

USC-UCLA Cross-Enrollment Instructions

The USC-UCLA Cross-Enrollment Agreement permits current USC students to take a graduate course at UCLA and obtain USC course credit. Courses taken under the Agreement are not subject to the rules governing transfer credit.

USC students wishing to take a graduate course at UCLA must do the following:

1. Submit a petition for USC-UCLA Cross-Enrollment. This petition can be obtained by asking your staff graduate advisor (petitions are not available on the web or in the Graduate School office).
2. Complete the section identifying information about the course to be taken at UCLA. Include course number, title and UCLA unit value.
3. Obtain the signature of your department chair at USC (Signature No. 1).
4. Obtain the signature of the official instructor of record at UCLA (Signature No. 3). Verbal/email approval not permitted.
5. Bring your petition, along with a copy of the page from the UCLA schedule of classes indicating the unit value of the graduate course to the Graduate School (**required**) for the signature of the "USC Graduate School." *Note: The Graduate School will not sign this petition until you have received the original signatures from your USC department chair and the UCLA professor of record and the course description from the UCLA schedule of classes.*
6. After you have obtained the Graduate School's signature, take your application to the USC Verifications Office (John Hubbard Hall). The Verifications Office will confirm that you are currently enrolled at USC and then stamp the application form with the Registrar's official seal. You must obtain the official USC seal **and** signature of the Registrar in order for your application to be valid. *Note: You must have been enrolled at USC in the previous semester in order to be eligible to participate in the Agreement in a current semester.*
7. After you have obtained the official seal, go to the Registration building and register for USC 7000 (web-registration not available). USC 7000 is the USC course students register for while taking the class at UCLA (you do not register at UCLA for the UCLA course).
8. After you have registered for the USC 7000 course, please return to the Graduate School with your **original application** and registration confirmation. You will be provided with a copy of the application. *The original application will be sent to UCLA for final processing and the eventual assigning of the grade for the course. UCLA must have the original application with the original USC Registrar's seal of approval.*

Please note the following:

- USC 7000 is not available during the USC summer semester/UCLA summer quarter. *Note: UCLA does not permit USC students to participate in the Agreement during their summer quarter. There are no exceptions.*
- Students are not permitted to retroactively enroll in USC 7000 after they have taken and completed a course at UCLA. Permission must be obtained before the first day of the UCLA course.
- Undergraduate UCLA courses are not eligible to be taken under the Agreement.
- Signature of "UCLA Graduate Division/Host Campus Dean" is not required in order to register for USC 7000. USC and UCLA will eventually make arrangements for that signature.
- If you are on a USC fellowship or are serving as a Graduate Assistant, please check with your fellowship office or home department regarding whether your award covers USC 7000.

- USC students registered for USC 7000 will pay the USC tuition rate (*you do not register for the UCLA course*).
- Because UCLA is on the quarter system, USC students registered for USC 7000 will not receive the full credit value of the UCLA units. There are no exceptions.
- Each UCLA unit is translated into .625 USC units. For example, a **4 unit UCLA course will be translated into 2.5 of USC credit units.**
- USC reserves the right to confirm the unit value of a course taken at UCLA.
- After you have obtained the appropriate signatures and registered for USC 7000, access to the course at UCLA (i.e., Blackboard) is *solely* at the discretion of UCLA. Please work directly with UCLA on obtaining proper access.
- USC 7000 will be graded “Credit” or “No Credit,” although you must earn a “B” or better in the UCLA course to earn credit for USC 7000.
- The original application form with the official USC Registrar’s seal will become the grade sheet. Your grade will be sent directly to the Graduate School by the UCLA coordinator. Students are not permitted to send in their own grades.
- Students who obtain “No Credit” for the course will not be able to apply the USC 7000 units on the USC transcript.
- If you earn an “incomplete” for the UCLA course, you will not be given credit for the USC 7000 course nor will you be able to apply the USC 7000 units towards your USC degree until a grade has been assigned and received. Please check with the Office of Academic Review for policies and procedures regarding incompletes.
- Because UCLA is on the quarter system, its registration timeline and deadlines are different than those at USC. Please make sure that you take care of the application process by UCLA’s deadlines, **not** USC’s registration deadlines.
- Students may add USC 7000 at any time during USC’s fall or spring semester without incurring a late registration fee provided that they have already settled their USC enrollment for a particular semester by USC deadlines *and* they are following UCLA rules about when they can start attending a UCLA class. However, students who drop USC 7000 are subject to USC’s rules governing registration deadlines, “W”s and tuition payment.
- **NOTE:** If a student drops the USC 7000 class after USC’s add/drop date (i.e., they no longer wish to remain in the course at UCLA), a “W” will appear on a student’s transcript. This will be case even if the student drops USC 7000 before the UCLA add/drop deadline. *There are no exceptions.*
- Starting in the 4th week of USC classes, students must take a “W” in USC 7000 up to the end of the 12th week of classes if they no longer want to take the course at UCLA. After that, a petition to Academic Review is required.
- Departments have the sole discretion to determine whether to apply USC 7000 towards a student’s degree.
- The Graduate School does not place a limit on the number of times a student may apply to take a class at UCLA as a part of the Agreement. However, individual departments may place a limit on the number of USC 7000 courses they will count towards the degree. Students will also be subject to USC rules governing residency and registration requirements.
- USC 7000 does not count towards the USC minimum residency registration requirements and may not be used as a substitute for required USC courses.
- For questions about obtaining UCLA signatures or the UCLA course information, students may contact UCLA’s Graduate Coordinator, Jessie Boutayeb - jboutayeb@gdnet.ucla.edu