

USC-UCLA Cross-Registration for Graduate Students

As part of an academic resource-sharing program, USC graduate students may take graduate level classes at UCLA. This cross-registration program must be used judiciously. It is only available for courses not offered at USC and requires the dean of the student's school to affirm that the course is essential to a student's work and progress towards the degree.

Credit will be granted only for work completed with a grade of B (3.0) or higher. The student's transcript will show that the course was taken at UCLA. Units attempted at UCLA are on the quarter system. USC students who complete course work at UCLA will have the units converted to semester units for each unit completed at UCLA. Library privileges will be extended at UCLA, but other privileges or services cannot be offered.

Tuition

- USC students registered for courses at UCLA will pay the USC tuition rate.

Course Units

- UCLA is on the quarter system. Each UCLA unit is translated into .625 USC units. For example, a 4-unit UCLA course is equivalent to 2.5 of USC credit units.
- USC reserves the right to confirm the unit value of a course taken at UCLA.

Grades

- Courses taken at UCLA will be graded "Credit" or "No Credit," although students must earn a "B" or above to receive credit for the course.
- The grade will be sent directly to the USC Graduate School by the UCLA coordinator at the end of the term. Students are not permitted to submit their own grades.
- Students who obtain "No Credit" for the UCLA course will not be able to apply the units to the USC transcript.
- If the student earns an "incomplete" in the UCLA course, they will not be given credit for the course, nor will they be able to apply the units towards the USC degree until a grade has been assigned and received. Please check with the USC [Grades Department](#) for policies and procedures regarding incompletes.

Eligibility

- Because UCLA is on the quarter system, its registration timeline and deadlines are different than those at USC. Students must ensure that the application process meets UCLA deadlines rather than USC's registration deadlines. The cross-enrollment process should begin at least one month before the start of the UCLA course.
- Students must register in the USC-7000 cross-enrollment course before the UCLA class starts.
- Individual departments may place a limit on the number of UCLA courses that will count towards the degree. Students should check with the home department for assistance.
- Courses taken at UCLA do not count towards the USC minimum residency registration requirements and may not be used as substitutes for required USC courses.

Instructions

Step 1: The program staff graduate advisor

- At least one month before the start of the UCLA class, initiates the "USC-UCLA Cross Enrollment" form through the USC Graduate School's Petition system on behalf of the student.
- Enters the following information about the UCLA course into the petition system: UCLA quarter, UCLA department, UCLA catalog number, USC semester for which credit will be given, UCLA unit number, number of USC units requested, UCLA course title, UCLA instructor of record. See Figure 1.
- Enters an explanation about why this course is essential for the student.
- Uploads a copy of the UCLA schedule of classes with the course description.

- Uploads a copy of the USC School Dean's approval, noting that the course is essential to a student's progress towards the degree.
- Sends mereditd@usc.edu an email letting her know that a "USC-UCLA Cross Enrollment" petition has been submitted.

Step 2: The program staff graduate advisor or the student

- Secures the signature of the UCLA instructor on the Grad School initiated petition either as an attached PDF or through a DocuSign process

Step 3: The program staff graduate advisor

- Sends the petition including rationale, school dean's support, UCLA course description, and signature of the UCLA instructor to mereditd@usc.edu either as an attached PDF or through a DocuSign process

Step 4: The USC Graduate School

- Reviews the petition and, if approved, adds the signature of the Dean of the Graduate School
- Sends the petition to the USC Registrar One-Stop office.

Step 5: The USC One-Stop office

- Confirms that the student is currently enrolled at USC
- Provides the USC Registrar signature
- Enrolls the student in USC 7000 course
- Returns the petition to USC Graduate School.

Step 6: The USC Graduate School

- Sends the petition to UCLA for review and final approval.
- Notifies the program when the completed petition has been received from UCLA.
- Archives the signed and completed petition
- At the end of the USC semester, sends the petition to UCLA for the final grade that will be recorded at the bottom of the petition by the UCLA instructor.
- Reports the final CR/NC grade to the USC Registrar Grades office (grades@usc.edu).
- Resolves the petition in the Grad School's system.

Petition Details	
Course to be taken at UCLA	
Quarter:	Select <input type="text"/> <input type="text"/> <i>(Quarter) (Year)</i>
UCLA Unit Value:	<input type="text"/> Units
Department:	<input type="text"/>
UCLA Instructor of Record:	<input type="text"/> <input type="text"/> <i>(First Name) (Last Name)</i>
Course Title:	<input type="text"/>
Catalog No.:	<input type="text"/>
Semester for which USC credit will be given:	Select <input type="text"/> <input type="text"/> <i>(Semester) (Year)</i>
Number of USC units that the course will be accepted for:	<input type="text"/> Units*
Please state reason for exchange:	
<input type="text"/>	

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Figure 1: Sample USC-UCLA Cross Enrollment Petition