take this form to the Admissions Office at your **HOME** campus and have your eligibility certified. After your eligibility is certified by your **HOME** campus, take the form to the instructor of the course and obtain their signature under Visiting Campus Certification. Attach a copy of your course schedule from your home campus.
2. After the **6th day of instruction** and before the add deadline, obtain verification from the Registrar's office of space availability and academic eligibility. Take this form to the UCSB Cashier's office and pay the $**31**/unit fee. *Fees are subject to change.*

Applications will not be accepted beyond UCSB's published "ADD" deadline. You will not be officially enrolled until all steps are completed and this form is returned to the Office of the Registrar.

STEP 1: STUDENT CERTIFICATION

Name (Last, First, Middle)		**Perm** (if known)	
*Social Security #		**Date of Birth** (MM/DD/YYYY)	
E-mail		**Phone**	

Have you ever attended or applied to UCSB?	Yes	No
Are you a US Citizen/ Permanent Resident?	Yes	No, Visa Type _____
Have you taken this course before at UCSB?	Yes	No

CLASS INFORMATION:

QYY	Subject	Course #	Enrollment Code	Grade Option	Units	Instr. #	Instructor Name
_____	_____	_____	_____	_____	_____	_____	_____

*This information is required per the Taxpayer Relief Act. Please see http://www.1098-t.com for further information.

I certify that the information provided is accurate. I understand I must abide by UC rules and regulations pertaining to I.C.E and those to regularly enrolled UC students. I understand that falsified information or failing to maintain 6 units at my home campus will result in dismissal from the I.C.E program. I give UCSB permission to contact my home campus for verification of my eligibility.

Student Signature_____ **Date**_____

STEP 2: HOME CAMPUS CERTIFICATION

Student meets following criteria for HOME Campus:	☑ Undergraduate ☑ CA resident ☑ Completed at least one term ☑ Current registration is 6+ units ☑ 2.0 min. cumulative GPA ☑ All current fees are paid
Reason for taking course	Course not available at home institution Other (specify)_____
College & Dept. Name	
College Rep. Name	
College Rep. Signature	

STEP 3: VISITING CAMPUS CERTIFICATION

INSTRUCTOR AUTHORIZATION: I authorize the Office of the Registrar to enroll the above named student in the requested course. The student has met the course pre-requisites and space is available.

Instructor's Signature: _____ **Date** _____

BARC USE ONLY (CC: 0006)	*OFFICE OF THE REGISTRAR USE ONLY*
	Space available Academic clearance No blocks Course Repeat (1x only)
	Home campus course schedule attached **Initials** _____

Policies and Procedures
Inter-segmental Cross Enrollment
(I.C.E.)

Eligibility Requirements

Undergraduate Students enrolled in any of the California Community Colleges, a California State University, or a 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.

A student is qualified to cross enroll if the student has met all of the following requirements:
1. Completed at least one term at the home campus.
2. **Enrolled for a minimum of six units for the current term at the home campus.**
3. Earned grade point average of 2.0 (grade of C) for work completed at home campus.
4. Paid appropriate tuition and fees at home campus for current term.
5. Completed appropriate academic preparation as determined by UCSB.
6. Is a California resident.
7. Earned an average grade of a C or P in **all** courses taken in previous terms at UCSB. If not in good academic standing, student may only register to repeat a class previously failed, i.e., attempt to improve their academic standing.
8. Students may only repeat a course once. Future attempts will be denied.
9. If the student was previously enrolled at UCSB, at the end of their last quarter of attendance, they must **not** have been dismissed or suspended for disciplinary actions, and they must have cleared all admissions and registration blocks.

Enrollment Conditions
1. Approval is valid for only the term specified.
2. Enrollment is limited to one course per academic term <u>at</u> the <u>HOST campus</u>.
   a. Exceptions; required labs.
3. Approval is subject to instructor approval, space availability, deadlines, and registration procedures at UCSB.
4. Enrollment in pre-college courses is excluded.
5. Academic advisement is only available at the student's home campus.
6. Students are urged to secure approval of home campus advisor to ensure course meets home campus requirements.
7. The department or instructor may require evidence of course prerequisites at time of enrollment (transcript or grade reports).
8. Financial aid is available only through the home campus and students eligible for veterans, rehabilitation, social security and other federal, state or county benefits must secure eligibility certification through the home campus.
9. Permanent academic records are maintained at UCSB. Students may request official transcripts be sent to their home campus at the completion of grade processing. Transcripts are not automatically sent.
10. Parking at UCSB is available on a fee basis – see Parking Services.
11. Students are subject to all administrative procedures of UCSB.
12. To stop attending, students must process an official drop/withdrawal at UCSB Office of the Registrar <u>or an unsatisfactory grade will be recorded on their permanent record.</u>
13. If you need special accommodations due to a disability please contact the Disabled Students Program at 805/893-2668.