**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.

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### STEP 1: STUDENT CERTIFICATION

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<th>Name (Last, First, Middle)</th>
<th>Perm (if known)</th>
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**Social Security #**

Date of Birth (MM/DD/YYYY)

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<th>Phone</th>
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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:

<table>
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<tr>
<th>QYY</th>
<th>Subject</th>
<th>Course #</th>
<th>Enrollment Code</th>
<th>Grade Option</th>
<th>Units</th>
<th>Instr. #</th>
<th>Instructor Name</th>
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*This information is required per the Taxpayer Relief Act. Please see [http://www.1098-t.com](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 __________________________

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### 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

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### 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 __________

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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 at the HOST campus.
   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 or an unsatisfactory grade will be recorded on their permanent record.
13. If you need special accommodations due to a disability please contact the Disabled Students Program at 805/893-2668.