

USC/UCLA RESOURCE SHARING PROGRAM CROSS-ENROLLMENT PROCEDURES FOR USC STUDENTS

As part of a cooperative program between USC and UCLA, graduate students may be eligible to take courses at the other school as part of their degree program. There are several basic policies which apply:

- A. Students must be enrolled full-time in a graduate degree program.
- B. The course at the other school must not duplicate a course already offered as part of the program on the home campus.
- C. All courses taken must be at the graduate level.
- D. Cross enrollment may only be used for a limited portion of the student's program (a maximum of three courses).
- E. The exchange is only available to students with a strong academic record.

Note:

Cross-enrollment is not effective during the summer term.

Courses through UCLA Extension are not included in the exchange program.

USC STUDENTS:

1. Students should discuss plans with their department chair and/or graduate advisor to determine if a particular course, or courses offered at UCLA will be acceptable toward their graduate degree. If approved, students must obtain the signature of the appropriate USC Department Chair.
2. Contact the instructor at UCLA regarding the course in which you wish to enroll. Discuss plans to take the course, determine your eligibility for the course, and whether space will be available for you in enroll.
 - a. Your registration form must contain the signature of your UCLA instructor.
3. Students from USC must also obtain verification of full-time enrollment by obtaining a copy of the following:
 - a. USC transcript, available at the USC Campus Registrar (SAS). Cost is \$5.00.
 - b. Signature from Graduate School Resource Sharing Coordinator
 - c. Signature from UCLA Resource Sharing Coordinator
4. **Students must enroll in USC-7000.** Take the approved cross-enrollment form to Registration (Reg. Bldg.). Request to be enrolled in USC-7000 (off-campus program). A confirmation of registration will be given to you. Attach that form to the cross-enrollment form and return both to the graduate school office.
5. **Courses taken at UCLA will be graded Credit/No-credit. No letter grades are assigned; a grade of credit is recorded for grades B or better. The course will appear on the transcript as USC-7000 Off Campus Programs with the appropriate UCLA course title.**
6. UCLA is on the quarter system. The units for cross-enrollment are articulated as follows: 4 units articulate as 3 units of USC semester credit, 3 units as 2 units, 2 units as 1 unit. Courses offered for one unit at UCLA are **not** eligible for cross-enrollment.
7. Further information for the cross-enrollment program can be obtained from the Graduate School at USC and from the coordinator in the graduate division at UCLA, 1225 Murphy Hall, Los Angeles, CA 90024, (310) 825-3819

The enrollment form for this program is available at the Graduate School, located in GFS 315. It is entitled: **"The College and University Regional Exchange: Petition for Enrollment and Certification of Grade, UCLA/USC."**